



**2019 ITTF CHALLENGE | GENERAL CONTRACT – DIRECTIVES FOR ORGANIZERS**

**1. GENERAL TERMS..... 3**

1.1. Documents: Directives and Guidelines..... 3

1.2. Tiers of the 2019 ITTF Challenge ..... 3

1.3. Number of event days ..... 3

1.4. Number of first stage days..... 3

1.5. Prize Money ..... 3

1.6. Event Insurance ..... 3

1.7. Other events..... 3

1.8. Cancellation of the event ..... 4

1.9. Failure to comply to the General Contract/Directives ..... 4

**2. SPORT SPECIFIC INFORMATION..... 4**

2.1. Events (categories)..... 4

2.2. Playing System ..... 4

2.3. Draw for seeded players ..... 6

2.4. General Schedule ..... 8

2.5. Specific Time Schedule..... 8

**3. PROSPECTUS/ENTRIES..... 9**

3.1. Prospectus..... 9

3.2. Travel and accommodation forms ..... 9

3.3. Deadlines ..... 9

3.4. Accreditation and participation fees..... 9

3.5. Cancellation Fees .....10

3.6. Entry Changes .....10

**4. PLAYING FACILITIES/EQUIPMENT ..... 11**

4.1 Main event facilities .....11

4.2. First stage facilities .....12

4.3. Practice facilities/Equipment .....12

4.4. Equipment – brand and color .....12

**5. OTHER FACILITIES ..... 13**

5.1. Press facilities .....13

5.2. Players’ Lounge .....13



5.3. VIP Facilities .....13

5.4. Changing Rooms .....13

**6. HOSPITALITY ..... 13**

6.1. Hospitality Options .....13

6.2. Hotels .....13

6.3. Meals.....14

**7. TRANSPORTATION ..... 14**

7.1. Arrival Service .....14

7.2. Departure Service .....15

7.3. Shuttle service (Hotels/Venue) .....15

**8. MANPOWER ..... 15**

8.1. ITTF Officials.....15

8.2. Tournament Director.....16

8.3. Announcer (MC) .....16

8.4. Press Officer .....16

8.5. Photographer .....16

8.6. Match Officials .....17

8.7. Staff and Volunteers .....17

**9. FUNCTIONS/SERVICES ..... 17**

9.1. Racket Control .....17

9.2. Doping Control .....17

9.3. Medical Services.....17

9.4. Results Service .....18

9.5. ITTF Event Page results.....18

9.6. Services to ITTF Staff.....18

9.7. Ancillary Services .....18

**10. TV PRODUCTION/itTV STREAMING ..... 18**

**11. MEDIA ..... 19**

**12. SPORT PRESENTATION ..... 19**

**13. SPONSORSHIP IMPLEMENTATION ..... 19**

**14. PLAYERS' OBLIGATIONS..... 19**

**15. CONTACT NAMES AND NUMBERS ..... 20**



## 1. GENERAL TERMS

This document forms part of the agreement between the International Table Tennis Federation (ITTF), the Local Organizing Committee (LOC) 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 2019 ITTF Challenge events:

### 1.1. Documents: Directives and Guidelines

a. The ITTF publish several "Directives" and "Guidelines", which are the basis for the organizational standards an ITTF Challenge event should comply to:

- ITTF Challenge Directives
- Sponsorship Implementation Guidelines (Drawings of the playing courts)
- TV/itTV Production Guidelines & TV Graphics (not compulsory - recommended)
- Sport Presentation Guidelines
- Media Guidelines
- Ranking Default Policy for no-shows
- ITTF Handbook
- Racket Control requirements
- Players' Services (not compulsory - recommended)
- ITTF Contribution File

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

### 1.2. Tiers of the 2019 ITTF Challenge

a. ITTF Challenge Plus, minimum prize money **US\$ 60,000**

- Streaming production and commentator costs provided by ITTF

b. ITTF Challenge, minimum prize money **US\$ 30.000**

### 1.3. Number of Main event days

Main draw: 3 days

a. The whole tournament should be scheduled from Wednesday to Sunday, unless agreed with the Head of Challenge.

### 1.4. Number of first stage days

First stage events: 2 days.

### 1.5. Prize Money

a. The LOC can decide if the prize money will be paid in cash or by bank transfer. The prize money should be paid in USD, after the national tax deductions, if any. This should be indicated on the prospectus

b. All bank charges are to be paid by the LOC

c. The LOC is responsible to provide tax deduction certificates to all players receiving prize money, within 1 month after the conclusion of the event.

### 1.6. Event Insurance

The LOC shall be responsible for purchasing insurance during the period of the whole event to cover the liability of its employees, participants and volunteers. It is recommended that the LOC insure itself against other losses that the LOC might incur from an event being cancelled.



### **1.7. Other events**

If other events are offered:

- Approval must be received from the ITTF.
- Scheduling must be arranged so that the extra events are concluded before ITTF Challenge event starts.
- Matches must not be held at the same time as the quarterfinals, semi-finals or finals of the main ITTF Challenge event.
- It is required that a separate control desk be responsible for any extra events and that the ITTF Challenge event is staged separately as the main focus.

### **1.8. 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\$ 1.500 (ITTF Challenge) & fined with US\$ 3.000 (ITTF Challenge Plus).
- b. At any time between the times 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 (ITTF Challenge) & fined with US\$ 10.000 (ITTF Challenge Plus) and not be entrusted an ITTF World Tour or ITTF Challenge 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\$ 10.000 (ITTF Challenge) & fined with US\$ 15.000 (ITTF Challenge Plus), plus any loss of income from sponsorship suffered by the ITTF, or costs incurred by the ITTF, or NA(s), beside suspension from organization for the next calendar year.

In case the LOC makes changes:

- d. After the calendar is published, on dates, cities and other details affecting the calendar details, the LOC is subject to a fine of up to US\$ 1000 fee. Any changes are subject to ITTF approval and ITTF has the right to decline.

### **1.9. 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
- Mixed Doubles (only for Challenge Plus)
- Under 21 Men's Singles and U21 Women's Singles events (born in **1998** or later)

### **2.2. Playing System**

#### **a. General implementation:**

Numbers of seeded players and Main Draw, are defined according to the number of entries, at the final entries deadline, as follows (the CM can amend the playing system if necessary):

Singles	Seeded players	Main Draw of
15 or less	0	16
16 to 20	4	16
21 to 40	8	16
40 to 80	16	32
81 or more	32	64
Doubles number of pairs	Seeded pairs	Main Draw of
maximum 72 Doubles	8	16
maximum 24 Mixed Doubles	8	16

U21 Singles	Seeded players	Main Draw of
15 or less	0	16
16 to 20	4	16
21 to 40	8	16
40 to 63	16	32
maximum 64 Entries	-	64

#### b. Men's and Women's Singles:

- Numbers of seeded players and Main Draw are defined by the table above.
- In the case the Host Association does not have any players among the seeded or direct entry players, the LOC is entitled to have 2 positions, in a Main Draw of 64 and 1 position in a Main Draw of 32. LOC is not entitled to seeded positions in a Main Draw of 16 players or less.
- Should the first stage is played in groups. In case of high entries, the LOC can discuss with the Competition Manager and in agreement with the Head of Challenge has the right to modify the playing system of the First Stage to knock-outs. An email notice will be given to Participating National Associations regarding the change of First Stage playing system and a new deadline for entry cancellation without the penalty of a cancellation fee will be set.
- Matches in the Main Draws, First Stage (knock-outs) and Preliminary Rounds are played best of 7 games.
- Matches in First Stage (groups) are played best of 5 games.
- Each National Association can enter players as may deemed necessary, but the ITTF reserves the right to approve less entries than the indicative 6 per NA and 12 for the host association, per gender in case of very high number of entries. In these cases, a number will be guaranteed per NA and all remaining positions will be filled by WR.
- In cases of oversubscription, players for each NA will be approved by WR, unless requested differently by NA(s) prior to the entry deadline, by e-mail to the ITTF Competition Manager.

#### c. Men's and Women's Doubles:

- Main Draw of 16 played in knock out (Top 8 seeded pairs, plus 8 qualifiers). 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 64)
- Maximum number of doubles entries for ITTF Challenge Plus and for ITTF Challenge is 72 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 or 6 players by host association
- If, at the doubles deadline, the maximum number of approved doubles entries does not reach the total of 72 pairs, the remaining places will be filled according to the latest available Doubles Ranking with maximum an additional 3rd pair per NA, which has to be entered before the doubles entry deadline.
- All additional Doubles pairing will go to the Waiting List.



- All matches are played best of 5 games, in all stages of the competition.
- For the Main Draw Round of 16, matches might be scheduled to start on Day 2 of the First Stage.

#### d. **Mixed Doubles (for Challenge Plus only):**

- Main Draw of 16 played in knock out. 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 qualification event (Knock out of 16)
- Maximum number of mixed doubles entries is 24 pairs, according to the latest available Doubles Ranking on the doubles deadline with a maximum 1 pair or 2 players per NA, including the host association (regardless if this double is in the Top 24 pairs).
- Mixed pairs, composed of players from different associations are not allowed for Mixed Doubles with the exception of players from the same National Olympic Committee.
- If, at the doubles deadline, the maximum number of approved mixed doubles entries does not reach the total of 24 pairs, the remaining places will be filled according to the latest available Doubles Ranking with maximum an additional 2nd pair per NA, which has to be entered before the doubles entry deadline.
- All additional Mixed Doubles will go to the Waiting List.
- All matches are played best of **5 games**, in all stages of the competition.
- For the Main Draw Round of 16, matches might be scheduled to start on Day 2 of the first stage.

#### e. **U21 Singles Events:**

- Numbers of seeded players and Main Draw are defined by the table above.
- In case the First Stage is played in groups, and the Host Association does not have any players among the seeded, the LOC is entitled to have 1 position in a Main Draw of 32, but no position in a Main Draw of 16 players or less.
- **Maximum 4 players per NA** regardless if the maximum of 64 entries is reached.
- First stage is played in groups (only if less than 64 players have entered).
- Should the first stage is played in groups, main draw matches might be scheduled to start on Day 2.
- The Maximum number of entries for U21 will be 64 Players, if 64 players are reached:
  - A straight Knock out Main draw of 64 will be played starting from Day 1. Players from the same association CANNOT meet in the first round. In that case, they will be re-drawn.
  - In case the Host Association does not have any players among the best ranked 64 players, the LOC is entitled to have 2 positions. All additional players will need to go on the Waiting List
- All matches are played best of 5 games, in all stages of the competition.
- The competition manager has the right to decide the playing system to accommodate the overall schedule.

### 2.3. **Draws**

#### a. Main Draw

The draw for the seeded players will be conducted according to the ITTF rules as following:

- Done 1 day prior to the start of the first stages, not later than 15:00.
- Has to be conducted by the Referee assisted by the ITTF Competition Manager.
- Seeding is done with the latest World Ranking of the date of the entry deadline and the draw for seeded players with **NO** separation by association.
- When qualifiers are drawn into the main draw, players/pairs from the same association **CANNOT** meet in the first round. In that case, they will be re-drawn.



- In case the Group winners AND the Group runner up qualifies for the main draw, the winners of the groups will be always drawn against the lowest seeded players and the runner-up and/or other qualifiers (coming from the preliminary rounds) against the highest seeded players.
- In case the Group winners AND the Group runner up qualifies for the main draw, players in the same group **DOES NOT** need to be separated into different half of the draw.
- In case of cancellation of a seeded player when the first stages are played in knock out system, the highest ranked player who qualifies will take the position of the cancelled seeded player. The same procedure will apply in case more than one seeded player cancelled.
- In case of cancellation of a seeded player when the first stages are played in groups, the qualified player from Group 1 will take the position of the cancelled seeded player. The same procedure will apply in case more than one seeded player cancelled.
- In case a higher number of seeded players cancel participation, the Competition Manager and the Referee can decide to re-draw the seeded players.
- The seeded players will not receive bye in the first round when it is possible to complete the main draw with lucky losers coming from the first stages. Lucky losers are always drawn against the highest seeded players.
- If a pair withdraws or cancels participation in the doubles event the highest ranked pair, that qualifies will take the position of the cancelled seeded pair.
- 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.

#### b. First stages Draw

The draw for the first stage will be conducted according to ITTF rules, as following:

- By the Referee assisted by the ITTF Competition Manager, for first stages played in **Knock-out**. In case of Groups qualifications, the draw for the first stages will be done with the presence of the Referee.
- is done 2 days prior to the start of the first stages, at the time (not later than 16:00) and place defined on the prospectus.
- is done according to the latest available World Ranking at the date of the entries deadline.
- if played in **Groups**, players will be drawn into **groups of three (3)** or four (4) players per group, using the snake system (highest ranked player in the first group, next highest ranked player in the second group, etc.), according to the number of entries (the final decision to be taken by the ITTF Competition Manager). Players without a World Ranking will be drawn randomly into the free places in the groups.
- players from the same association **CANNOT** be drawn into the same group; they should be placed into the next available group.
- if played in **Knock-out**, players will be drawn according to the World Ranking.
- Players from the same association **CANNOT** meet in the **first round** of the first stage with knock-out system; they should be placed in the next available position.
- Should there be a need for **preliminary round** to qualify for the main draw if the first stage is played in **Groups**, players from the same association **CAN** meet in the first round of the preliminary round.

#### c. Qualifiers & Lucky Losers:

- The highest finishers in each group who have not qualified for the main draw (in case of group first stage) and players eliminated in the last round of the first stage (in case of knock-out system) may be drawn into the competition as "**Lucky Losers**", to fill any empty spots in the first round of the main event. The final decision to be taken by the ITTF Competition Manager.
- Preliminary rounds (Knock out) after the first stage groups may be used. The final decision to be taken by the ITTF Competition Manager. Refer to **Annex 1** for more information.

## 2.4. General Schedule

- a. Mandatory events: **3 days** of **main draw**
- b. First stage: **2 days**

Below are the recommended tables for ITTF Challenge Plus and ITTF Challenge, indicating the maximum number of entries that can be accepted according to the number of tables:

- If an organizer is unable to reach the minimum number of recommended tables but still wish to be considered as a host for the Challenge Series, the ITTF will consider the conditions on a case-by-case basis.

### ITTF Challenge Plus

- Including Mixed Doubles and Groups Qualification

Number of tables	Maximum entries
8 tables	130
10 tables	150
12 tables	170
14 tables	200
16 tables	230

- Including Mixed Doubles and K.O Qualification

Number of tables	Maximum entries
8 tables	190
10 tables	220
12 tables	240
14 tables	270
16 tables	280

### ITTF Challenge

- Groups Qualification

Number of tables	Maximum entries
8 tables	180
10 tables	220
12 tables	260
14 tables	300
16 tables	340

- K.O Qualification

Number of tables	Maximum entries
8 tables	230
10 tables	260
12 tables	290
14 tables	330
16 tables	360

## 2.5. Specific Time Schedule

- a. Earliest start of matches is **09:30 am** during all days of the main events and **08:30 am** on the first stages days.
- b. The entire time schedule for the event will be prepared, by the ITTF Competition Manager in agreement with the Head of Challenge, based on TV needs and local conditions for discussion with the LOC.
- c. The time schedule will be approved by the ITTF Competition Manager, in agreement with the Head of Challenge:





- Main event time schedule: **21** days prior to the main event.
- First stage time event: **14** days prior to the start of the first stage event, but might be changed significantly in case of high number of cancellations.
- d. The time schedule for the event has to be agreed upon between the LOC and the ITTF Competition Manager and the Head of Challenge.

### 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 Challenge Events.
- c. Completed by the LOC and returned to the ITTF Director of Competitions 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 Head of Challenge, in a common template for all Challenge 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 & Mixed doubles. When two different NA(s) are involved, both NA(s) shall confirm entry of doubles partners before this deadline to the ITTF Competition Manager. 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. **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. For any cancellations announced after the sport cancellation deadline (and before the draws) players won't be included in the respective draws and a penalty for no-show and cancellation fees will apply.
- d. **Room cancellation deadline:** is fixed to **7 days before the starting date** of the event.
- e. **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 LOC 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\$ 130** 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\$ 13** for each player.



- The participation fee must be collected by the LOC before or upon accreditation.
- The full amount of the participation fees for each event should be deducted from the final invoice from the LOC to the ITTF, in regards to the contribution.

### 3.5. Cancellation Fees

#### a. **Cancellation fee:**

- There will be a charge of **US\$ 130** cancellation fee for each player (entered in the first stage 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 (in Singles) at the time of the entry deadline will not be liable to cancellation fees, should they withdraw their participation before the cancellation deadline.
- Players on the waiting list (in Singles) 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.
- A cancellation fee will apply if a player on WL (in Singles but approved for Doubles and U21) does not cancel participation before the cancellation deadline.

#### 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).
- For changes in the room nights, after check-in, the LOC must inform the National Association concerned about the exact costs.
- The LOC 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 LOC 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 LOC 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 cases of outstanding payments for over two months the ITTF reserves the right to deny entries for other events as well.
- 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 events.

### 3.6. Entries

Entries are only considered, if submitted before the entry deadline, as follows:

- Entered by the NA, through the online entry system as announced in the prospectus of each event.
- Entered by the NA, through an official request to the Competition Manager, in case a "new" player is not registered on the ITTF Players Database. The Competition Manager will request a copy of the passport of the player and other supportive documents in case eligibility needs to be checked. The NA should follow up and only consider the entry confirmed, if a confirmation is sent by the Competition Manager. Such requests should take place **minimum 3 days before the entry deadline**, to allow sufficient time for registration.

- c. No entries will be accepted by other organizations or individuals. Requests can only be accepted by the NA(s) official e-mail domains, as those registered in the ITTF Database.

### 3.7. 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:
- A player who should be seeded cannot replace a non-seeded player.
- The Host Association has the right to change their seeded player(s) only one time from the list of already entered players.
- A player cancelled from the entry list cannot be added back in the entry list, unless it's in the form of replacement.
- In the form of replacement, the new player is only allowed to enter only in the same event the replaced player was entered for i.e. MS and/or U21 MS.

#### b. **Doubles:**

- No Doubles can be amended after the doubles entry deadline. The ITTF Ranking Consultant will prepare the seeding for all doubles events. Restrictions in changes:
- In case of cancellations the next highest ranked pair, at the deadline of entries will be entered in the first stage.
- 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.
- The Host Association has the right to change their seeded pair only one time, from the list of already entered pairs.

## 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 Challenge, in addition to the rules and regulations of the ITTF Handbook:

- a. **Recommended** eight (8) courts must be used from the Main Draw on.

- If an organizer is unable to reach the minimum number of recommended tables but still wish to be considered as a host for the Challenge Series, the ITTF will consider the conditions on a case by case basis

- b. The courts should be minimum 7x14 meters defined by:

- surrounds of 1,40 m length (30 surrounds per court) or,
- surrounds of 2,00 m length (22 surrounds per court) or
- surrounds of 2,33 m length (18 surrounds per court).

- c. The set-up of 1 Show-court **is obligatory for the last 1 day of the event** for the ITTF Challenge Plus. From two (2) to four (4) show-courts have to be installed at particular events based on case-by-case agreement with ITTF at the ITTF Challenge Series.

- d. 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

- e. The set-up of 4 courts **is obligatory for the second last day of the event** (for ITTF Challenge Plus). Minimum one (1) court should be in these show court 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.

- f. All costs related to the one (1) show-court would be borne by the LOC.



- 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 LOC will be provided with specially designed surrounds, umpires' tables and umpires' chairs by DHS. Each LOC 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 TV-Court / Show Court should be uniformed. **The color used must be GREY pantone # 401C.**
- 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 and not more than 23°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 ±09:00 am – 10:00 pm for the players to practice.

#### **4.2. First stage facilities**

- a. Each court size has to be **at least 7 m x 14 m.**
- b. Each table must have the lighting conditions of **1000 lux** uniformed over the table.
- c. The temperature in the competition hall CANNOT be below **16°C and not more than 23°C.**
- d. An official ITTF approved sport floor needs to be used.
- e. The LOC should provide the qualifiers conditions as similar as possible to the playing conditions in the main events.
- f. First stage 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 first stage 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 first stage (competition) tables.

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

- a. **Floor:** should be sourced by the LOC 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 LOC and must be ITTF Approved and of blue color.
- c. **Balls:** DHS balls, as supplied by DHS for the event.
- d. **Surrounds:** A-Boards for show court. 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 requirements**” document.

### 5.2. Players’ Lounge

Players’ Lounge is **mandatory at least for the last 3 days** and the following should be offered:

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

### 5.3. VIP Facilities

a. VIP Lounge is **mandatory at least for the last 2 days for ITTF Challenge Plus** and the following should be offered:

- At least snacks and refreshment service for sponsors and guests.

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 **one of the levels has to be at the highest level possible in the city.**

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

d. ITTF encourages the LOC 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 LOC a change can be agreed, but only with the prior approval of the ITTF Director of Competitions. If such change is approved, all NA(s) have to be informed individually by the LOC 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 Challenge Plus it is recommended that the LOC should provide special service to the TOP seeded players (see file "**Players' Service**").

### **6.3. Hospitality of ITTF Officials**

The LOC 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. free hospitality to Match Officials (Referees and Umpires) as described in the Directives for Match Officials
- d. a special hospitality rate (maximum 75% of the official charge) to ITTF officials/partners/staffs attending the event, up to maximum 10 persons.
- e. free hospitality to the streaming production team and commentator (for ITTF Challenge Plus)

### **6.4. 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 - 10.30
  - Lunch: 11.30 - 15.30
  - Dinner: 18.30 - 23.00 (or 30 minutes after the last match has finished)
- b. The meals' schedule and menu (with minimum 2 main dishes, 2 side dishes, and salad) should be sent to the Competition Manager for approval at least 15 days before the event.
- c. If the hotel is more than 20 minutes away by car/bus from the venue, it would be preferable to provide lunch 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 LOC know exactly when each NA (or individual players) arrive(s).
- e. NA(s) **not** providing to the LOC 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. For the ITTF Challenge Plus it is recommended that the OC should provide special service to the TOP 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 LOC must reconfirm it in case of late changes.
- c. The LOC **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 Challenge Plus it is recommended that the OC should provide special service to the TOP 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 LOC 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 LOC 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 Challenge Plus it is recommended that the LOC should provide special service to the TOP 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 or Challenge years and will form the basis of the percentage of the ITTF Contribution that will be finally decided by the ITTF Competition Director, ITTF Marketing Director, ITTF Head of Challenge and be paid to the LOC after the conclusion of the event.

### **8.2. Tournament Director**

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

- a. The ITTF Competition Department through the ITTF Director of Competitions 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 Challenge event needs approval of the ITTF Head of Challenge and 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.

### **8.3. Announcer (MC)**

It is recommended that the OC should appoint a **professional announcer (MC)**, to work according to the “**Sport Presentation Guidelines**”.

### **8.4. 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.

### **8.5. Photographer**

The LOC 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.



### 8.6. Match Officials

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

- 1 Active International Referee
- 2 Deputy Referees

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 as decided by the URC.

Appointment of Match officials:

- Minimum one of the three Referees should be from a foreign NA.
- The LOC 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 for selected Match Officials, according to the "**Directives for Match Officials**".
- The LOC has to provide daily allowance according to the "**Directives for Match Officials**".

### 8.7. Staff and Volunteers

The LOC 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 LOC agrees to provide the facilities and facilitate the conduct of Racket Testing (including VOC tests) during the event according to the ITTF Racket Control requirement document.
- b. All racket testing has to be done with equipment provided and delivered by the ITTF.
- 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 Challenge Events.
- b. It is the responsibility of the LOC 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 LOC own cost, the Anti-Doping Manager shall inform the LOC accordingly at least 2 months before the event, and shall send a Doping Control Agreement (DCA) including the number (maximum, 6), 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 of any doping control test in co-operation with the contracted Sample Collection Agency (SCA).

### 9.3. Medical Services

The LOC must appoint from the day before the event starts until the final day:

- a. a doctor
- b. a physiotherapist and
- c. 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. If electronic scoreboards inside the stadium exist, they should be used according to the **“Sport Presentation Guidelines”**.
- d. Live scoring on the ITTF website should be available from the Main Event, for a minimum of 4 tables.
- e. Should the LOC would like to utilize the ITTF RMS network for their tournament, the ITTF should be informed at least 6 months before the event. All hardware like LAN cables, switches, routers access points, splitters, power supply etc must be provided by the LOC and the ITTF will provide the software and specific hardware (i.e. touchpads, Raspberry Pi, server etc).

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

The LOC 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 10MB 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. **TV PRODUCTION/itTV STREAMING**

The LOC is responsible to make arrangements for:

- a. Assisting the **Streaming Production** team (provided by the ITTF), for the last day of competition for ITTF Challenge Plus (including Awarding Ceremonies). ITTF will cover the streaming production and commentator costs, while LOC should cover the hospitality to the streaming production team and commentator (for ITTF Challenge Plus).
- b. **itTV Streaming** (as decided by ITTF, commentator to be provided by ITTF for ITTF Challenge Plus)
- 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.



## 11. MEDIA

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

## 12. SPORT PRESENTATION

Sport Presentation should be implemented according to the “**ITTF Challenge - Sports Presentation**” document.

## 13. SPONSORSHIP IMPLEMENTATION

Sponsorship implementation should be implemented according to the “**Sponsorships Implementation**” document


## 14. PLAYERS' OBLIGATIONS

All players participating in ITTF Challenge Series must understand and follow the following:

- d. All players must sign and abide to the terms of the “Confirmation of Participation” Form.
- e. Players or pairs who finish among the top two (2) positions have an obligation to attend the prize ceremony in sport clothing including sports shoes. Players or pairs who do not fulfill this obligation will lose the prize money.
- f. Must have their names printed on the back of their shirts starting from the main draw matches. Players or pairs who do not fulfill this obligation will be disqualified. There is no warning or sanction imposed for clothing failure as of January 2016.
- g. In doubles events players from the same association can wear shirts from different brand ~~on condition that the basic color of the shirt has to be the same.~~ *New regulation effective May 31<sup>st</sup> according to ITTF Handbook Regulation 3.2.2.7*
- h. If an organizer has secured a sponsor for this purpose, back numbers can be used from the beginning of the event till the TV production starts. As soon as the TV production starts, back numbers are NO longer allowed.
- i. Players understand the media and promotion needs and cooperate as much as possible with the ITTF/LOC Staff when requested to engage to promotional or media activities.
- j. Players should comply to the schedule requirement of followed by matches, when there is TV live coverage.
- k. Players should understand the needs of Sport Presentation and follow the guidance/instructions of ITTF and OC Staff for the conduction of draws, march-in and awarding ceremonies.



## 15. CONTACT NAMES AND NUMBERS

 <b>International Table Tennis Federation</b>	
<b>Ms. Vicky Eleftheriade</b> Competition Director T: +65 64 738022   E: <a href="mailto:vicky@ittf.com">vicky@ittf.com</a>	<b>Ms Kimberly Koh</b> ITTF Head of Sponsorship T: +65 64 738022   E: <a href="mailto:kimberly@ittf.com">kimberly@ittf.com</a>
<b>Mr. Matt Pound</b> Marketing Director T: +65 64 738022   E: <a href="mailto:mpound@ittf.com">mpound@ittf.com</a>	<b>Ms Zena Sim</b> ITTF Head of World Cups & ITTF Challenge T: +65 64 738022   E: <a href="mailto:zena@ittf.com">zena@ittf.com</a>



## Annex 1

### Preliminary Round Draw

The draw for the preliminary round will be held as soon as the final standings of the first stage (group) results is available.

**Scenario 1:** Number of groups is more than the number of positions available in the Main Draw (eg. **27 groups going for 16 positions**).

In this case, Winner of Group 1 -5 directly qualifies to the main draw, then winners of groups 6-16 are drawn randomly against winners of groups 17-27 – i.e. 11 KO matches.

**Scenario 2:** Number of groups is less than the number of positions available in the Main Draw (eg. **24 groups going for 32 positions**).

In this case, winner of Group 1-24 directly qualifies to the main draw, with 8 positions still available.

Runner-ups of Group 1-24 will proceed to the preliminary round. In this situation, we should treat all runners-up equally and draw them all randomly into a round of 32 with the normal 8 byes going to 8 random runners-up. This will have 2 prel rounds.

The above is just an example as the number of Groups is always dependent on the number of entries and the group priority. Should the number of groups would only require the preliminary round to be played in 1I round with the additional of some lucky losers, that is acceptable as well.

In both scenarios, players from the same national association **CAN** meet in the first round of the preliminary round.