



TOURNAMENT INFORMATION – No.1

+ Information about Pre Match Procedures

for all members of your delegation – please transfer!

Dear Friends,

Thank you first for entering the seamaster 2017 ITTF World Tour German Open in Magdeburg. To make your stay as comfortable as possible please forward this information to all of your delegation members before they depart to Germany.

Tournament / Venue

- The 2017 German Open will take place in the **GETEC-Arena, Berliner Chaussee 32, 39114 Magdeburg**. You'll find the entrance for players and coaches and the way to the accreditation office left to the main entrance for spectators of the venue. Shuttle busses will drop you off there.
- For the 2017 German Open the **total number of entries** so far is 272. The *full list* of the entered and seeded players you'll find on the ITTF-website. There you'll find the *schedule* as well.
- **Practice** for accredited players is possible in the practice hall on Monday, November 6th, from 10 a.m. until 9 p.m. and in the main arena from 12 a.m. until 9 p.m. From Tuesday, November 7th to Sunday 12th practice is only possible in the practice hall, starting from 8 a.m.

Please note: During the main competition up to 8 tables will be reserved in the practice hall for players immediately before their matches. For each player one table is available for 45 - 60 minutes, depending on the playing schedule, right before the player has to go to the call area (20 minutes before the start of the match).

The remaining table(s) may be used for general practice.

Organizing Office (from Monday, November 6th, 8 a.m. – Sunday, November 12th)

- **Phone: +49 391 / 59 34 - 372 Fax: +49 391 / 59 34 - 374**

Accreditation

- The organiser recommends the team leader to come to the accreditation office (same as organising office) in the venue directly after arriving in Magdeburg. Coming as early as possible on Monday, November 6th will shorten your waiting time for the accreditation process. Associations which paid full hospitality fee in advance will be treated preferential.
- **The accreditation** will take place on **Monday, November 6th, between 9.00 a.m. and 10.00 p.m. and on Tuesday, November 7th between 8.00 a.m. and 9.30 a.m.** in the organising office, 1st floor in the venue. Please use the entrance for accredited persons/players left from the main entrance of the venue where the shuttle busses will drop you off.
- The entering association is responsible for the payment of the whole delegation. Only one representative of the association can handle the accreditation, payment etc. to get all passes. Individual payments for players won't be handled. Please note that the order of handling will be the same as the order of arrival at the accreditation desk (exception: if payment was done completely in advance).



- Please note that in case you want to **pay** the costs for your stay **upon arrival we** will accept only Euro in cash!
- **Individual invoices** for individual delegation members will be issued in the organising office but **not before November 8th**.
- **Check-In official hotel for delegations**
Please note there is no possibility to check in to the official hotel without accreditation/payment is done for the whole delegation (also valid for individual delegation members). Accreditation passes and meal tickets can only be handed out after payment is done.
- **Departure Time**
During the accreditation we will check the departure times of those who need a transport to the airport. Please provide the organiser the travelling details of all team members immediately on site.

Hotel / Full Hospitality

Maritim Hotel Magdeburg, Otto-von-Guericke-Straße 87, 39104 Magdeburg

Please, for any changes in your hotel reservation, don't contact the hotel directly. Changes can only be regulated by: Tischtennis Marketing GmbH (email: scholten@tt-marketing.de) phone:+49 60 39 92210, fax:+49 60 39 44246 (until Thursday, November 2th noon) **from Monday, November 6th, 9.00 a.m. please contact the Organizing Office in Magdeburg, phone: +49 391 5934 372 / Fax: +49 391 5934 374.**

- **Breakfast** will be served in the Maritim hotel as well as **Lunch and Dinner** (entry only with meal ticket!). Meals starting with lunch on **Monday, November 6th, at 12.00 noon.**
- Check-out time at your hotel is 12.00 a.m.
- Associations which booked full hospitality and arrive by car (min. 3 people) will get 1 parking ticket free of charge on their request. The parking area is located behind the venue. Please note that other parking space is not free of charge at the surroundings of venue. Free parking ticket is not available for players who pay entry fee.

Shuttle Service – Airport Leipzig / Halle (LEJ)

- Shuttle Service from the Airport Leipzig/Halle (LEJ) to the hotel/venue is organised free of charge if you booked the full hospitality package. Meeting point is at the INFORMATION. If you haven't sent your travelling details in time (deadline was October 15th), we cannot guarantee a pick-up on time at the airport; there can be certain waiting time up to one hour. In case of problems, delays etc. you can call the German Open transport service by phone, dial **+49 391 5934 229.**
- Those who didn't book the full hospitality package can use the transport system (bus) for 20 Euro per trip, payable cash directly on site (if there is enough capacity).

No Shuttle Service - Main Train Station Magdeburg

- There is no shuttle service from the main train station Magdeburg to the hotel/venue. If you arrive at the main train station please use the main exit to Magdeburg City go straight to the Maritim-Hotel and find the shuttle service to the venue (operates every 20 minutes whole day). Please see also layout next page. You can leave your luggage at the hotel before accreditation in the venue is done.

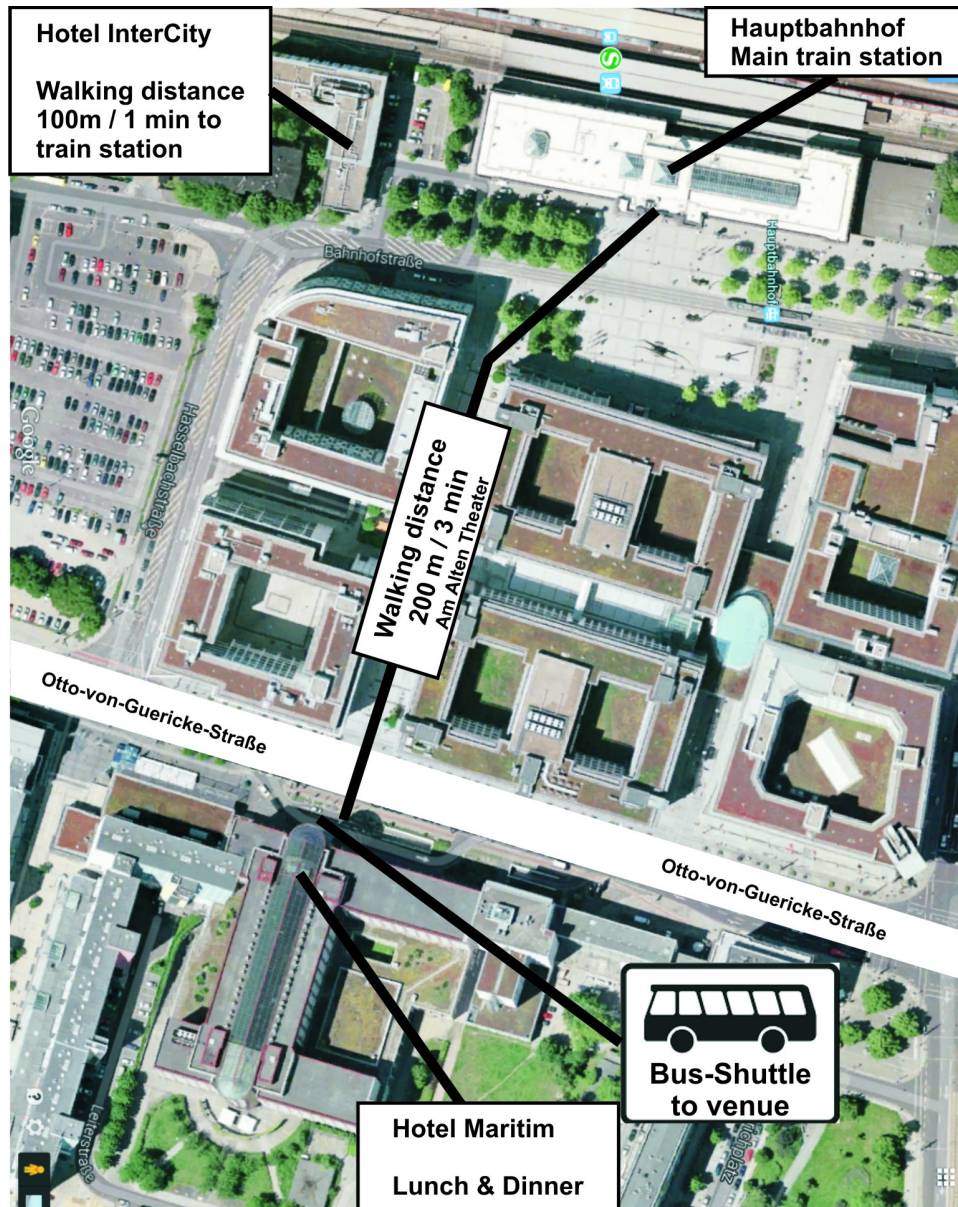
Additional Services

- WLAN-area free of charge for players and coaches in the players-lounge in the practice hall.

Have a good trip to Magdeburg and a comfortable stay during the 2017 German Open.
 Yours sincerely

DEUTSCHER TISCHTENNIS-BUND

Tischtennis Marketing GmbH





INFORMATION ABOUT PRE-MATCH PROCEDURES

Dear Players, Coaches and Officials,

We like to help you for a smooth and timely preparation of your individual matches. So please read the following instructions carefully:

Reporting to the Call Area

During this tournament a Call Area is set up. All players are requested to report to the Call Area **20 minutes** before the scheduled time of the match. You will meet an umpire to perform the following procedure:

Check the colour of shirts

- Please bring the shirt you envisage to wear at your next match and show it to the umpire. Opposite players/pairs must wear shirts of clearly different main colour. Main colour will be registered on the match sheet. The player/pair, who will not present the shirt in the Call Area, have to change the shirt immediately in case of a colour clash.
- Basic white colour is not allowed!
- If players cannot agree on the different colour of shirts, the umpire will make a toss.

Players name on the shirt

- Please show the backside of your shirt to the umpire. Players name have to be printed / flocked / embroidered on the back of the shirt.

Coach

- Players have to submit the name of their coach / adviser to be placed on the scoresheet.

Ball Selection

- Players are entitled to select up to three balls for their next match. The umpire will keep those in the prioritised order for the next match.
- If players cannot agree on the balls to be selected, the umpire will choose by random.

Racket Test

- Players are requested to provide their racket to the umpire. The racket will be tested; if the racket is accepted, the umpire will keep it and bring it to the match table.
(See further details on racket test below).

Note:

- Please go to the Call Area right in time. Call Area procedures will close 15 minutes before the scheduled matches.
- Players who are not showing up in time will lose their right to choose the colour of shirt and select the balls. Automatically an after match racket test will be recorded as well.

March-In Procedure

As far as the time schedule will allow, we would like to present the players by using an official march-in. At least for staged matches this is what we are aiming for.



In case we will use the official march-in, players shall meet at the march-in point **8 minutes** before the scheduled match. Further instructions will be given to players and officials on short notice.

Racket Test Procedure

Voluntary tests

- Each player is entitled to have 2 voluntary racket tests during the tournament. Additional voluntary tests may be conducted if facilities and personnel are available.
- Voluntary tests will have to wait if compulsory tests are conducted at the same time.
- No disciplinary action may be taken for irregularities found during voluntary tests. But, the player will be informed about the results, they shall sign a form to confirm that he has been informed.

Voluntary racket tests will be carried out in the RTC on Monday, 06.11.2017, from 14:30 to 19:30 h. Also, voluntary tests will be offered during the tournament, but in such a way they do not interrupt compulsory racket tests.

Compulsory tests

- All players are requested to submit their rackets to the umpire in the Call Area, **20 minutes before the scheduled match time.**
- After testing the umpire will bring the racket to the match table, in case the racket was identified as being legal.
- If the racket is found to be illegal then the racket will be sent to and stay in the possession of the Referee until the end of that match. The player will then have to play that match with another racket, which will be tested after the match.
(If there is sufficient time the second racket may be tested also before the match.)
- If a player does not bring his racket to the call area, within the deadline of 20 minutes before the scheduled time of the match, then the racket will be tested after the match.
- VOC tests will be carried out at random. The Referee may, at any time, choose any match to be tested.
- The player (whose racket is being tested) and his coach may attend during the testing activities at the Racket Test Center (RTC). Spectators or other persons are not allowed to attend.
- If a player has to change his racket during the match, both rackets (damaged and spare one used) have to be tested after the match; therefore the umpires will collect the damaged racket before the player replaces it.
- For after-match tests it is obligatory that the player leave his racket on the table (similar as during intervals). Players can collect their rackets 30 minutes later at the Racket Test Center.

Disciplinary action if rackets fail the compulsory test

- Umpire / racket tester are documenting the test results on a Racket Test Form (Form 3), if a racket will be identified as being not compliant to the rules.
- The Referee on duty will be informed, who will take the final decision about the legality of the racket.
- In case an illegal racket was used the Referee will decide on the outcome of the match, according to the Directives.
- The Referee will inform the player / coach about the racket failure and the disciplinary action to be taken. The player shall sign the form to confirm that he has taken notice of the issue.

Further Consequences of failing compulsory racket test





Before the match: In case of a failure of a compulsory racket test before the match, the referee will decide that the racket cannot be used and must be replaced by another one, which also will be tested after the match. The following will be recorded as failures in the referee log:

- Rubber is not on the LARC
- Flatness measure above limits
- Thickness measure above limit
- VOC measure above limit

After the match: In case of a failure at a compulsory racket test after the match, the referee will decide that the player forfeits the match.

If this match is in a group round robin system, the player shall be deemed to have lost the match and he shall gain 0 points for this match.

Repeated failures and penalties applying after each racket control failure

For the *first failure* in a pre-match test the player is required to change his racket.

For the *second failure* in a pre-match test, the player is required to change his racket.

For a *third failure* in either a pre- or post-match test for any reason at a tournament the player will be disqualified from that tournament.

For *any failure in a post-match* test the player forfeits the match just completed.

Following 4 accumulated failures on any aspect of racket testing in a period of four years, the player may complete the tournament, but subsequently the Executive Committee will suspend the offending player for 12 months. In the case when a player fails a racket test, the ITTF shall register the player's name on ITTF website and inform the player's association in writing.

Caution

- All players and captains are reminded that brand-new coverings should be aired for at least **72 hours** before a match. It is not sufficient just to cut or to open the plastic cover: the plastic cover sheet must be removed and the rubber must be kept outside any type of bag so that the rubber/sponge is completely uncovered on both sides and then can release the remaining banned solvents.
- In any case the player will be held responsible if a test indicates that they remain at an unacceptable level.
- Some VOC's can be detected a long time after they have been used. If any player suspects that his racket may be contaminated, he should submit the racket concerned for voluntary testing without fear of penalisation.

If you have any questions or comments, please don't hesitate to contact the Referee.

We request the co-operation of all participants in helping to provide an efficient and reliable call area procedure and racket test service, which is aimed to best support your preparation for your matches.

We wish you a successful tournament.

Michael Zwipp, Referee

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