



## 2021 LATIN AMERICAN SINGLES AND MIXED DOUBLES QUALIFICATION | GENERAL CONTRACT – DIRECTIVES FOR ORGANIZERS

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## 1. GENERAL TERMS

This document forms part of the agreement between the International Table Tennis Federation (ITTF), Latin America Table Tennis Union (LATTU) and the Organizing Committee (OC) of the event (whereas the National Association "NA").

ITTF and LATTU are responsible for marketing aspects.

The parties agree that the following terms and conditions apply, for the Latin American Singles and Mixed Doubles Qualification:

### 1.1. Documents: Directives and Guidelines

- a. The ITTF and LATTU publishes several "Directives" and "Guidelines", which are the basis for the organizational standards an ITTF Latin American event should comply to:
- Latin American Singles and Mixed Doubles Qualification Directives
  - Sponsorship Implementation Guidelines (Drawings of the playing courts)
  - TV Production Guidelines & TV Graphics
  - Sport Presentation Guidelines
  - Media Guidelines
  - Ranking Default Policy for no-shows
  - ITTF Handbook
  - Racket Control requirements
  - Players' Services
  - COVID-19 Protocols

### 1.2. Number of event days

Total number of days: 5 days

### 1.3. Event Insurance

The OC shall be responsible in purchasing event insurance during the period of the whole event to cover the liability of its employees, participants and volunteers.

### 1.4. Other Events

- a. The OC **cannot** offer any **additional** events, running in parallel to Latin American Singles and Mixed Doubles Qualification.

### 1.5. Cancellation of the event

In case the event is not held or cancelled, for whatever reason (except a natural situation as Hurricane, earthquake, tsunami, terrorism, COVID-19), 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 and LATTU.

If the event is cancelled:

- a. at any time before the event start date, the host association will not be awarded an LATTU and Pan American event for 3 years.
- b. within 3 months before the event start date, the host association will be fine with US\$10.000, plus any loss of sponsorship suffered by the ITTF and LATTU, or costs incurred by the ITTF, LATTU or NA(s), and the host association will not be awarded a LATTU and ITTF Pan American events for 3 years.



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

The National Association as the organizer (OC) of the Latin American Singles and Mixed Doubles Qualification, 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 and LATTU contribution.

### **1.7. Contribution to the LOC**

- The ITTF and LATTU shall contribute a total of Twenty-Five thousand United States Dollars (USD25,000) to the OC ("**Contribution to the OC**") for the purposes of hosting and promoting the Event.
- The total amount will be paid to the OC after the report of the event has been submitted. If any part of the agreement is not fulfilled, the contribution offered will be reduced.

## **2. SPORT SPECIFIC INFORMATION**

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

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

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

### **2.2. Playing System**

#### **a. Mixed Doubles:** Simple Knock out

- All matches are played best of 7 games.

#### **b. Men's and Women's Singles:** Simple Knock out

- All matches are played best of 7 games.

### **2.3. Qualification**

The Latin American Singles and Mixed Doubles Qualification will be qualifying to the Games of the XXXII Olympiad in 2021

### **2.4. Draw**

- a. The draw is done 1 day prior to the start the event, not later than 18:00, the second draw will be done after the first knock out.
- b. The draw has to be conducted by the Referee assisted by the ITTF Competition Manager.
- c. Seeding is done with the latest Olympic Ranking on the day of competition, with separation by association.

### **2.5. General Schedule**

#### **a. Mandatory: 5 days**

- Singles Qualification: 4 Days in two different Knock Out
- Mixed Doubles Qualification: 1 Day in a Straight Knock Out

#### **b. For schedule options, please contact the ITTF Competition Manager for more details. The ITTF Competition Manager will support in providing the schedule.**

### **2.6. Inspection**

The Latin American Singles and Mixed Doubles Qualification will have an inspection prior to the event minimum 2 days and maximum 4 days, the LATTU representative will coordinate with the LOC the possible dates.

The responsibilities of LATTU and the OC for this inspection are:



- a. LATTU will cover the flight expenses of the LATTU representative in Marketing and Competition.
- b. The Local Organizer Committee will cover the hospitality that includes (transport, meals, accommodation) during the inspection.

### **2.7. Specific Time Schedule**

- a. Earliest start of matches is **09:00 am**.
- 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:
  - Provisional time schedule: **30** days prior to the main event.
- d. The time schedule for the event has to be agreed upon between the OC and the ITTF Competition Manager.

## **3. PROSPECTUS/ENTRIES**

### **3.1. Prospectus**

The "**Prospectus**" forms the "invitation" document for all NA(s), invited that would like to participate to an Event. The Prospectus:

- a. contains specific information related to the event, e.g. dates, location, accommodation fee for accompanying people, deadlines for entries, players' obligation etc.
- b. provided by the ITTF and LATTU, in a common template for Latin American Singles and Mixed Doubles Qualification.
- c. completed by the OC and returned to the ITTF Competition Manager for final approval.
- d. be confirmed in due time and published at least 2 months before the event on the Event Page.

### **3.2. Entry forms**

Entry form must be:

- a. prepared by the ITTF and LATTU, (will be using the ITTF Online Entry System).
- b. a common template for Latin American Singles and Mixed Doubles Qualification for accommodation and travel details
- c. published on the Event Page, together with the Prospectus.
- d. completed by the NA(s) participating at the Event and template submitted to the ITTF/LATTU and OC.

### **3.3. Deadlines**

- a. **Final entries deadline: 30 days** before the starting date of the event. The deadline for the final entries is automatically set 30 days before the starting date of the event in the Prospectus. **No late entries will be accepted.**
- b. **Entry cancellations deadline: 3 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.
- c. **Room cancellation deadline:** is fixed to **15 days before the starting date** of the event.
- d. **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**

- The official delegation must take the official package offered by the OC, the LOC needs to provide, as obligation, accreditation for the players, coaches, delegates, ITTF Officials, Authorities, ITTF and LATTU Staff, local staff.



### 3.5. Cancellation

#### a. **Cancellation after the deadline:**

- There will be a charge of **US\$ 100** cancellation fee for each player cancelled after the final entry deadline. 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.

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

- In addition to the cancellation fee, there will be a charge of one-night costs (official hospitality package in a double room) if the cancellation is after the accommodation deadline.
- If the room cancellation is 2 days before the start of the competition, there will be a charge of **all-nights costs** (official hospitality package in a double room).
- 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 and LATTU will not consider late requests and the OC will need to solve outstanding payments directly with the NA(s) concerned.

### 3.6. Entry Changes

Changes the Singles entries after the final entry's deadlines, respectively are allowed as following:

- a. Changes, after the final entry's deadline, are allowed but the NA cannot include more players after the deadline, this change need to request and need to be accepted by the ITTF Competition Manager.

## 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 Latin American Singles and Mixed Doubles Qualification, in addition to the rules and regulations of the ITTF Handbook:

- The set-up of 1 TV-court(s) (show-courts) **is obligatory from the beginning.**
- The size of such a TV-court is standard: **9.60 m x 18.20 m** and the playing area is defined by 30 surrounds. The dimensions of the other areas will be **7 m X 14 m**
- All costs related to the courts will be borne by OC.
- The show-court tables and the other tables will be provided by the LOC, if ITTF or LATTU get a table sponsor, these institutions will inform the LOC about the obligations
- For the show court(s) the LOC needs to provide specially designed umpires' tables and umpires' chairs and the scoreboards.
- Use of **ITTF approved sports flooring** is mandatory.
- Each table must have the lighting conditions for World and Olympic title competitions, which is **1000 lux** uniformed over the table (regulation 3.2.3.4). See further details in the Sport Presentation guidelines.
- The temperature in any of the halls CANNOT be below 16°C and greater 25°C. if the weather of the city where will be the tournament is below **16°C** or higher **25°C**, the venue needs to have **heating** or **AC**.
- Normally the arena is under preparation and organizers should give the participants a chance to practice at least the **day before** the competition starts. The Main hall should be available from 10:00 am – 10:00 pm for the players to practice. The LOC needs to provide official transportation.



- j. 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 for other period(s), in case of special circumstances.

#### **4.2. Practice facilities/Equipment**

A separate practice facility should be provided for the 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. For the event at least 8 Practice tables needs to be set up for 8 Competition tables with enough space.
- f. The training area must be ready minimum 2 days before the event for the competitors.

#### **4.3. Equipment – brand and colour**

- a. **Floor:** Need to be synthetic and must be ITTF Approved.
- b. **Tables:** Will be provided by LOC and must be ITTF Approved.
- c. **Balls:** Will be provided by LATTU and must be ITTF Approved.
- d. **Surrounds:** Will be provided by LOC.
- 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 for all 5 days** and the following should be offered (Check COVID-19 Protocols):

- Access for players and coaches only by accreditation.
- Snacks, sandwiches and fruits in good conditions.
- Soft drinks and water at no charges all the time.
- Chairs (sofas and comfortable chairs) and tables should be available.
- TV and possibly music should be offered.

#### **5.3. VIP Facilities**

VIP Lounge is **mandatory for all 5 days** and the following should be offered (Check COVID-19 Protocols):

- At least snacks and refreshment service for sponsors and guests.
- Finalists of the event have to get access to the VIP Lounge on the final competition day.

#### **5.4. Changing Rooms**

Changing rooms for men and women not be available (Check COVID-19 Protocols).

### **6. HOSPITALITY**

#### **6.1. Hospitality Options**

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

- a. **Mandatory:**
  - **Option:** Full board accommodation in the highest-level category minimum 4 stars.



- This option includes the accreditation fee and full hospitality packages (including accommodation, meals, and transport services). The packages should be at a reasonable rate. and **the levels has to be at the highest level possible in the city.**
- b. The hospitality option has to be fixed in **USD**.

### **6.2. Hotels**

- a. The prospectus must include the **name, phone and web page** of the hotel, to be used during the competition. The hotel's category must also be indicated.
- b. Hotel 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 Competition Manager. If such change is approved, all NA(s) have to be informed individually by the OC for the change.
- c. The official hotel should not be away more than **90 minutes** by bus from an international airport.
- d. The distance between the official hotel and the venue should be maximum **30 minutes** by bus.
- e. The participants from different NA(s) cannot share room, except if 2 Associations request it to the OC for this option.

### **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 : 06.30 - 09.30
  - Lunch: 11.30 - 15.30
  - Dinner: 19.00 - 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.  
Important: Check COVID-19 Protocols

## **7. TRANSPORTATION**

### **7.1. Arrival Service**

- a. Arrival service is provided only for delegations/persons requesting the Official Hospitality Package and the ITTF, LATTU officials/staff/guests, Match Officials.
- b. The **Prospectus** should specify the type of "Arrival & Departure" service, name and standard of hotel, 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 welcomed and picked-up at the nearest **international airport, train station or Bus station** that have been specified in the Prospectus.
- d. The "**Entry 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 for special guest.





### **7.2. Departure Service**

- a. Departure service is provided only for those delegations/persons requesting the Official Hospitality Package and the ITTF and LATTU officials/staff/guests, Match Officials.
- b. This service is provided free of charge in a similar fashion as the arrival service. The “**Entry 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.

### **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 **the 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, 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.

## **8. MANPOWER**

### **8.1. ITTF Officials**

The ITTF has a full-time working Competition Manager, whose main responsibility is to implement the Latin American Singles and Mixed Doubles Qualification. In particular the ITTF Competition Manager:

- a. Is the official representative of the ITTF Executive Committee and Latin America Table Tennis Union 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 and LATTU 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 and will form the basis of the percentage of the ITTF and LATTU Contribution that will be finally decided by the Latin American Director and together with the LATTU President and ITTF CEO what will be paid to the OC after the conclusion of the event.

### **8.2. Hospitality of ITTF Officials**

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, (free and full internet in the Hotel). **Internet access has to be provided free of charge in both the sport hall and the hotel to the ITTF Competition Manager**
- b. free hospitality in at least 4 - star Hotel (full board including accommodation and 3 meals) to the ITTF President or his appointee, LATTU President or his appointee from one day before until the end of the event. Invitations must be sent early to the ITTF office in order to provide confirmations in due time.
- c. free hospitality in at least 4 - star Hotel (full board including accommodation and 3 meals) from two days before until the end of the event to the ITTF Staff and LATTU staff attending the event, up to maximum 4 persons
- d. free hospitality to ITTF officials attending the event (referees and umpires).
- e. All participants should to be in the same hotel

### **8.3. Tournament Director**

The OC must appoint a **Tournament Director** for the event, to be the liaison between the ITTF Competition Department, ITTF Competition Manager, LATTU 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 Competition Manager 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 Latin American Singles and Mixed Doubles Qualification needs approval of the ITTF Competition Manager before it can be published.
- b. The "ITTF Umpires and Referees Committee" approve the Referee and Deputy Referees and to open invitation for foreign International Umpires.
- c. The ITTF and LATTU Staff and ITTF to implement the sponsorship and TV-rights related to the event.

### **8.4. Announcer (MC)**

The LOC will appoint a **professional announcer (MC)**, to work according to the "**Sport Presentation Guidelines**". This is an obligation.

### **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 and LATTU 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 have to be communicated with the ITTF 3 months before the event.

The Press officer needs to follow the COVID-19 Protocols

### **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/LATTU 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 after each day
- Photographer needs to follow the COVID-19 Protocols

### **8.7. Match Officials**

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

- 1.- (1) International Referee
- 2.- (1) International Deputy Referee
- 3.- (1) National Home Referee

Appointment of Referee Team:

- Minimum one of the three should be from a foreign NA.
- ITTF 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).
- The host Association has to provide free hospitality in a single room to each member of Referee Team.

**Please read carefully the new regulations for ITTF Sanctioned Events in the latest Directives for Match Officials – ITTF Handbook. The Host will pay the lowest cost reasonable economy airfare of the referee and deputy referees, one of whom will act as racket testing coordinator.**

### **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, Number of table X 2.5 + 4.
- 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.

All Staff and volunteer need to follow the COVID-19 Protocols



### 8.9. Ball Boys

The multi balls system will be implemented for all matches on the show court table (Table 1). Prior to each match, the players are free to select 15 balls each, the organizing committee must provide to the volunteers with the appropriate clothing and other equipment used for this function.

### 8.10. Led Surround

It is compulsory to implement electronic surround (led surround) as minimum in one of the side of the main table (show court) from the beginning of the competition.

## 9. FUNCTIONS/SERVICES

### 9.1. Racket Control

- The OC agrees to provide the facilities and facilitate the conduct of Racket Testing (including VOC tests) during the ITTF event according to the ITTF Racket Control requirement document.
- 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.
- 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.

More information: [https://www.ittf.com/wp-content/uploads/2016/09/RC\\_Requirements.pdf](https://www.ittf.com/wp-content/uploads/2016/09/RC_Requirements.pdf)

### 9.2. Doping Control

- Doping Control may be conducted at Latin American Singles and Mixed Doubles Qualification.
- The ITTF will be responsible for the co-ordination of any doping control test in co-operation with your National Doping Control agencies and authorities.
- Min.6 doping controls shall be carried out by the OC at their own costs at particular events, based on case-by-case agreement with ITTF.

### 9.3. Medical Services

The OC have to provide:

- medical service to the players including a **doctor** and a **physiotherapist** (attending the whole tournament).
- first aid medical service.
- Head of medical (in charge for Hygienic guidelines implementation)

### 9.4. Results Service

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

- 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.
- 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**).
- If electronic scoreboards inside the stadium exist, they should be used according to the **"Sport Presentation Guidelines"**.

For the ITTF staff and web-operators, the draws of the competition have to be provided using the ITTF Results Management System. The Organizing Committee has to appoint at least two



persons with computer knowledge (user level) to work under the authority of the Competition Manager for the preparation, arrangements, results service and live scoring of the tournament. Ideally the Organizers will run the ITTF RMS application provided by the ITTF competition manager for the results published locally, but if they decide to use their own software, **IT IS STILL MANDATORY TO ENTER THE RESULTS ON THE ITTF RMS IN REAL TIME.**

Score sheets will have to be provided for the ITTF staff and operators. ITTF Competition Manager will work closely with the Tournament Director to determine the best way to proceed and to send the full results to the responsible persons in ITTF.

After the conclusion of the event, the score sheets of the tournament have to be kept for one year by the National Association or Tournament Organizer, designating a specific contact person and email address in case any post-event verification is required.

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

The OC must provide:

- a. At least 2 volunteers full time.
- 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 and LATTU Staff**

- a. Attending ITTF and LATTU Staff, i.e. ITTF 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.
- c. To guarantee the above-mentioned exposure, the Competition Manager and the Result Service responsible person should have a location in the sport hall that allows them to comfortably follow all the tables and if not possible at least the "center courts".
- d. A **computer** and a **laser printer** should be ready in that place for the use of both Competition Manager and Results Service and that computer will be used for the "**live scoring**" which will be implemented starting at least in the singles semi-finals and in both men's and women's finals.
- e. A data-show (beamer/LCD projector) is to be provided for the purpose of the presentation of the draws. Tournament Director and Competition Manager will agree on the ideal location to perform the draws.

### **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. PLAYERS' OTHER OBLIGATIONS**

- a. Players must have their **names printed** on the back of their shirts from the beginning of the Tournament. **Players** who do not fulfill this obligation **will be disqualified**. There is no warning or sanction imposed for clothing failure.

## **11. TV PRODUCTION/LIVE STREAMING**

The OC is responsible to make arrangements for:

- a. **TV Production** (with one international feed available)
  - Latin American Singles and Mixed Doubles Qualification: Minimum 3 days (mandatory).



- Men's and Women's Singles Semifinals and Finals (including Awarding Ceremonies) and Mixed Doubles Semifinals and Finals (including Awarding Ceremonies).

b. **Live Streaming** for all days (mandatory)

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.

- A dedicated 10 megabits SDSL line for uploading the matches to the ITTF Youtube Channel (10 MB upload and 5 Mb download) if requested by the ITTF.

## 12. MEDIA/PROMOTION

Media implementation should be implemented accordingly to the "**ITTF Media Guidelines**" document. Players understand the media and promotion needs and cooperate as much as possible with the ITTF/OC Staff when requested to engage to promotional or media activities.



## 13. SPORT PRESENTATION

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

## 14. SPONSORSHIP IMPLEMENTATION

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

## 13. NAMES AND CONTACTS

 		<b>International Table Tennis Federation</b> <b>Latin America Table Tennis Union</b>
<b>Mr Jorge Herrera</b> Regional Director Latin America T: +502 3053 0859   E: <a href="mailto:jherrera@la.ittf.com">jherrera@la.ittf.com</a>	<b>Mr Freddy Almendariz</b> ITTF PANAM Competition Manager T: +41 21 340 7090   E: <a href="mailto:falmendariz@ittf.com">falmendariz@ittf.com</a>	
<b>Mr Gonzalo Barak</b> Pan America Marketing Manager T: +54 9 11 6475 4608   E: <a href="mailto:gbarak@ittf.com">gbarak@ittf.com</a>		