



2019 ITTF PAN AMERICAN CHAMPIONSHIPS | 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), ITTF North America Table Tennis Union (ITTF NATTU) and the Organizing Committee (OC) of the event (whereas the National Association (NA) or any other body assigned the organization of the event by the NA). ITTF is responsible for marketing aspects.

The parties agree that the following terms and conditions apply, for the 2019 ITTF Pan American Championships:

1.1. Documents: Directives and Guidelines

- a. The ITTF publishes several "Directives" and "Guidelines", which are the basis for the organizational standards a Pan American events should comply to:
- Pan American Championships Directives
 - Pan American Championships Sport Specific Information
 - 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
 - ITTF Contribution File
- b. All documents can be downloaded directly from the ITTF.com

1.2. Number of event days

Total of the days: 6 days

1.3. Number of days of qualification stage per event

Days of Qualification stage: 2 Days of Team

1.4. Prize Money

No Price money in the ITTF Pan American Championships

1.5. Event Insurance

The OC shall be responsible in purchasing event insurance during the period of the whole event (incl. qualification days and main draw) to cover the liability of its employees, participants and volunteers.

1.6. Other Events

- a. The OC **cannot** offer any **additional** events, running in parallel to ITTF Pan American Championships.

1.7. 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), 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 before the event start date, the host association will not be awarded an ITTF Pan American events for 3 years.



- b. within 3 months before the event start date, the host association will be fined economic, plus any loss of sponsorship suffered by the ITTF, or costs incurred by the ITTF, LATTU, NATTU or NA(s), and the host association will not be awarded an ITTF Pan American events for 3 years.

1.8. Failure to comply to the General Contract/Directives

The National Association as the organizer (OC) of the ITTF Pan American Championships, 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.

2. SPORT SPECIFIC INFORMATION

2.1. Events (categories)

a. Mandatory:

- Men's and Women's Teams by invitation - mandatory
- Men's, Women's and Mixed Doubles - mandatory
- Men's and Women's Singles - mandatory

2.2. Playing System

a. Men's and Women's Teams: First stage - Groups "Round Robin system" minimum 3 teams and maximum 4 teams per group, Second Stage Progressive Knock out in the main draw.

- 16 teams in Men and 16 teams in Women participate in this event by invitation.
- The highest ranked team will be placed in Group A, the second highest in Group B, the third highest in Group C and the fourth highest in Group D. The remaining teams will be drawn into the groups two by two in ranked order (Modified snake system).
- The best 8 Teams from the qualification event will play Knock out progressive system in the main draw and 8 remaining Teams from the qualification event will play Knock out system in the consolation stage, except 3rd and 4th place match that will play just if is necessary.
- All matches are played best of 5 games, in all stages of the competition.

b. Men's, Women's and Mixed Doubles: Simple Knock out

- All matches are played best of 5 games.

c. Men's and Women's Singles: Simple Knock out

- All matches are played best of 7 games.

2.3. Qualification

The ITTF Pan American Championships will be qualifying for the Women's World Team Cup, Men's World Team Cup and World Table Tennis Championships.

2.4. Draw

- a. The draw is done 1 day prior to the start of the qualifications, not later than 18:00.
- b. The draw has to be conducted by the Referee assisted by the ITTF Competition Manager.
- c. Seeding is done with the latest World Team Ranking before of the competition, with separation by association.

2.5. General Schedule

a. Mandatory: 6 days

- Days 1,2 and 3 for the team events
- Days 4, 5 and 6 for the individual events



- b. For qualification schedule options, please contact the ITTF Pan Am Competition Manager for more details. The ITTF Competition Manager will support in providing the schedule.

2.6. Inspection

The Pan American events will have an inspection previous to the event minimum 2 days and maximum 4 days, the ITTF Pan Am Competition Manager will coordinate with the LOC the possible dates.

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

- a. ITTF will cover the flight expenses of the ITTF Pan Am representative in Marketing and Competition.
- b. The Local Organizer Committee will to 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** during all days of the qualification stage.
- 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 or the ITTF Competition Director.

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, in a common template for all Pan American Championships.
- c. completed by the OC and returned to the ITTF Pan Am Competition Manager or ITTF Competition Manager Director for final approval.
- d. be confirmed in due time and published at least 3 months before the event on the Event Page.

3.2. Entry forms

Entry form must be:

- a. prepared by the ITTF, (will be using the ITTF Online Entry System).
- b. a common template for all Pan American championships 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 and OC.

3.3. Deadlines

- a. **Final entries deadline to the invited Teams: 45 days** before the starting date of the event. The deadline for the final entries is automatically set 45 days before the starting date of the event in the Prospectus, after this time the ITTF call to the reserve teams as specified in the prospectus. **No late entries will be accepted.**
- b. **Entry cancellations deadline: 2 days before the starting date** of the event **at 12:00 local time**. After this deadline, the penalty for no-show policy will be applied.
- 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.
- e. **Final deadline to all players:** **10 days** before the starting date of the event.

3.4. Accreditation and participation fees

- The official delegation must to take the official packet offered by the OC, the LOC need to provide as obligation accreditation for the players, coaches, delegates, ITTF Officials. Authorities, ITTF Pan Am Staff, local staff.

3.5. Cancellation

a. Cancellation after the deadline:

- There will be a charge of **US\$ 90** 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).
- It is the responsibility of the OC to inform the Competition Manager on site before the end of the event about outstanding cancellation fees payments. If the information is not received, the ITTF will not consider late requests and the OC will need to solve outstanding payments directly with the NA(s) concerned.
- NA(s) with pending payments of cancellation fee(s), will not be allowed to enter any ITTF event, as long as the payment is not fulfilled.

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 accept for 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 ITTF Pan American event, in addition to the rules and regulations of the ITTF Handbook:

- a. The set-up of 2 TV-court(s) (show-courts) **is obligatory from the beginning.**
- b. The size of such a TV-court is standard: **9,60 m x 18,20 m** and the playing area is defined by 36 pyramid surrounds and 4 corners. Minimum one (1) court should be in these dimensions and small adjustments in the size of the other seven (7) courts, can be agreed in advance, in case the venue dimensions do not allow such a set-up.
- c. All costs related to the eight (8) courts will be borne by OC.
- d. The show-court tables and the other tables will be provided by Doubles Fish, no additional logo or name of the equipment supplier is allowed on the undercarriage. For the show court(s) the OC will be provided with specially designed surrounds by Doubles Fish



- e. For the show court(s) the OC will be provided with specially umpires' tables and umpires' chairs by DHS. Each OC is responsible to inform ITTF about delivery address and contact person for shipment at least 4 months in advance.
The colour of all the printed Advertisement boards (A-boards) around the TV-Court / Show Court should be uniformed. **The color used must be cool Gray # 2C.**
- f. Use of **ITTF approved sports flooring** is mandatory. The sports flooring will be provided by Trioflor.
- g. Each table must have the lighting conditions for World and Olympic title competitions, which is **1000 lux** uniformed over the table (regulation 3.2.3.3). See further details in the Sport Presentation guidelines.
- h. 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**.
- i. Normally the arena is under preparation and organizers should give the participants a chance to practice the **day before** the competition starts. The Main hall should be available from 10:00 am – 10:00 pm for the players to practice.
- 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 in enough space.
- f. The training area must to be ready minimum 2 days before of the event.

4.3. Equipment – brand and colour

- a. **Floor:** Will be provided by Trioflor and must be ITTF Approved.
- b. **Tables:** Will be provided by Doubles Fish and must be ITTF Approved.
- c. **Balls:** DHS balls, as supplied by DHS for the event.
- d. **Surrounds:** A-Boards (blue color inside – red color outside). Advertisements should be approved by the ITTF. Any other additional, secondary row of surrounds must be either blank or printed with the logos of the show court and the same percentage.
- e. **Equipment types:** In all facilities, tables should have the same brand, and color. It is very important that all tables have the exact same tabletops (including thickness, material etc).

5. OTHER FACILITIES

5.1. Press facilities

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

5.2. Players' Lounge

Players' Lounge is **mandatory for all 6 days** and the following should be offered:

- 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

- a. VIP Lounge is **mandatory for all 6 days** and the following should be offered:
 - 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.
- 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:** 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**.
- c. The prices established in double room is **100 USD** per day and per person

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 Pan America 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 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 – Buffet: 06.30 - 09.30
 - Lunch - Buffet: 11.30 - 15.30
 - Dinner - Buffet: 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.

7. TRANSPORTATION

7.1. Arrival Service

- a. Arrival service is provided only for delegations/persons requesting the Official Hospitality Package and the ITTF, ITTF NATTU, 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 met, 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, NATTU 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 ITTF Pan American Directives. In particular the ITTF Competition Manager:

- a. Is the official representative of the ITTF Executive Committee, ITTF North American Table Tennis Union 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 Pan American Staff and ITTF.
 - 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 Pan American events and will form the basis of the percentage of the ITTF Contribution what will be finally decided by the ITTF Marketing Director the ITTF Competition Director and together with the ITTF CEO what will be paid to the OC after the conclusion of the event.

8.2. Hospitality of ITTF Officials

The OC has to provide:

- a. free hospitality in at least 4 - star Hotel (full board including accommodation and 3 meals) to the ITTF Pan America 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, NATTU 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 ITTF Pan American staff attending the event, up to maximum 5 persons
- d. free hospitality in at least 4 - star Hotel (full board including accommodation and 3 meals) from one day before until the end of the event to the representing of the Major Sponsor attending the event, up to maximum 4 persons.
- e. free hospitality to ITTF officials attending the event (referees and umpires).

8.3. Tournament Director

The OC must appoint a **Tournament Director** for the event, to be the liaison between the ITTF Competition Department, ITTF Pan Am Competition Manager 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 Pan America 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 Pan American Championships needs approval of the ITTF Director of Competitions or the ITTF Pan America Competition Manager 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 Pan American Staff and ITTF to implement the sponsorship and TV-rights related to the event.

8.4. Announcer (MC)

The ITTF will appoint a **professional announcer (MC)**, to work according to the "**Sport Presentation Guidelines**", if ITTF does not appoint an announcer, the LOC will propose one. 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 Pan America 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 have to be communicated with the ITTF 3 months before the event.

8.6. Photographer

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

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

8.7. Match Officials

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

- 1.- (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.
- The PAN AM 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 + 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.

8.9. Ball Boys

It is compulsory for the main draw of the singles and doubles events, implement ball boys at the main tables (minimum 2), the organizing committee must provide to the volunteers with the appropriate clothing and other equipment used for this function.

9. FUNCTIONS/SERVICES

9.1. Racket Control

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

More information: https://www.ittf.com/wp-content/uploads/2016/09/RC_Requirements.pdf

9.2. Doping Control

- a. Doping Control may be conducted at ITTF Pan American Events.
- b. 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.
- c. 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:

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



- b. first aid medical service.

9.4. Results Service

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

- a. A result service has to be provided regularly and frequently. Ideally detailed result sheets should be provided after every round, or at least after each block of matches is played. The results sheets have to be checked and approved by the ITTF Competition Manager before publication.
- b. Large and visible scoreboards with the complete draw and updated results have to be placed visible to the spectators. Results have to be updated after each match (or at least after **each round**).
- c. 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 Pan Am Staff

- a. Attending ITTF Staff, i.e. ITTF Competition Manager, ITTF Pan America 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 or Team who finish among the top **four (4)** positions have an **obligation** to attend the award ceremony in **sport clothing** including **sports shoes**. Team who do not fulfil this obligation will lose **position** and the **medal** in the event.
- b. Players must have their **names printed** on the back of their shirts from the beginning of the Tournament. **Players or Team** who do not fulfill this obligation **will be disqualified**. There is no warning or sanction imposed for clothing failure. In **Team events** players can't wear shirts and shorts from different brand, design and colour.
- c. However, and only 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.

11. TV PRODUCTION/LIVE STREAMING

The OC is responsible to make arrangements for:

- a. **TV Production** (with one international feed available)
 - ITTF Pan American Championships: Minimum 2 days (mandatory).
 - Men's and Women's Teams Semifinals and Finals (including Awarding Ceremonies) and,
 - Men's and Women's Singles 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 4 megabits SDSL line for uploading the matches to the ITTF Youtube Channel (4 MB upload and 4 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 Pan America – Sports Presentation**" document.

14. SPONSORSHIP IMPLEMENTATION

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



15. CONTACT NAMES AND NUMBERS

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|---|--|--|
|    | | International Table Tennis Federation North America Table Tennis Union Latin America Table Tennis Union |
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