



## 2018 ITTF WORLD TOUR ORGANIZATIONAL REQUIREMENTS / DIRECTIVES

<b>1. GENERAL TERMS</b>	<b>3</b>
1.1. Documents: Directives and Guidelines	3
1.2. Tiers of the 2018 ITTF World Tour	3
1.3. Number of event days	3
1.4. Number of qualification days	3
1.5. Prize Money	3
1.6. Event Insurance	3
1.7. WTGF	3
1.8. Other Events	4
1.9. Cancellation of the event	4
1.10. Failure to comply to the General Contract/Directives	4
<b>2. SPORT SPECIFIC INFORMATION</b>	<b>4</b>
2.1. Events (categories)	4
2.2. Playing System	4
2.3. Multi balls	5
2.4. Draw for seeded players	5
2.5. General Schedule	6
2.6. Specific Time Schedule	6
<b>3. PROSPECTUS/ENTRIES</b>	<b>6</b>
3.1. Prospectus	6
3.2. Travel and accommodation forms	7
3.3. Deadlines	7
3.4. Accreditation and participation fees	7
3.5. Cancellation Fees	7
3.6. Entry Changes	8
<b>4. PLAYING FACILITIES/EQUIPMENT</b>	<b>8</b>
4.1. Main event facilities	8
4.2. Qualification facilities	9
4.3. Practice facilities/Equipment	9
4.4. Equipment – brand and color	9
<b>5. OTHER FACILITIES</b>	<b>10</b>
5.1. Press facilities	10
5.2. Players' Lounge	10
5.3. VIP Facilities	10
5.4. Changing Rooms	10



<b>6. HOSPITALITY .....</b>	<b>10</b>
6.1. Hospitality Options.....	10
6.2. Hotels.....	10
6.3. Meals.....	11
<b>7. TRANSPORTATION .....</b>	<b>11</b>
7.1. Arrival Service.....	11
7.2. Departure Service .....	11
7.3. Shuttle service (Hotels/Venue).....	11
<b>8. MANPOWER.....</b>	<b>12</b>
8.1. ITTF Officials .....	12
8.2. Hospitality of ITTF Officials/Partners/Sponsors.....	12
8.3. Tournament Director .....	13
8.4. Announcer (MC) .....	13
8.5. Press Officer.....	13
8.6. Photographer .....	13
8.7. Match Officials.....	13
8.8. Staff and Volunteers.....	14
<b>9. FUNCTIONS/SERVICES .....</b>	<b>14</b>
9.1. Racket Control.....	14
9.2. Doping Control .....	14
9.3. Medical Services .....	14
9.4. Results Service.....	14
9.5. ITTF Event Page results .....	15
9.6. Services to ITTF Staff .....	15
9.7. Ancillary Services.....	15
<b>10. TICKETING/PROMOTION STRATEGIES .....</b>	<b>15</b>
<b>11. TV PRODUCTION/itTV STREAMING .....</b>	<b>15</b>
<b>12. MEDIA .....</b>	<b>15</b>
<b>13. SPORT PRESENTATION .....</b>	<b>15</b>
<b>14. SPONSORSHIP IMPLEMENTATION .....</b>	<b>15</b>
<b>15. CONTACT NAMES AND NUMBERS.....</b>	<b>16</b>



## 1. GENERAL TERMS

This document forms part of the agreement between the International Table Tennis Federation (ITTF), the Organizing Committee (OC) of the event (whereas the National Association (NA) or any other body assigned the organization of the event by the NA).

ITTF is responsible for marketing aspects.

The parties agree that the following terms and conditions apply, for the 2018 ITTF World Tour events:

### 1.1. **Documents: Directives and Guidelines**

a. The ITTF publishes several "Directives" and "Guidelines", which are the basis for the organizational standards a World Tour event should comply to:

- World Tour Organizational Requirements/Directives
- World Tour Sport Specific Information
- Sponsorship Implementation Guidelines (Drawings of the playing courts)
- TV/itTV Production Guidelines & TV Graphics
- Sport Presentation Guidelines
- Media Guidelines
- Ranking Default Policy for no-shows
- ITTF Handbook
- Racket Control requirements
- Players' Services
- ITTF Contribution File

b. All documents can be downloaded directly from the [ITTF.com](http://ITTF.com), under World Tour > Official Documents and form part of this contract/directives.

### 1.2. **Tiers of the 2018 ITTF World Tour**

a. ITTF World Tour Platinum, minimum prize money **US\$ 150.000**

b. ITTF World Tour, minimum prize money **US\$ 100.000**

### 1.3. **Number of event days**

Main draw: 4 days

### 1.4. **Number of qualification days**

Qualification events: will run as a separate event from the main World Tour event, with a minimum of 2 days and no limit on the number of maximum days the qualification event will run.

### 1.5. **Prize Money**

It is the obligation of the OC to pay the prize money on site in cash, unless agreed and stated differently in the prospectus ie. from specific amounts paid by bank transfer. The prize money should be paid in USD, after the national tax deductions, if any.

### 1.6. **Event Insurance**

The OC should be responsible in purchasing event insurance during the period of the whole event (incl. qualification tournament and main draw) to cover losses that the ITTF and OC might incur from an event being cancelled, the liability of its employees, participants and volunteers and any other risks.

### 1.7. **WTGF**

The ITTF World Tour events will offer points to players to qualify for the prestigious World Tour Grand Final later in the year.



## 1.8. **Other Events**

- a. The OC **cannot** offer any **additional** events, running in parallel to ITTF World Tour Events.

## 1.9. **Cancellation of the event**

In case the event is not held or cancelled, for whatever reason, the host association will be responsible for all consequences, including but not limited to, financial and logistical claims made by the participating NA(s) and the ITTF.

If the event is cancelled:

- a. at any time after the bid was confirmed by ITTF and before the ITTF calendar is officially published, the host association will be fined with US\$ 1.000.
- b. at any time between the time the ITTF calendar is officially published and earlier than 4 months before the event start date, the host association will be fined with US\$ 5.000 and will not be entrusted an ITTF World Tour event for the next calendar year.
- c. at any time within 4 months before the event start date, the host association will be fined with US\$ 30.000, plus any loss of income from television rights or sponsorship suffered by the ITTF, or costs incurred by the ITTF, or NA(s), beside suspension from organization for the next calendar year.

## 1.10. **Failure to comply to the General Contract/Directives**

The National Association as the organizer (OC) of the ITTF event, mentioned in the specific agreement signed, undertakes to take care of the following directives. Any failure to meet the requirements and to fulfill the points of the general contract/directives might have financial consequences, in the form of deduction from the ITTF contribution (See the document **"ITTF Contribution File"**).

## 2. SPORT SPECIFIC INFORMATION

### 2.1. **Events (categories)**

#### a. **Mandatory:**

- Men's and Women's Singles
- Men's and Women's Doubles

#### b. **Optional:**

- Under 21 Men's Singles and U21 Women's Singles events (born in **1997** or later)

### 2.2. **Playing System**

#### a. **Men's and Women's Singles:** Knock out - Main Draw of 32.

- Top 16 seeded (or Top 15 plus 1 player from the host association or Top 14 plus 2 players from the host association, provided that the one player is in the Top 50 positions of the WR). In both cases, this applies only if no players from the host association are already included in the Top 16 players by default, according to the latest available ITTF World Ranking, at the date of the final entries deadline.
- 16 players from the qualification event (The OC can choose different options how to play the Qualification stage [Knock out or Groups], at the timing of the bidding process).
- All matches are played best of 7 games, in all stages of the competition.

#### b. **Men's and Women's Doubles:** Knock out - Main Draw of 16.

- Top 8 seeded pairs according to the Doubles' Ranking (or Top 7 plus 1 pair from the host association, if not already included in the Top 8 doubles by default. A "mixed" pair composed of players from different associations can be seeded by the request of the host association, provided that one of the two players is from the host association).
- 8 pairs from the qualification event (Knock out of 16 for World Tour Platinum and Knock-out of 32 for ITTF World Tour).
- Maximum number of doubles entries for ITTF World Tour Platinum is 24 pairs and for ITTF World Tour 40 pairs, according to the latest available Doubles Ranking on the doubles deadline with a maximum



2 pairs or 4 players per NA and maximum 3 pairs by host association (regardless if these doubles are in the Top 24/40 pairs).

- If the maximum number of doubles entries (24 pairs for Platinum and 40 pairs for World Tour) is not reached after the entry deadline, a third (3<sup>rd</sup>) pair per NA can be accepted according to the latest available Doubles Ranking, which has to be entered before the doubles entry deadline.
- All matches are played best of 5 games, in all stages of the competition.

c. **U21 Singles Events:** Knock out - Main Draw of 32.

- Only Main Draw but played during the qualification days.
- Top 32 entered players according to the World Ranking (or Top 28 plus 4 players from the host association, regardless if they are included or not in the Top 32 players by default).
- Maximum 4 players per NA.
- All matches are played best of 5 games, in all stages of the competition.
- If the maximum number of U21 entries (32 players) is not reached after the entry deadline, additional players from the WL can be accepted, according to the latest available WR Ranking at the date of the entry deadline, and provided that the U21 players have to be entered before the entry deadline.

**\* ONLY FOR SELECTED EVENTS (From June 2018 on, in addition to or replacing U21 EVENTS, as will be announced in the Prospectus of each event)**

d. **Mixed Doubles\* :** Knock out - Main Draw of 16.

- Top 8 seeded pairs according to the Doubles' Ranking (or Top 7 plus 1 pair from the host association, if not already included in the Top 8 doubles by default).
- 8 pairs from the first stage event (First stage Knock out of 32 for ITTF World Tour Platinum and ITTF World Tour).
- Maximum number of doubles entries for ITTF World Tour Platinum and for ITTF World Tour is 40 pairs, according to the latest available Doubles Ranking on the doubles deadline with a maximum 1 pair per NA and maximum 1 pair by host association (regardless if this double is in the Top 40 pairs).
- If the maximum number of doubles entries is not reached after the entry deadline, a second (2<sup>nd</sup>) pair per NA can be accepted, according to the latest available Doubles Ranking, which has to be entered before the doubles entry deadline.
- "Mixed" pairs, composed of players from different associations are not allowed for Mixed Doubles.
- All matches are played best of 5 games, in all stages of the competition.

### 2.3. **Multi balls**

The "Multi Balls" system will be implemented at the 2018 World Tour, as follows:

- From the first round of the Main Draw onwards.
- Prior to each match the players are free to select 20 balls out of approx. 30.
- The assisting umpire has a certain number of balls and throws the next ball to the player between points, during the match, and the players will not pick up the ball from the floor (net balls can be replayed).
- The use of volunteers collecting the balls after each point is preferred, to avoid having a certain number of balls on the floor during TV matches and creating a practice session feeling.
- The ball boys/girls should be located outside the show court out of the main camera view.

### 2.4. **Draw for seeded players**

- a. The draw for the seeded players is done 1 day prior to the start of the qualifications, not later than 16:00.
- b. The draw has to be conducted by the Referee assisted by the ITTF Competition Manager.
- c. Seeding is done with the latest World Ranking of the date of the entry deadline, with **NO** separation by association (see "**Sport Specific Information**" document for details).



## 2.5. General Schedule

- a. Mandatory events: **4 days of main draw**
- b. Qualification + U21 Main Draw: **minimum 2 days**
  - For qualification schedule options, please contact the ITTF Head of World Tour and the Competition Manager for more details. The ITTF Competition Manager will support in providing the schedule, according to the numbers of tables, days and events.

Below is an example of the schedule, for qualifications options:

Number of days for qualifications	Number of tables	Maximum entries			
		Knock out		Groups	
		Option 1	Option 2	Option 3	Option 4
		Without U21	Incl. U21	Without U21	Incl. U21
<b>2 days</b>	8 tables	260	190	160	130
<b>2 days</b>	10 tables	280	220	180	150
<b>2 days</b>	12 tables	310	240	200	170
<b>2 days</b>	14 tables	350	260	230	200
<b>2 days</b>	16 tables	390	280	260	230

  

Number of days for qualifications	Number of tables	Maximum entries			
		Knock out		Groups	
		Option 5	Option 6	Option 7	Option 8
		Without U21	Incl. U21	Without U21	Incl. U21
<b>3 days</b>	8 tables	360	260	220	190
<b>3 days</b>	10 tables	410	310	240	210
<b>3 days</b>	12 tables	460	360	260	230
<b>3 days</b>	14 tables	510	410	290	260
<b>3 days</b>	16 tables	560	460	320	290

## 2.6. Specific Time Schedule

- a. Earliest start of matches is **10:00 am** during all days of the main events and **09:00 am** on the qualifications days.
- b. The entire time schedule for the event will be prepared, by the ITTF Competition Manager, based on TV needs and local conditions for discussion with the OC.
- c. The time schedule will be approved by the ITTF Competition Manager in agreement with the ITTF Head of World Tour:
  - Main event time schedule: **60** days prior to the main event.
  - Qualification time event: **15** days prior to the start of the qualification event.
- d. The time schedule for the event has to be agreed upon between the OC, the ITTF Competition Manager and the ITTF Head of World Tour.

## 3. PROSPECTUS/ENTRIES

### 3.1. Prospectus

The “**Prospectus**” forms the “invitation” document for all NA(s), wishing to participate to an Event. The Prospectus:

- a. contains specific information related to the event, e.g. dates, location, prize money, accommodation fee for accompanying people, deadlines for entries, number of entries, players’ obligation etc.
- b. provided by the ITTF, in a common template for all World Tour Events.





- c. completed by the OC and returned to the ITTF Head of World Tour for final approval.
- d. be confirmed in due time and published at least 2 months before the event on the Event Page.

### **3.2. Travel and accommodation forms**

Travel and accommodation forms must be:

- a. prepared by the ITTF Head of World Tour, in a common template for all World Tour Events.
- b. published on the Event Page, together with the Prospectus.
- c. completed by the NA(s) participating at the Event and submitted to the ITTF and OC.

### **3.3. Deadlines**

- a. **Final entries deadline: 30 days** before the starting date of the event. The deadline for the final entries for singles, doubles AND U21 is automatically set 30 days before the starting date of the event in the Prospectus. **No late entries will be accepted.**
- b. **Doubles deadline: 10 days after** the final entries deadline. This is the deadline for fixing the pairs for doubles. When two different NA(s) are involved, both NA(s) shall confirm entry of doubles partners before this deadline. New pairs cannot be added after this deadline and all players indicated, as "Partner Wanted" will be removed from the Doubles entry list without further notice.
- c. In case the maximum number of entries is reached, all remaining players will be put on Waiting List and will be accepted in case of cancellations, according to the WR order at the entry deadline.
- d. **Entry cancellations deadline: 2 days before the starting date** of the event **at 12:00 local time.** After this deadline, the penalty for no-show policy will be applied.
- e. **Room cancellation deadline:** is fixed to **7 days before the starting date** of the event.
- f. **Payment deadline:** is fixed to **2 days before the starting date** of the event. If an association wants to make the payment via bank transfer, the OC have to receive the money on their bank account by the deadline indicated in the Prospectus point "Deadlines". If the amount is not transferred by this date, the OC can ask for cash payment on site, so that the participating delegation will have the right to receive their accreditations.

### **3.4. Accreditation and participation fees**

- a. **Accreditation Fee: US\$ 160 (150 EUR)** per participant (not only players).
  - The Accreditation fee **must be waived** for those participants that choose to take the full board package (Option 2 and 3).
  - The accreditation fee **must be paid** for those participants that choose to NOT take any package (Option 1).
- b. **Participation fee: US\$ 16 (15 EUR)** for each player.
  - The participation fee must be collected by the OC, on behalf of ITTF, before or upon accreditation.
  - The full amount of the participation fees for each event should be deducted from the final invoice from the OC to the ITTF, in regards to the contribution.

### **3.5. Cancellation Fees**

- a. **Cancellation fee:**
  - There will be a charge of **US\$ 160 or 150 EUR** cancellation fee for each player (entered in the qualification event and U21 event) cancelled after the final entry deadline. This fee is not applicable in case of replacement. A cancellation fee will be charged for all coaches, medical, accompanied person, delegates who booked the official hotel package as well and cancel their participation.
  - Players who are on the waiting list at the time of the entry deadline will not be liable to cancellation fees, should they withdraw their participation.
  - Players on the waiting list after the entry deadline will not be liable for cancellation fees, should their entries get accepted at a later stage and he/she is unable to attend the event.



## b. **Room cancellation fee:**

- In addition to the cancellation fee, there will be a charge of **one-night costs** (official hospitality package, Option No.2, single room rate) for each person (coaches, medical, accompanied persons, delegates included) cancelled after the room cancellation deadline. The room cancellation fee applies to all cancellations (including cancellation because of injuries etc).
- The OC should not provide accreditation to players of NA(s) before the payments of hospitality, accreditation or participation fees is completed.
- It is the responsibility of the OC to inform the Competition Manager on site before the end of the event about outstanding cancellation fees payments. If the information is not received, the ITTF will not consider late requests and the OC will need to solve outstanding payments directly with the NA(s) concerned.
- NA(s) with pending payments of cancellation fee(s), will not be allowed to enter any ITTF World Tour and ITTF Challenge events, as long as the payment is not fulfilled.
- In case, NA(s) have accumulated pending payments from three different events (when collection of fees is not possible because the NA does not attend events), then the NA will be forbidden access to the online entry system for any ITTF World Tour and Challenge events.

## 3.6. **Entry Changes**

Changes in Singles and Doubles entries after the final entries and doubles deadlines, respectively are allowed as following:

- a. **Singles:** Changes, after the final entries deadline, are allowed but they are subject to penalty fees, according to point 3.5. Restrictions in changes:
- If a player who should be seeded (Top 16), according to the WR, replaces a non-seeded player, then this player will not be considered as direct entry and will therefore need to play qualifications. This player will be moved to the seeded positions, as follows:
    - Only to his/her position according the WR, in case another player from the seeded players list cancels entry or is replaced by another non-seeded player.
    - In case there are two or more players who replaced another player and should be moved to the seeded positions, according to the WR, the one in the higher WR position will be moved up to the available position, at the time a position becomes available.
- b. **Doubles:** No Doubles can be amended after the doubles entry deadline. The ITTF Ranking Consultant will prepare the seeding for both doubles events. Restrictions in changes:
- In case of cancellations the next highest ranked pair, at the deadline of entries will be entered in the Qualification.
  - Only in case the host association's one and only seeded double cancels participation, it will be replaced by another host double pair or by the next highest ranked pair, in the case the Host Association does not want to use the spot.

## 4. **PLAYING FACILITIES/EQUIPMENT**

### 4.1. **Main event facilities**

The main events are the “**show case**” of our sport.

Following are the **Rules & Regulations** for the main events on the ITTF World Tour, in addition to the rules and regulations of the ITTF Handbook:

- a. The set-up of 4 show-courts **is obligatory from the start of the main draw matches.** These 4 show courts will be the only courts used from the Main Draw on.
- b. The size of such a show-court is standard: **9,60 m x 18,20 m** and the playing area is defined by 36 pyramid surrounds and 4 corners. Minimum one (1) court should be in these dimensions and small adjustments in the size of the other three (3) courts, can be agreed in advance, in case the venue dimensions do not allow such a set-up.
- d. A minimal of one (1) show court has to be equipped with LED surrounds, at least on the short side of the table (obligatory for Platinum and recommended for World Tour).





- e. A dedicated one (1) show court lighting has to be provided on the last 2 days of the main draw (see Sports Presentation Guideline). (Obligatory for Platinum and recommended for World Tour).
- f. All costs related to the four (4) show-courts will be borne by OC.
- g. The show-court tables have to be provided by the table equipment supplier and no additional logo or name of the equipment supplier is allowed on the undercarriage. The model and specific design of the table should be sent to the ITTF Staff for prior approval.
- h. For the show court(s) the OC will be provided with specially designed surrounds, umpires' tables and umpires' chairs by DHS. Each OC is responsible to inform ITTF about delivery address and contact person for shipment at least 3 months in advance.
- i. The color of all the printed Advertisement boards (A-boards) around the Show Court should be uniformed. **The color used must be GREY pantone # 415C.**
- j. Use of **ITTF approved sports flooring** is mandatory. The use of a subfloor (ie. sports floor or wooden sub-floor) is mandatory in case the ITTF Approved floor is not meant to be used directly on concrete (The List of ITTF Approved Floors indicate if an ITTF Approved Floor can be used or not directly on concrete).
- k. Each table must have the lighting conditions of **1500 lux** uniformed over the table. See further details in the Sport Presentation guidelines.
- l. The temperature in any of the halls **CANNOT** be below **16°C**.
- m. Normally the arena is under preparation and organizers should give the participants a chance to practice the **day before** the competition starts. The Main hall should be available from 10:00 am – 10:00 pm for the players to practice.
- n. Once the competition starts, practice in the competition hall is only possible before the start of the competition day, unless the Competition Manager on site prepares practice schedule or time slots for other period(s), in case of special circumstances.

#### **4.2. Qualification facilities**

- a. Each court size has to be **at least 7 x 14** meters.
- b. Each table must have the lighting conditions of **1000 lux** uniformed over the table. See further details in the Sport Presentation guidelines.
- c. The temperature in the competition hall **CANNOT** be below **16°C**.
- d. An official ITTF approved sport floor needs to be used.
- e. The OC should provide the qualifiers excellent conditions; as similar as possible to the playing conditions in the main events.
- f. Qualification tournaments can be held anywhere in a different venue, in order to accept as many players as possible. In all cases all venues should be prepared in as **similar conditions** as possible.

#### **4.3. Practice facilities/Equipment**

A separate practice facility should be provided for both qualification and main event, and should:

- a. Be ideally within walking distance from the main arena, preferably within the same building.
- b. Have **SIMILAR** playing conditions as the tournament itself.
- c. Have the same equipment (brand, type and color), as the equipment used for competition.
- d. Have playing conditions as close as possible to the conditions for competition (floor, light, temperature, etc.)
- e. Have the exact same number of practice tables as for Qualification (competition) tables.
- f. For the Main event at least 8 Practice tables needs to be set up for 4 Competition tables.

#### **4.4. Equipment – brand and color**

- a. **Floor:** should be sourced by the OC and must be ITTF Approved and used as defined on the List of ITTF Approved Floors (with subfloor or direct use on concrete, depends on the floor used).
- b. **Tables:** should be sourced by the OC and must be ITTF Approved.
- c. **Balls:** DHS balls, as supplied by DHS for the event.
- d. **Surrounds:** A-Boards Advertisements should be approved by the ITTF. Any other additional, secondary row of surrounds must be either blank or printed with the logos of the show court and the same percentage.



- e. **Equipment types:** In all facilities, tables should have the same brand, and color. It is very important that all tables have the exact same tabletops (including thickness, material etc).

## 5. OTHER FACILITIES

### 5.1. Press facilities

Press facilities should be according to the **ITTF Media requirement** document.

### 5.2. Players' Lounge

Players' Lounge is **mandatory at least for the last 4 days** and the following should be offered:

- Access for players and coaches only by accreditation.
- Snacks, sandwiches, instant noodles and fruits.
- Soft drinks, hot water and water at no charges.
- Chairs (sofas and comfortable chairs) and tables should be available.
- TV, results displayed and possibly music should be offered.

### 5.3. VIP Facilities

a. VIP Lounge is **mandatory for all 4 days (main draw)** and the following should be offered:

- At least snacks and refreshment service for sponsors and guests.
- Finalists of all events have to get access to the VIP Lounge on the final competition day.
- For the ITTF World Tour the OC needs to provide special service to the TOP players (see file "**Players' Service**").

b. **VIP boxes** or **VIP seats** have to be provided around the court or on the spectator seats, based on case-by-case agreement with ITTF.

### 5.4. Changing Rooms

Changing rooms for men and women must be available with showers and toilets.

## 6. HOSPITALITY

### 6.1. Hospitality Options

The following options should be offered and presented in the Prospectus:

#### a. **Mandatory:**

- **Option 1:** Accreditation fee payment without hospitality.

This option includes only the accreditation fee including accreditation and information, but excluding accommodation, meals and transport services.

#### b. **Optional:**

- **Option 2:** Full board accommodation in the highest-level category hotel.
- **Option 3:** Full board accommodation in a lower category level hotel.

These two options include the accreditation fee and full hospitality packages (including accommodation, meals, transport services). The packages should be at a reasonable rate and at least **one of the two options has to be at the highest level possible in the city and in reasonable distance to the venue.**

c. All hospitality options have to be fixed in **USD** or **EUR**.

d. ITTF encourages the OC to offer special privileges/hospitality to attract the top players.

### 6.2. Hotels

a. The prospectus must include the **name, phone and fax numbers** of the hotels, to be used during the competition. The hotel's categories must also be indicated.

b. Hotels cannot be changed after the Prospectus is published. Only in situations out of the control of the OC a change can be agreed, but only with the prior approval of the ITTF Head of World Tour. If such change is approved, all NA(s) have to be informed individually by the OC for the change.



- c. The official hotel(s) should not be away more than **90 minutes** by bus from an international airport.
- d. The distance between the official hotel(s) and the venue should be maximum 30 minutes by bus.
- e. The participants from different NA(s) can be accommodated together to share the costs.
- f. For the ITTF World Tour the OC needs to provide special service to the seeded players (see file **"Players' Service"**).

### 6.3. Meals

- a. Meals should be available for as long as possible, but definitely for as long as the schedule obliges the players to be playing. The following meal times are **recommended**. Adjustments may be necessary to be suitable with the playing schedule.
  - Breakfast: 07.00 - 10.30
  - Lunch: 11.30 - 15.30
  - Dinner: 18.30 - 23.00 (or 30 minutes after the last match has finished)
- b. If the hotel is more than 20 minutes away from the venue, lunch has to be provided in the venue.

## 7. TRANSPORTATION

### 7.1. Arrival Service

- a. Arrival service is provided only for delegations/persons requesting the Official Hospitality Package and the ITTF officials/staff/guests, Match Officials.
- b. The **Prospectus** should specify the type of "Arrival & Departure" service, name and standard of hotels, type of accommodation, meal service and transportation that you will provide to the participants during your event. To avoid any misunderstandings the following is expected:
- c. The teams are to be met, welcomed and picked-up at the nearest international **airport or train station** that have been specified in the Prospectus.
- d. The **"Accommodation and Travel Form"** published with the Prospectus, is to be completed by each NA specifying date and time of arrival, flight number, airline, etc. so that the OC know exactly when each NA (or individual players) arrive(s).
- e. NA(s) **not** providing to the OC the information on time, lose their right to arrival service.
- f. Ideally the OC should have **mini vans (or buses)** to pick-up the delegations or individuals in order to provide a smooth arrival service for each delegation. This service is free of charge.
- g. It is important to minimize waiting time for delegations upon arrival. Ideally, each NA will be picked-up separately and taken directly to their hotel.
- h. Use of **courtesy cars or limousines** as described in the Players' Services document.
- i. For the ITTF World Tour the OC needs to provide special service to the seeded players (see file **"Players' Service"**).

### 7.2. Departure Service

- a. Departure service is provided only for those delegations/persons requesting the Official Hospitality Package and the ITTF officials/staff/guests, Match Officials.
- b. This service is provided free of charge in a similar fashion as the arrival service. The **"Accommodation and Travel Form"** has to be filled out by each NA during the event indicating departure times, flight numbers, airport, train time, etc. If this information was already provided in advance, the OC must reconfirm it in case of late changes.
- c. The OC **have to provide** a departure service other than on the day after the conclusion of the event. It will be **recommended** to provide a departure service **during** the event for those players or delegations that may have been eliminated early from the competition.
- d. For the ITTF World Tour the OC needs to provide special service to the seeded players (see file **"Players' Service"**).

### 7.3. Shuttle service (Hotels/Venue)

- a. Shuttle service must be provided only for delegations/persons requesting the Official Hospitality Package(s).



- b. If the distance between the hotels and the venue requires transportation, this has to be provided as frequently as possible, in order to best serve the participants.
- c. Following are the **rules & regulations** regarding transportation requirements: From **each hotel a shuttle** service (non-stop direct service), has to be provided to the venue.
- d. A minimum of **two (2)** transports **per hour** to and from the hotel and stadium are required and mandatory. A **bus** (transport) has to leave each hotel **every 30 minutes** and leave from the venue every 30 minutes.
- e. Shuttles are best carried out by **courtesy cars** (for the top players as required in the Players' Services document), **mini-vans** and **buses**.
- f. The first transport of the day to the venue must be scheduled to leave the hotel 2 hours prior to first scheduled match start of the day.
- g. The last transport service should be **immediately after** the competition is completed every day. A large number of players should be expected for the first and last transport of the day. The OC should plan the number of vehicles accordingly.
- h. The transport service will have different demands during different hours during the day. "Peak" hours will be **in the morning**, when a lot of players either will go to the venue to prepare for their matches or for practice. In **late afternoon**, when the same pattern will start again, with many players preparing for the evening session and some for practice.
- i. If the "transport fleet" of vehicles consist of cars, mini buses and buses, the OC can plan the number of vehicles and the frequency, according to the time schedule of the matches.
- j. The proposed transport schedule has to be sent in advance to the Competition Manager for approval.
- k. For the ITTF World Tour the OC needs to provide special service to the seeded players (see file "**Players' Service**").

## 8. MANPOWER

### 8.1. ITTF Officials

The ITTF has a full time working Competition Manager, whose main responsibility is to implement the ITTF Directives. In particular the ITTF Competition Manager:

- a. Is the official representative of the ITTF Executive Committee and has the final authority in all matters relating to the agreement. In cases of disputes, the Competition Manager may over-rule the Referee and/or the Tournament Director. However, in matters regarding the interpretation of the rules and racket control outcome the Referee's decision will be final. The Competition Manager has **no authority** to over-rule the Referee in **rules matters** such as interpretation of rules, disqualification of player etc. The referee also has full authority in terms of umpires and other assistant personnel.
- b. Will work closely with the Referee in the tournament, in all "technical" matters of the event such as:
  - Entries, seeding and draw.
  - Time schedule (in both structure and detail).
  - Table number allocation for each round.
  - Sponsorship implementation in coordination with ITTF Staff.
  - TV-production and coordination of matches for the same.
- c. Will prepare an evaluation report of the event. This report will form the basis of the decision to be included in future World Tour years and will form the basis of the percentage of the ITTF Contribution what will be finally decided by the ITTF Marketing Director the ITTF Head of World Tour and together with the ITTF CEO what will be paid to the OC after the conclusion of the event.

### 8.2. Hospitality of ITTF Officials/Partners/Sponsors

The OC has to provide:

- a. free hospitality in at least 4 - star Hotel (full board including accommodation and 3 meals) to the ITTF Competition Manager (or a designated official), who will arrive three (3) days before the start of the event.
- b. free hospitality to the ITTF President or his appointee during the whole event. Invitations must be sent early to the ITTF office in order to provide confirmations in due time.



- c. a special hospitality rate (maximum 75% of the official charge) to ITTF officials/partners/staff attending the event, up to maximum 10 persons.

The ITTF shall be responsible:

- a. for the ITTF Sponsors attending the event.

### 8.3. **Tournament Director**

The OC must appoint a **Tournament Director** for the event, to be the liaison between the ITTF Competition Department and the OC, for all matters concerning your event. In particular, the Tournament Director has to maintain contact with:

- a. The ITTF Competition Department through the ITTF Head of World Tour and the Competition Manager on duty, for the implementation of the event on-site and all matters relating to draws, seeding, time schedules and any matter regarding the « Field of Play » inside the venue. The final time schedule of the World Tour event needs approval of the ITTF Head of World Tour or the Competition Manager on duty before it can be published.
- b. The "ITTF Umpires and Referees Committee" on the nomination of the Referee and Deputy Referees and to open invitation for foreign International Umpires.
- c. The ITTF Staff to implement the sponsorship and TV-rights related to the event.

### 8.4. **Announcer (Emcee)**

The OC must appoint a **professional announcer (MC)**, to work according to the "**Sport Presentation Guidelines**".

### 8.5. **Press Officer**

A **Press officer** should be appointed to:

- take care of all matters in regards to media and communications.
- coordinate the Press Accreditations procedures, from application to accreditation
- communicate with the International Press.
- maintain a working relationship with the ITTF Promotions Manager and the ITTF Publication Editor.
- communicate with the ITTF in regards to the media facilities.
- implement the requirements of the "**ITTF Media Guidelines**" document.

The name and contact of the Press Officer has to be communicated with the ITTF 3 months before the event.

### 8.6. **Photographer**

The OC must appoint a **professional photographer**, to work according to the "**ITTF Event Photography Requirements**".

- The rights of these photos will be owned by the ITTF and the photos may be used by the ITTF free of charge for any further agreements between ITTF and other agencies (for example Reuters).
- Furthermore a set of high-resolution photos (min. 300 dpi) be provided free of charge to the ITTF immediately following the event but not later than 21 days after the conclusion of the event.

### 8.7. **Match Officials**

- a. **Referee team** should be consisted of:

- 1 International Referee
- 2 Deputy Referees

Appointment of Referee Team:

- Minimum one of the three should be from a foreign NA.
- The OC has to propose the nomination of the Referee and the Deputy Referees, according to the ITTF Directives for Match Officials (ITTF Handbook), to the ITTF Umpires & Referees Committee for approval.





- The Host Association has to pay the lowest cost reasonable economy airfare of the Referee and Deputy Referees according to the “**Directives for Match Officials**” (ITTF Handbook).

## b. **Umpires**

- Umpires’ invitation has to be open according to the ITTF Directives for Match Officials.
- Sufficient number of umpires has to be available based on the number of tables used.
- All matches have to be officiated by at least one International Umpire, and as of the start of the main event, each match must be officiated by 2 umpires of which at least one is an International Umpire.
- At least 25% of the umpires shall be International Umpires from foreign NA(s).
- The host Association has to provide free hospitality to all invited foreign umpires and Referees and they shall get daily allowance according to the “**Directives for Match Officials**” (ITTF Handbook).

## 8.8. **Staff and Volunteers**

The OC must employ the right number of employees and engage sufficient number of volunteers for a smooth preparation and implementation of the event.

## 9. FUNCTIONS/SERVICES

### 9.1. **Racket Control**

- a. The OC agrees to provide the facilities and facilitate the conduct of Racket Testing (including VOC tests) during the World Tour event according to the ITTF Racket Control requirement document.
- b. VOC, Thickness and Flatness tests have to be done with equipment provided and delivered by the ITTF. If official Racket Control is not planned by ITTF the OC should not organize.
- c. The coordination and organization of the racket testing is delegated by the Referee, preferably to one of the Deputy Referees, who will also arrive two (2) days before the start of the event.

### 9.2. **Doping Control**

- a. Doping Control may be conducted at ITTF World Tour Events.
- b. It is the responsibility of the OC to set up a Doping Control Station (DCS) at the venue, which ensures the player’s privacy and is used solely as a DCS for the duration of the event.
- c. Where the ITTF, as Testing Authority at its sanctioned events, requests that Doping Control shall be conducted at a particular event at the OC own cost, the Anti-Doping Manager shall inform the OC accordingly at least two months before the event, and shall send a Doping Control Agreement (DCA) including the number (maximum 12), type of samples and analysis to be conducted by a contracted Sample Collection Agency (SCA).
- d. The ITTF will be responsible for the co-ordination the Doping Control in co-operation with the contracted SCA.

### 9.3. **Medical Services**

The OC have to provide:

- a. medical service to the players including a **doctor** and a **physiotherapist** (attending the whole tournament).
- b. first aid medical service.

### 9.4. **Results Service**

Results service must be provided for spectators, players and coaches at the event:

- a. A result service has to be provided regularly and frequently. Ideally detailed result sheets should be provided after every round, or at least after each block of matches is played. The results sheets have to be checked and approved by the ITTF Competition Manager before publication.
- b. Large and visible scoreboards with the complete draw and updated results have to be placed visible to the spectators. Results have to be updated after each match (or at least after **each round**).
- c. Electronic results system must be made available from the first day of the Main Draw and they must be used according to the “**Sport Presentation Guidelines**”.
- d. The OC needs to provide minimum 7 screens for the ITTF Result Management System:





- 4 screens for the TV court (inbuilt screens in the umpires' desks) and
- minimum another 3 screens for tables 2 to 4, to display the results starting from the main draws on.

## 9.5. **ITTF Event Page results**

The OC must provide:

- a. At least 2 volunteers.
- b. Laptops and mouse with high-speed Internet connection (LAN connection) to enter the results for the ITTF Event Page, under the control of the Competition Manager.

## 9.6. **Services to ITTF Staff**

- a. Attending ITTF Staff, i.e. Competition Manager, ITTF Promotion and Media Manager (when on site), ITTF Publications Editor (when on site), the ITTF photographer (when on site), ITTF personnel, and the people in charge of the ITTF Result Management System have to be provided with a dedicated high-speed internet connection with a (SDSL with minimum 5MB up-and download) **LAN connection**.
- b. Those who are not on site, have to be provided with the requested information and service.

## 9.7. **Ancillary Services**

Car in case of emergency: an additional car or van should always be available in cases of emergency (hospitalization, last minute pick-ups or deliveries, emergency contact between hotel and venue, etc.)

## 10. TICKETING/PROMOTION STRATEGIES

The OC should send to the ITTF their promotion/ticketing strategies for the 2018 ITTF World Tour 6 months prior to the event.

## 11. TV PRODUCTION/itTV STREAMING

The OC is responsible to make arrangements for:

- a. **TV Production** (with one international feed available)
  - ITTF World Tour Platinum: Minimum 2 days (including Awarding Ceremonies), ITTF will make best efforts with LOC to increase TV coverage.
  - ITTF World Tour: Minimum 2 days (including Awarding Ceremonies)
- b. **itTV Streaming** (as decided by ITTF)
- c. **Local live coverage**, as many hours as possible  
More details about TV Production and itTV streaming can be found in the **"TV/itTV Production Guidelines & TV Graphics"** document.

## 12. MEDIA

Media implementation should be implemented accordingly to the **"ITTF Media Guidelines"** document.

## 13. SPORT PRESENTATION

Sport Presentation should be implemented according to the **"ITTF World Tour – Sports Presentation"** document.

## 14. SPONSORSHIP IMPLEMENTATION

Sponsorship implementation should be implemented according to the **"Sponsorships Implementation"** document.



## 15. CONTACT NAMES AND NUMBERS



### International Table Tennis Federation

**Mr. Steve Dainton**

ITTF CEO

T: +65 64 738022 | E: [sdainton@ittf.com](mailto:sdainton@ittf.com)**Ms. Vicky Eleftheriade**

ITTF Head of World Tour

T: +357 99764474 | E: [vicky@ittf.com](mailto:vicky@ittf.com)**Mr. Matt Pound**

ITTF Head of Media

T: 65 64 738022 | E: [mpound@ittf.com](mailto:mpound@ittf.com)**Ms. Kimberly Koh**

ITTF Head of Sponsorship

T: 65 64 738022 | E: [kimberly@ittf.com](mailto:kimberly@ittf.com)