ITTF Challenge Series – Sports Presentation

As our sport grows bigger and bigger in terms of sponsorship and spectatorship, it is important for the ITTF to improve the sport presentation in order to continue to attract the interest of people around the world in table tennis. Sport presentation has shown to be able to improve the overall presentation of the event and impress both live and TV spectators.

This following document will act as a guide to all organizing committees of the ITTF Challenge Series, on the important elements of sports presentation and the implementation of the elements.

There are 4 key elements for sports presentations: announcements, music, lights, and march-in.

1. Announcements

1.1 Personnel Required:

a. 1-2 Announcer
   To provide spectators with key sports-specific information (eg. Format of play, rules etc.), and also remind the spectators of housekeeping information. The announcer will also be in charge of the announcements during the award ceremony, march-in ceremony.

1.2 Required Documents:

a. Script:

Scripts	Specificities
Generic	Welcome speech and session conclusion*, emergency plans, security, public announcements**
Sport scripts	Rules, format of play Athlete introduction*
Victory ceremony	Name of prize winners, guest of honour, sequence of prize presentation*

*Refer to annexes

**Scripts of emergency plans, security and public announcements to be prepared by OC, as measures differ according to each country

Name of winners and guest of honor will be made available to announcer by organizing committee (OC).

No announcements should be made whenever there is a match going on, unless during timeouts or breaks of the match.

1.3 Example of a role of an announcer timeline (one show court):

Real time (HH:MM:SS)	Duration (HH:MM:SS)	Sequence	Announcements
-00:30:00 (30 minutes before 1st point is played)	00:25:30	Crowd coming in	Housekeeping information/introduction of Challenge Series (**Annex A**)
-00:04:30	00:00:30	Announcers' introduction	Refer to Match Introduction script (**Annex B**)
-00:04:00	00:00:15	Announcement of 1st athlete	Refer to Match Introduction script (**Annex B**)
-00:03:45	00:00:30	1st player runs in	
-00:03:15	00:00:15	Announcement of 2nd athlete	Refer to Match Introduction script (**Annex B**)
-00:03:00	00:00:30	2nd player runs in	
-00:02:30	00:00:30	Umpire introduction	Refer to Match Introduction script (**Annex B**)
-00:02:00	00:02:00	Players warming up	
00:00:00 (start of 1st point)	00:05:00*	Start of first game	
00:05:00	00:01:00	End of first game	Housekeeping matters (no flash photography etc)
00:06:00	00:24:00*	Till end of match	No announcements to be made unless urgent matters
00:40:00	00:01:30-00:02:30	End of match	Presenter to approach winner
		End of session – crowd leaves	Refer to session conclusion script (**Annex C**)
01:00:00*	00:00:20 – 00:00:30	Start of victory ceremony	Refer to award ceremony script (**Annex D**)
01:00:30	00:00:30	Players march-in	
01:01:00	00:00:45	Athlete intro, medals and flowers presentation	Refer to award ceremony script (**Annex D**)
01:01:45	00:00:30	Cheque presentation	Refer to award ceremony script (**Annex D**)
01:02:15	00:00:45	Athlete intro, medals and flowers presentation	Refer to award ceremony script (**Annex D**)
01:03:00	00:00:30	Cheque presentation	Refer to award ceremony script (**Annex D**)

*Timings are subject to changes according to live situations

2. Music

One of the essential elements of sports presentation is the music element. The aim of the music is to provide the spectators on what to expect, whenever different music is played.

Music should be played appropriately to the occasion and volume of music should also be adjusted accordingly. It is important that the sound system is being checked at least an hour before every new session starts, to ensure good quality sound.

An example of the Challenge Series music can be downloaded here:
https://www.dropbox.com/sh/incs3rxs24p64gt/AADpbUp1QFNhM67JlbfEewAJa?dl=0

These music includes:

- Official music full theme: ITTF_Official-music_Full_theme

- Players march in: ITTF_players_march_in

- Timeout: ITTF_timeout_1mn

- Conclusion of match: ITTF_conclusion-match

- Bumper: ITTF_bumper

- Awarding ceremony: Awarding Ceremony

Specifically, when only one show court is left, the Official ITTF music has to be played for the 1st timeout and break. For subsequently breaks and timeouts, local flavour music can be played to suit the local crowd.

The bumper shall be played to buffer transitions, which will be decided by the audio operator/music DJ.

2.1 Personnel Required:

a. Music DJ: operates the audio mixing console which will control all audio feeds and levels within the venue. Takes cues from the sport presentation manager

b. Assistant for Music DJ: Assist the main Music DJ and also operate the audio playback device, takes cues from the sport presentation manager. Responsible for music tracks for pre-show and post-show periods etc

2.2 Equipment Required:

2.2.1 Main speaker

- Mid-range
- Bass
- Sub-bass

2.2.2 Delay speaker

- Mid-range

2.2.3 Foyer speaker

- Mid-range

2.2.4 Control system

- Digital mixing console
- Analog mixing console
- CD player
- Wireless handheld microphone

Real time (HH:MM:SS)	Duration (HH:MM:SS)	Sequence	Music
-00:30:00 (30 minutes before 1st point is played)	00:25:30	Crowd coming in	Local flavour music
-00:04:30	00:00:30	Announcers' introduction	ITTF_Official-music_full_theme (softer than announcer's voice)
-00:04:00	00:00:15	Announcement of 1st athlete	ITTF_Official-music_full_theme (softer than announcer's voice)
-00:03:45	00:00:30	1st player runs in	ITTF_Official-music_full_theme (softer than announcer's voice)
-00:03:15	00:00:15	Announcement of 2nd athlete	ITTF_Official-music_full_theme (softer than announcer's voice)
-00:03:00	00:00:30	2nd player runs in	ITTF_Official-music_full_theme (softer than announcer's voice)
-00:02:30	00:00:30	Umpire introduction	
-00:02:00	00:02:00	Players warming up	Local flavour music
00:00:00 (start of 1st point)	00:05:00*	Start of first game	Music stops the moment match is going to start
00:05:00	00:01:00	End of first game	ITTF_break_1mn
00:06:00	00:24:00*	Start of second game till end of match	
		1st Timeout during game	ITTF_timeout_1mn
		Subsequent breaks and timeouts	Local flavour music
00:40:00	00:01:30-00:02:30	End of match	ITTF_Conclusion-match
		End of session – crowd leaves	Local flavour music
01:00:00*	00:00:20 – 00:00:30	Start of victory ceremony	Awarding Ceremony
01:00:30	00:00:30	Players march-in	
01:01:00	00:00:45	Athlete intro, medals and flowers presentation	Awarding Ceremony (to be softer than announcer voice)
01:01:45	00:00:30	Cheque presentation	Awarding Ceremony
01:02:15	00:00:45	Athlete intro, medals and flowers presentation	Awarding Ceremony

3. Lights

3.1 Venue lightings:

According to the directives of the Challenge Tour, the lights of the stadium must at least be a minimum of 1000lux. Should the house lights be unable to achieve the 1000lux minimum, a lighting rig should be built and installed to achieve it.

3.2 Show court/Sports presentation lightings:

Show court lightings are not mandatory for Challenge events but are highly recommended for Challenge plus events.

Should show lights be used, it will be an important element of sports presentation and production. It is able to enhance the atmosphere and spectator's live experience in the stadium. The moment gates are opened to the spectators, lights of the stadium should be dimly lit, using the recommended equipment listed below to create a light show.

When players have entered the court, the light show should have ended and the court lit with a minimum of 1000lux.

3.2.1 5R moving beams
OC are advised to use 5R Moving beams for effect lighting in the stadium

3.2.2 Smoke/haze machine

Haze machine is recommended to create dramatic effect and build up atmosphere in the stadium, to be used during player entrance into the playing arena / prize presentation etc.

3.2.3 Example rundown

An example of how Showcourt lights and haze machines be use for Sports Presentation.

Real time (HH:MM:SS)	Duration (HH:MM:SS)	Sequence	Lights
-00:30:00 (30 minutes before 1st point is played)	00:22:30	Crowd coming in	Dimly lighted
-00:07:30	00:02:00	Before march-in	Dark: Image mapping/laser light show
-00:05:30	00:01:00	Promo of 1st athlete	Stadium to be dark
-00:04:30	00:00:30	1st player runs in	Dark: lights to follow player as they run in
-00:04:00	00:01:00	Promo of 2nd athlete	Stadium to be dark
-00:03:00	00:00:30	2nd player runs in	Dark: lights to follow player as they run in
-00:02:30	00:00:30	Umpire introduction	Only show court is lighted
-00:02:00	00:02:00	Players warming up	
00:00:00 (start of 1st point)	00:05:00*	Start of first game	
00:05:00	00:01:00	End of first game	
00:06:00	00:00:15	Players walking back to court	
00:06:15		Start of second game	
00:09:30*	00:01:00	1st Timeout during game	

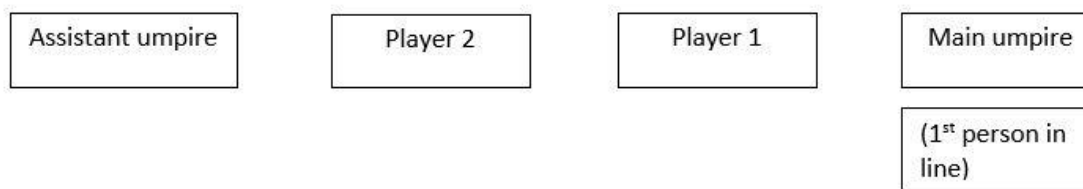|			
00:10:30		Continue match	
		Match in progress	
		Subsequent breaks and timeouts	
00:40:00	00:01:30-00:02:30	End of match	
		End of session – crowd leaves	
		Between matches	
01:00:00*	00:00:20 – 00:00:30	Start of victory ceremony	Stadium to be dark, start of light show
01:00:30	00:00:30	Players march-in	
01:01:00	00:00:45	Athlete intro, medals and flowers presentation	
01:01:45	00:00:30	Cheque presentation	Only podium area to be lighted
01:02:15	00:00:45	Athlete intro, medals and flowers presentation	
01:03:00	00:00:30	Cheque presentation	

4. March-in

4.1 Players & Umpires

During **First Stages matches and the early rounds of the main draw**, a standard march in procedure is required for every 1st match of the session.

The march-in procedure will start 5 minutes before the official match time, which means that players have to report and be ready at the call area 10 minutes before the match starts.

The line-up will be in such order: the umpire of the match will lead the line, followed by the players, and the assistant umpire.
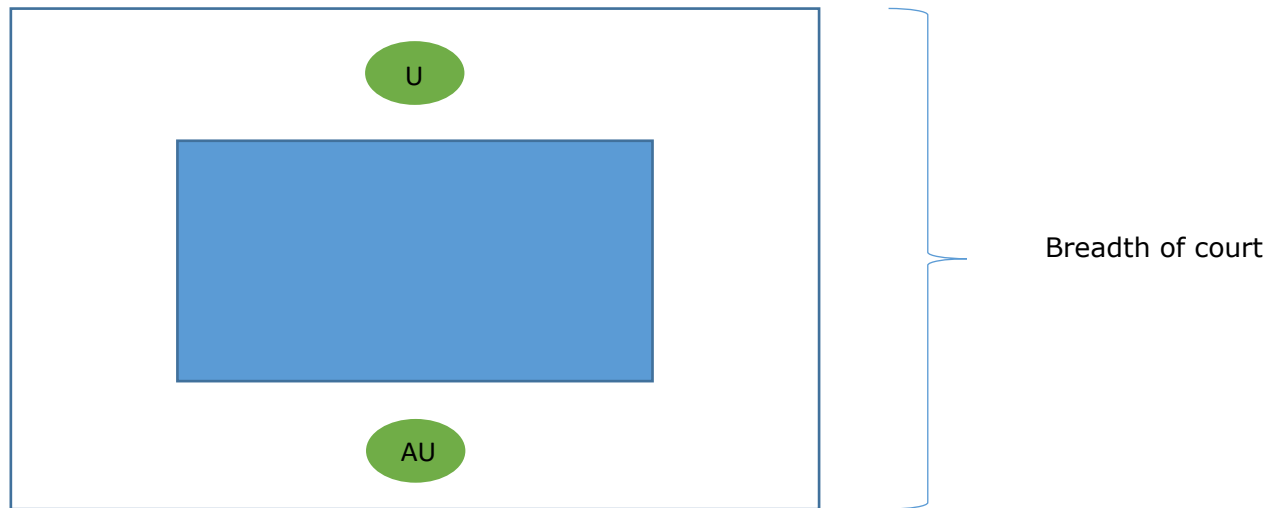
Assistant umpire	Player 2	Player 1	Main umpire
			(1st person in line)

Here is a simple rundown of how the march-in procedure will commence

Time

| 7 minutes before 1st session | → | 5 minutes before 1st session | → | After announcer finishes speech | → | All umpires & players on respective table | → | Players can start to warm up as soon as announcer finish introduction for their table |

Action

| Umpires & players ready in line | → | Opening speech by announcer | → | DJ plays music, umpire players march in | → | Announcer starts introduction table by table | → | |

When there is only **ONE** show court left, a different march-in procedure will be used. The umpires and players will enter the arena separately.
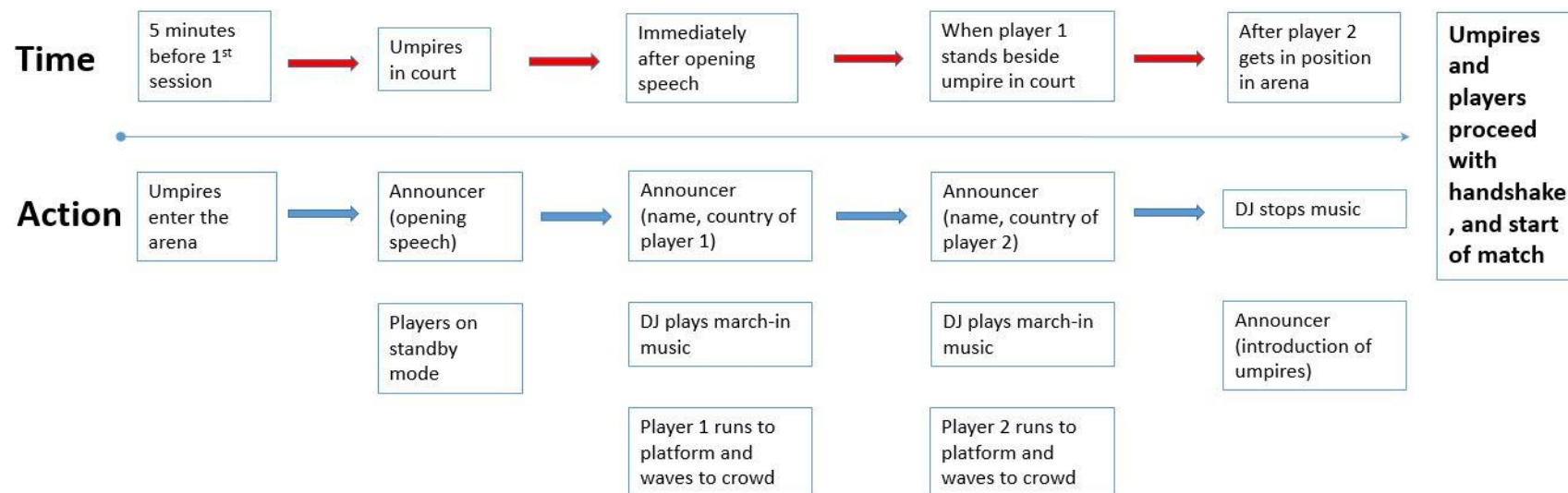
5 minutes before match time, the umpires will march into the arena and stand on the breadth of the court. Below is an example of the umpire's position after entering the arena. **NO** music will be played when the umpires make their way into the court.

Breadth of court

*U: Main umpire *AU: Assistant Umpire

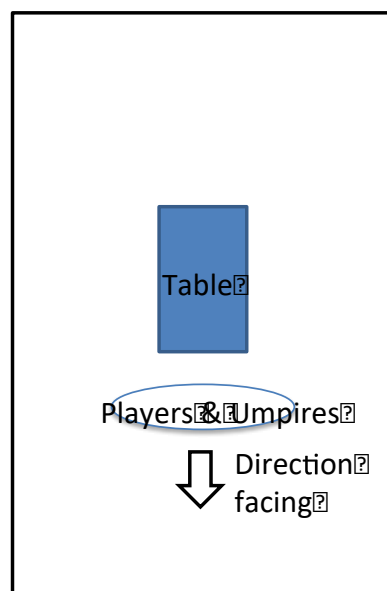At the same time, the players must already be on standby position to make their entrance into the court.

Below is a timeline of the march-in procedure when matches will be played in only one show court.
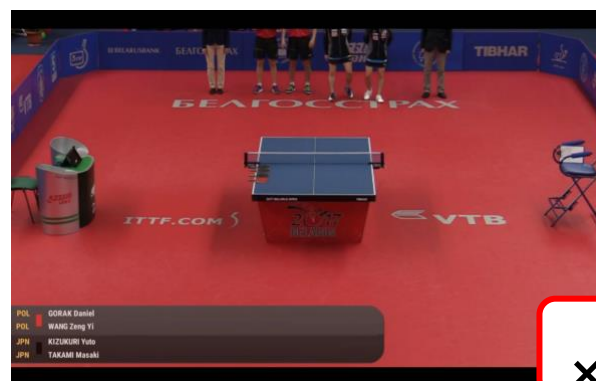
Time

5 minutes before 1st session → Umpires in court → Immediately after opening speech → When player 1 stands beside umpire in court → After player 2 gets in position in arena → **Umpires and players proceed with handshake, and start of match**

Action

Umpires enter the arena → Announcer (opening speech) → Announcer (name, country of player 1) → Announcer (name, country of player 2) → DJ stops music

Players on standby mode

DJ plays march-in music

DJ plays march-in music

Announcer (introduction of umpires)

Player 1 runs to platform and waves to crowd

Player 2 runs to platform and waves to crowd

4.2 Standing Positions in Court

4.2.1 Without TV Production

When there is no TV production and streaming is done by Sportradar (itTV) with one camera, umpires and players are requested to stand in a position on court such that all persons are fully within the frame of the camera, by standing **in front** of the table instead of behind the floor stickers at the back of the court.
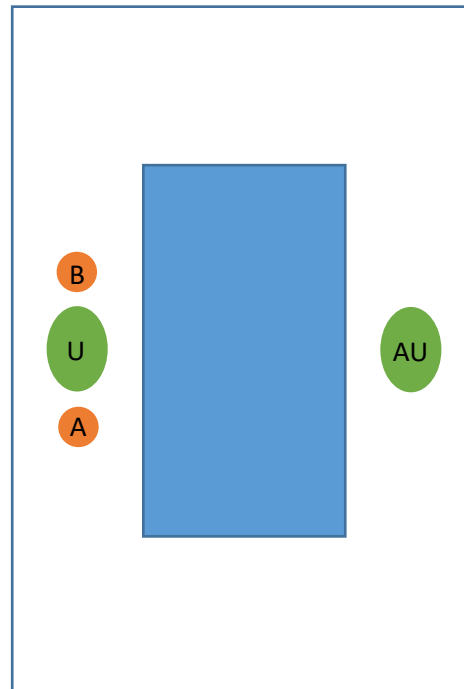
4.2.2 With TV Production

When there is TV production and the number of tables are down to **ONE**, umpires and players will march in separately as mentioned in 4.1. The umpires will march in first without music followed by player A who will stand on the umpire's right & then player B who will stand on the umpire's left

4.3 Walk-in/Walk-out procedures for Umpires

4.3.1 *Without formal presentation*

- Start of match:

a. Walk in as a team and go to respective station directly, without shaking hands.

- End of match:

a. Wait for your partner near the exit after all post-match duties are completed

b. Walk out as a team without standing at attention

c. Umpire to lead when walking out.

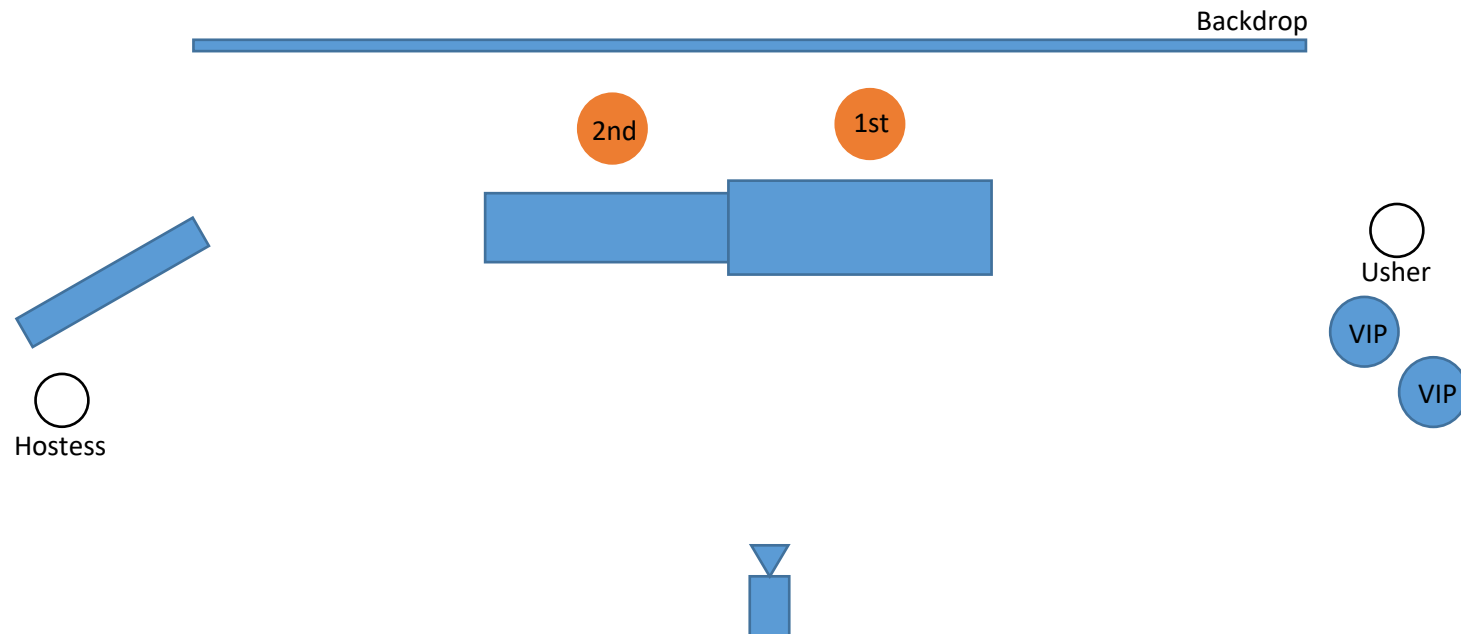### 4.3.2 *With formal presentation*

- Start of match:

a. Follow directions of Referee/Competition Manager

b. Umpire and Assistant Umpire may shake hands

c. Nod when introduced, no stepping forward

- End of match:

a. Wait for your partner at the designated spot as directed by Referee/Competition Manager

b. If they is no instruction given, wait near the exit and walk out as a team without standing at attention

c. Umpire to lead when walking out.

5. Award Ceremony

5.1 With Podium

For organiser who are planning to use a podium for award ceremony, a backdrop needs to be placed behind it. If there is TV production, the award ceremony should also be included in the production.

The diagram below shows how the award ceremony should proceed:

Backdrop

2nd

1st

Usher

VIP

VIP

Hostess

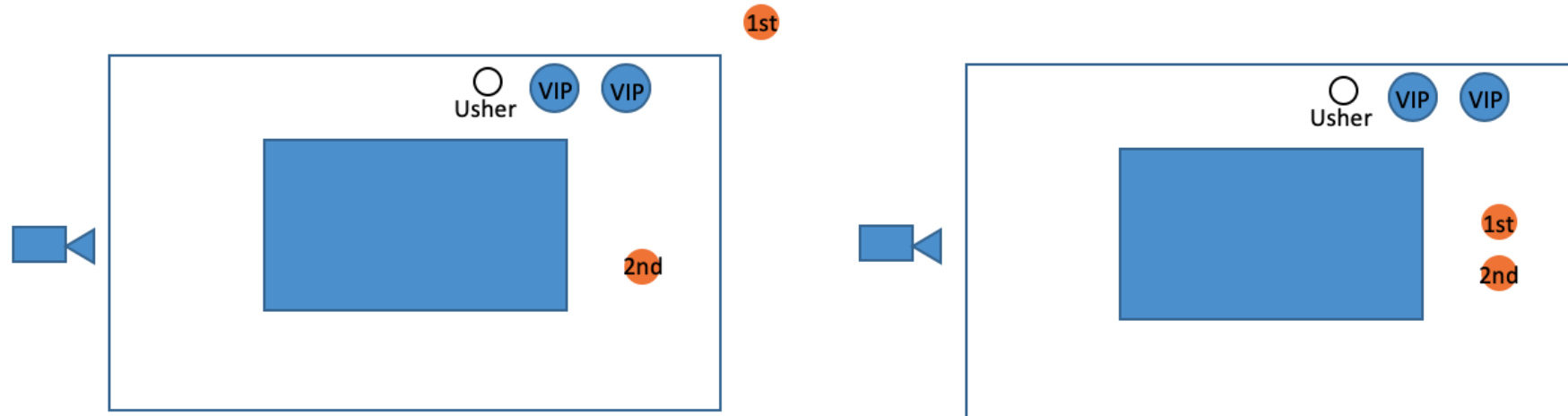5.1.1   VIPs are invited to take their places.
5.1.2   Players should line up according to how they will march in before being invited to take their place.
5.1.3   Announce runner-up then winner. VIP should be led by the usher to present the award.
5.1.4   A photo taking with both VIP should be done after the awards are given. VIP and Players are then usher off.

5.2 Without Podium

Without Podium, it is suggested that the award ceremony be held on the show court if a podium is not being used. If there is TV production, the award ceremony should also be included in the production.

5.2.1   VIPs are invited to take their places.
5.2.2   Runner up is invited on to the court first and presented the award.
5.2.3   Champion is then invited on the courts and presented the award. Runner up to stay on the same spot
5.2.4   A photo taking with both VIP should be done after the awards are given. VIP and Players are then usher off.

Award Ceremony Script – Annex D

Annexes

Annex A

Welcome to the 2020 ITTF Challenge Series, (event title sponsor if available) (country) Open.

The (event title sponsor if available) (country) open offers a total prize money of US$_____, and there are a total of ____ players, competing in a total of 6 events. *(7 for Challenge Plus)*

Today, (eg. Women's Singles Round 3 and Men's Singles Round 3) sessions will be played.

Annex B

Match Introduction

Start of 1st match of the session for qualification and early main draw matches:

Good morning and welcome to the 2020 ITTF Challenge Series, (event title sponsor if available) (country) Open.

We will now commence with the qualification of the (eg. Women Singles) event.

- (Players and umpires march in, with march in music as background)

On Table 1, (1st player name) from (country), (2nd player name) from (country)

Umpire for the match, from (country), (name)

Assistant umpire, from (country), (name)

- Continue to introduce other players and umpires on other table

When 1 table is available:

(For Singles) Good morning/afternoon and welcome to the 2020 ITTF Challenge Series, (event title sponsor if available) (country) Open

For the morning session, the (eg. semi-finals of the Women and Men Singles) will be played.

- (umpires walk into the court at the same time)

Let's welcome the players of the 1st Women Singles semi-final.

Player 1: Representing (country), (name)

- (Player runs out to court)

Player 2: Representing (country), (name)

- (Player runs out to court)

Umpire for the match, from (country), (name)

Assistant umpire, from (country), (name)

Sit back and enjoy the match!

(For Doubles) Let's welcome the players of the Women Doubles final.

Pair 1: Representing (country), (name) and (name)

Pair 2: Representing (country), (name) and (name)

Umpire for the match, from (country), (name)

Assistant umpire, from (country), (name)

Sit back and enjoy the match!

(After end of final match)

Ladies and Gentlemen, we hoped that you have enjoyed the exciting matches put up by the players. Don't leave yet as the awarding ceremony will be coming up shortly!

Annex C

Session Conclusion

(Night)

Thank you Ladies and Gentlemen, we hope that you have enjoyed the exciting matches today. Please join us again tomorrow morning for another day of excitement, the first match will commence at (time).

Thank you and have a good night

(Music starts)

(Morning) – For final day

We have now come to the end of the morning session. Please join us again in the afternoon at (time) for both the finals of the doubles and singles event.

Thank you and see you again later.

(Music starts)

Annex D

Award Ceremony

Welcome to the awarding ceremony of the 2020 ITTF Challenge Series, (event title sponsor if available) (country) Open.

Ladies and Gentlemen, please welcome the officials and the winners of the XXX event.

Action: players and officials go to their position, led by someone

2nd place goes to (name) from (country)

Action: Players stands on 2nd tier of the podium OR Player usher onto court and waves to the crowd

The trophy/medal and flowers will be presented by: Mr/Ms/Mrs/Mdm (name), (position) of (company/organisation name)

Official walks up, and collects the flowers from the hostess, shakes the players' hand and gives them the flowers. Then the official collects the medal from the hostess and puts it around the player's neck and then walks back to their starting position.

And now, let's put our hands together for the XXX event Champion of the 2020 ITTF Challenge Series, (event title sponsor if available) (country) Open.

(Name) from (country)

Action: Player stands on 1st tier of the podium OR Player usher onto court and waves to the crowd

The trophy/medal and flowers will be presented by: Mr/Ms/Mrs/Mdm (name), (position) of (company/organisation name)

Official walks up, and collects the flowers from the hostess, shakes the players' hand and gives them the flowers. Then the official collects the medal from the hostess and puts it around the player's neck and then walks back to their starting position.

I would like to invite the officials and players to come for a photo session.

Action: Officials are escorted by the hostesses and stand in front of the podium for a photo.

And now just our winners

Action: The hostesses escort Officials away from the podium OR off the court

(After awards has been given out for ALL events)
Congratulations again to all the winners and thank you all for attending the 2020 ITTF Challenge Series, (event title sponsor if available) (country) Open.