



ITTF PRO TOUR Directives 2007

*ORGANIZERS OBLIGATIONS
TECHNICAL IMPLEMENTATION OF THE EVENT
ARRIVAL & DEPARTURE, HOTEL, MEALS, TRANSPORTATION ...
MEDIA, RESULTS, ITTF WEBSITE, SPECTATORS, ...*

Last update : November 2006



1. ORGANIZER'S OBLIGATION

Presentation

The broadcasting of the Pro Tour events and the Title Sponsorship by Volkswagen and LIEBHERR in 2007 give us the responsibility to deliver the events in a professional way. All aspects of the event have to be set up with the same strategy, i.e. the highest standard possible.

Organizing Committee obligations start as soon as you know that your event is included in the calendar. **You must nominate the Pro Tour Director and get in touch immediatly with TMS International to get the first instructions.**

A weekly connection with TMS ensure your event to be promoted worldwide and avoid any mistakes with the sponsor's exposure, the TV-production or all necessary arrangements you might have to do to secure your duties.

We strongly recommend to read carefully this document with all the main people in charge of the different sectors in order to have all of them concerned with the same information and directives.

The first thing to do is to nominate the Pro Tour Director and to secure a host broadcast function.

Then, provide us with the contact names and numbers of these key-people.

Above has to be done as soon as possible and not later than 2 months in advance.

We will send you several documents to assist you in the process of the organisation.

The events will be treated with a special attention from us since the Title Sponsor Rights implementation requires a lot of attention from your side to secure everything in the right way.

You can also find this document with all other Directives and Guidelines directly on the ITTF website in the Pro Tour section through the link « Official Documents ».

For all Pro Tour events, the TV-production has to be set up according to the international standard (see «TVProduction_GuidelinesPT» document) .

Christian Veronese
TMS Event Marketing Manager



2. TECHNICAL IMPLEMENTATION OF THE EVENT

2.1. Invitations

The information regarding the event is presented in the “**Prospectus**”.

This document is prepared in advance by the ITTF with the specific information related to each event like dates, location, prize money, accommodation fee for accompanying people, deadlines for entries, etc...

The Prospectus should be completed and approved by the ITTF Competition Manager. Once it is completed, please send it to Didier Leroy or Karl Jindrak and to the ITTF Office in Ottawa as follows :

Didier Leroy Mobile : +32 477 68 15 91 Fax : +32 81 21 56 57 e.mail dleroy@ittf.com	Karl Jindrak Mobile : +43 699 124 17 193 Fax : +43 1 925 3190 email kjindrak@ittf.com	Mohamed El-Shentenawy Fax : +1 613 733 4603 email mo@ittf.com
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Once approved by the Competition Manager the Prospectus is posted online in the Pro Tour section with all the forms to be completed by the national associations. The forms are prepared by the ITTF with a common file for all the events.

2.2. ENTRY FORMS AND SEEDING

1) Preliminary entries : This file is in excel format posted on the website two months before the event. Then, you have to “save as” the file on your computer, complete the requested information and send it by fax or email attachment to the organizers before the deadline indicated in the form.

The preliminary entries are an indication given to the organisers for the preparation of the event. They are not a guarantee to enter to the competition. Only the final entries are taken into consideration by the organisers and the Competition Manager for the participation of your players.

2) Final entries : The deadline for the final entries for singles **AND** U21 is automatically set **30 days** before the starting date of the event in the Prospectus.

NO LATE ENTRIES WILL BE ACCEPTED

3) The deadline for the final entries for doubles is automatically set **10 days** after the deadline for the singles in the Prospectus.

ONLINE ENTRIES : This is the fastest and most secured way to do your entries. All national associations can use the ID and password they use for the World Championships to access the full list of their players.

For each event, a maximum number of entries is accepted according to the chart below :

Number of days for qualifications	Number of tables	Maximum entries
1 day	10 tables	170
1 day	12 tables	200
1 day	16 tables	260
2 days	8 tables	220
2 days	10 tables	270
2 days	12 tables	320
2 days	16 tables	415

In case of having less than 10 tables, the qualification shall be organised during 2 days.

In addition, each country will have **NOT MORE** than 24 entries accepted in total as follows :

- 6 men, 6 women, 6 U21 boys and 6 U21 girls

The host association can enter a maximum of 48 entries (12 of each category)

(FIXED ENTRIES)

However, each association can enter additional players who will be placed automatically on a waiting list. **(WAITING LIST ENTRIES)**

In case the total number of entries exceeds the maximum acceptable number of players, the Competition Manager will take the **FIXED ENTRIES** first and then fill up the entries to the maximum from the **WAITING LIST ENTRIES** according to the last available **WORLD RANKING** on the date of the entry deadline.

Waiting list entries shall be allocated between men's and women's players equally.

If there are more available places than players on the waiting list with World Ranking position, the entries shall be taken into consideration on a first-come-first-served basis, that is those entries sent the earliest within the entry deadline.

The new entry system shall be implemented from 1st July 2007.

4) The deadline for cancellations is automatically set 2 days before the start of the qualifications groups at 12:00 local time.

For the associations which use the final entry form on the website, they have to send it to the Competition Manager mentioned in the Prospectus before the deadline.

<p>Didier Leroy Mobile : +32 477 68 15 91 Fax : +32 81 21 56 57 e.mail dleroy@ittf.com</p>	<p>Karl Jindrak Mobile : +43 699 124 17 193 Fax : +43 1 925 3190 email kjindrak@ittf.com</p>
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An association can replace a player by an other player **after the deadline** of entries **and two (2) days before the start of the qualification groups until 12:00 local time.**

After, the penalty policy for no show will apply. The only restriction is that associations cannot replace a non seeded player by a player who should be seeded.

No other Double pairs can be added after the entry deadline for doubles. Missing doubles will be created by the ITTF Competition Manager after the entry deadline for doubles.

The ITTF Competition Manager will do final adjustments into the time schedule based on the number of entries received.

The ITTF Ranking Committee Chairman will make the seeding in both doubles competition.

In the case that the Host Association does not have any players among the seeded or direct entry players, the organizers are entitled to have **two positions in singles and one position in the doubles** to guarantee the Host Association participants in a main draw of 64 players and **one position in singles and one position in the doubles** in a main draw of 32 players.

No seeded positions will be given to the organizers in the U21 events if they haven't by the ranking.

5) Seeded players

Total number of entries for seniors	> or = to 80	< 80
Total number in the main draw (singles/doubles)	64 / 16	32 / 16
Number of seeded players (singles/doubles)	32 / 8	16 / 8
Number of qualifiers (singles/doubles)	32 / 8	16 / 8

Total number of entries for U21	< 24	> 24 < 40	>= 40
Number of seeded players	4	8	16

2.3. DRAW

The draw for the seeded players is done **one (1) day** prior to the start of the Qualification Groups of the Championships and not later than 5:00 pm.

The Draw has to be conducted by the **Referee & the ITTF Competition Manager** together.

In the Qualification groups, players from the same association will not be placed in the same group. However, in the main draw stage there will **NOT** be separation by association, the players will be drawn according to the World Ranking.

2.3.1 Qualification Groups

- All entries will be placed in descending order according to the latest available ITTF World Ranking at the date of the entries deadline (1st, 2nd, 3rd, 4th, etc.).

- Players will be divided into Round-Robin **groups of three (3)** or four (4) players per group according to the number of entries. The final decision to be taken by the ITTF Competition Manager.

- Players will be drawn into the groups using the snake system for placing players (highest ranked player in the first group, next highest ranked player in the second group, etc.).
- Players from the same association **CANNOT** be drawn into the same group, they should be placed into the next available group.
- Players without a World Ranking will be drawn by lot into the free places in the groups.
- The Ranking Chairman may assign a “temporary Ranking” to an unranked player for the purposes of the draw. This is in the case that a player has a sufficient number of wins but not sufficient losses to obtain a computer Ranking.

2.3.2 Main draw stage

- The seeded players will be seeded according to the latest available ITTF World Ranking at the date of the entries deadline.
- The draw will be conducted according to the ITTF rules for that purpose **but WITHOUT separation per association**. The draw will be made according to the World Ranking only.
- When qualifiers are drawn into the main draw, players from the same association **CANNOT** meet in the first round. **In that case, they will be re-drawn.**

2.3.3 Doubles Draw

Qualification Rounds

- Knock out system of play will be used.
- Eight (8) pairs will be seeded for the qualification rounds according to the ITTF Seeding List produced by the ITTF Ranking Chairman for that purpose.
- Players from the same association will not be drawn against each other in the first round.

Main draw stage

- Knock out system of play will be used.
- Eight (8) pairs will be seeded for the main event according to the ITTF Seeding List produced by the ITTF Ranking Committee Chairman for that purpose at the moment of the closing date for doubles entries.
- The draw will be conducted **WITHOUT** separation by association.
- A qualifying pair will not meet another pair from the same association in the first round proper.

2.4. PLAYING FACILITIES

The section has three (3) different parts:

Practice facilities
Qualification facilities
Main event facilities

2.4.1 Practice facilities

Each Open Championship will need a separate practice facility, which ideally will:

- Be walking distance from the main arena, preferably within the same building.
- Have **SIMILAR** playing conditions as the tournament itself.
- Have the same type of equipment (brand and colour) as the equipment used in the tournament.
- Have playing conditions as close as possible to the conditions of the tournament (floor, light, temperature, etc.)
- Have not less than 8 tables for use during the tournament exclusively for practice.

Practice in competition arena

Normally the arena is under preparation and organizers should give the participants a chance to practice the **day before** the Qualification Groups starts.

Have the same type of tables (brand, thickness and colour of the tabletop) as the equipment used in the tournament. It is very important that all tables have the same thickness. Different nets are not relevant.

2.4.2. Qualifications facilities

All qualifications (singles & doubles) have to be completed **before** the main event starts (the earlier the better).

Following are the **Rules & Regulations** regarding the Qualification Groups:

1. The Qualification Groups have to be conducted as **Round-robin play** in whereas the participants has to be divided into **Groups** of not less than three (3) players each.
2. The **entire** qualification segment has to be time scheduled and approved by the ITTF Competition Manager **15** days prior to the start of the event when the number of entries is already known.
3. Each court size has to be **at least** 7 x 14 meters.
4. 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)
5. **The temperature in the main hall CANNOT be below 16°C**
6. In case of one or more seeded players cancel his/their participation after the draw is made he/they will be replaced by the winner of the first preliminary group and the following groups.
In case a high number of seeded players cancel its participation, the Competition Manager

and the Referee can decide to re-draw the seeded players.

7. The highest finishers in each group who have not qualified for the main draw are entitled to be drawn into the competition as **"Lucky Losers"** to fill any empty spots in the first round of the main event. The main event will be always a competition of 32 or 64 players in singles but in the doubles events, if a pair withdraws or cancels her participation, it will be not replaced by any other one.

General standards for qualifications

The organizer should provide the qualifiers excellent conditions as similar as possible to the playing conditions in the main events.

Qualification Groups and rounds are ideally staged inside the main arena or in an annex to the main hall within the same building. But, in order to manage a large entry of qualifiers, the ITTF may allow a separate arena for the qualification always keeping in mind **"to provide the qualifiers with as good and similar conditions as the playing conditions in the main event"**.

2.4.3. Main events facilities

The main events are the **"show case"** of our sport.

Following are the **Rules & Regulations** for the main events on the Pro Tour in addition to the rules and regulations of the ITTF Handbook.

1. A "TV-Court" has to be established for the event.

For all Volkswagen Open and Liebherr Open, TMS International will send you the surrounds with pyramidal shape and 4 corners.

More than one (1) show court can be installed if needed.

For those events, please refer to the VW Open 2007 and Liebherr Open 2007 documents in the Pro Tour section ("Official Documents") of the ITTF website.

2. MINIMUM eight (8) courts can be used for the matches when the Main event starts.

3. Each court has to be at least 7x14 meters. The preferred size is 8x16 meters which has to be adopted when the number of tables are down to four (4) or less.

4. Each match has to be conducted by at least two officials, an umpire and an assistant umpire.

5. 10:00 am are the earliest start of matches during **all days** of the main events.

6. The ITTF Competition Manager will propose a Time schedule for your event based on TV-coverage obtained and based on local customs and conditions. The final time schedule for your event has to be agreed upon between your Association and the ITTF competition Manager in whereas the ITTF Competition Manager has ruling authority.

7. Use of **ITTF approved court mats** is mandatory. **Use of ITTF approved court mats, laid down on a sportsfloor or with a sporting underlayer, is mandatory (Concrete under our thin mats is not good for the players)**

8. Players or pairs who finish among the top two (2) positions have an **obligation** to attend the prize ceremony in **sports clothing** included **sports shoes**.

9. Players or pairs who do not fulfil this obligation will lose the prize money.

10. Back numbers are NOT ALLOWED during the Pro Tour events. Players must have their names printed on the back of their shirts.

However and only if an organizer has secured a sponsor for this purpose, the back numbers can be used from the beginning of the event till the TV production starts. In that case, both Referee and Competition Manager have to be informed as soon as this happens, so they can include a mention in the Captains' briefing document for the Jury Meeting.

As soon as the TV production starts, the name of the players **MUST BE PRINTED** on the back of the shirts and the back numbers are NOT allowed anylonger.

2.4.4. Equipment – brand and colour

The competition floor will be wooden covered with **ITTF approved** floor mats.

For the Main events, **at least** 8 ITTF approved tables and **White** ITTF approved Balls will be used.

2.5. MATCH OFFICIALS

One International Referee and two Assistant Referees have to be appointed by the host organizers with the approval of the Pro Tour Director for the event. One of the three should be from a foreign association.

Sufficient umpires have to be available based on the number of tables used. All matches in the qualification event 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 associations.

2.6. ITTF COMPETITION MANAGER

The ITTF have a full time working Competition Manager whose main responsibility is to implement the ITTF's intention on how to run our Pro Tour events. His responsibility is defined as follows:

The ITTF Competition Manager 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 ITTF Competition Manager 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.
- Advertisement banners.
- TV-production and coordination of matches for the same.

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.

It is the duty of your Association to inform the tournament Referee about the ITTF Competition Manager’s rights and duties at the Open Championships to avoid conflicts on site.

Hospitality – ITTF Competition Manager

The host Association of the Open Championships will provide free hospitality to the ITTF Competition Manager (or a designated official), who will arrive two (2) days before the start of the event.

The ITTF Competition Manager will prepare an evaluation report of the event. This report will form the basis of the decision to be included in future Pro Tour years.

Each organiser may wish to invite and provide hospitality to other ITTF officials. Invitations must be sent early to the ITTF office in order to provide confirmations in due time.

A LAN high speed connection to the internet has to be provided on site for the CM.

2.7. RACKET TESTING

Your association agrees to provide the facilities and facilitate the conduct of Racket Control (including glue testing) during the Pro Tour event.

The Racket Control will be co-ordinated by the ITTF and training may be provided to your officials on that occasion. The ITTF is responsible for the travel costs of the official who will co-ordinate the racket control if one is not available within your association. The ITTF official will contact the Pro Tour Director to advise him of the specific needs for Racket Control.

Your Open Championship will provide hospitality to the ITTF official from dinner before the first day of the event to breakfast on the day after the end of the event in case your Championships is selected for racket testing.

2.8. DOPING CONTROL

Drug testing (Doping Control) may be conducted at your event. 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.

2.9. MEDICAL SERVICES

The organizers has to provide a minimum medical service to the players included a doctor and a physiotherapist.

3. ARRIVAL & DEPARTURE SERVICES, HOTEL, MEALS, TRANSPORT...

3.1. ARRIVAL SERVICE

The initial **Invitation** 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:

The teams are to be met, welcomed and picked-up at the **airport or train station** that you have specified in your invitation to the Associations.

The invitation should have a "**reply form**" attached to be completed by each Association specifying **date and time of arrival, flight number, airline, etc.** so that you know exactly when each Association (or individual players) arrives.

Associations who are **not** providing you the information have lost their right of arrival service.

Ideally you 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.

It is important to minimize waiting time for delegations upon arrival. Ideally, each Association will be picked-up separately and taken directly to their hotel.

Use **courtesy cars or limousines** for the best or specially invited players upon arrival.

For those Associations who insist on a pick-up service from a destination that you have not specified in the invitation (another airport, or another nearby city) you could:

Assist in best possible way but there is **no obligation** to the organizers to provide that service **free of charge**. You may make all the arrangements at a fee.

Recommend transport options from the destination at their cost.

3.2. DEPARTURE SERVICE

This service is provided free of charge in a similar fashion as the arrival service. A form is to be filled out by each Association during the event indicating departure **times, flight numbers, airport, train time, etc.** If this information was already provided in the "reply form", you must reconfirm it in case of late changes.

The organizers **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.

3.3. HOTEL SERVICES

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.

Your Open Championships should offer minimum two (2) options and levels of meals and accommodation packages at a reasonable rate. It is understood that one of the levels has to be at the highest level possible in the city.

Option 1. full board accommodation in the highest level category hotel

Option 2. full board accommodation in a lowest category level hotel

Option 3. accommodation and breakfast

Option 4. nothing required. Provide with the different hotel addresses and contact numbers.
+ 100% of the accreditation fee.

It is **strongly recommended** to have all hotels within **walking distance** to the venue because that will take care of another huge task which is the **transportation** between each hotel and the playing venues. This task requires a lot of human resources (manpower) in order to run smoothly.

The participants from different associations can be accommodated together to share the costs.

3.4. HOTEL & ACCOMODATION FEE

Hotel and accommodation fee's offered to the participants should be of reasonable charges, offer a "win-win" situation for the organiser and the participants.

Organisers are encouraged to offer prices **with** or **without meals** (breakfast only) to give participants choice.

3.5. ACCREDITATION OR ENTRY FEE

For 2007, the Accreditation Fee is fixed to Euros 125 or US\$ 160 per participant for seniors.

U21 accreditation fee is currently discussed by the ITTF. Final decision will be given in due time.

The Accreditation fee **must be waived** for those participants that choose to take the full board package (option 1 and 2).

The accreditation fee **is reduced to 50%** for those participants that choose to take the hotel and breakfast (option 3).

The accreditation fee **must be paid** for those participants that choose to NOT take any package (option 4).

There is **no obligation** for your Association to provide free hospitality to any of your event's participants. However, special privileges or hospitality could be offered by your association directly to the National Association or player(s) of your choice to enhance your event.

3.6. MEALS

The ITTF recommends the following in terms of meals:

1. The **best** system of accommodation is to offer participants hotel **only** which means that each participant arrange their own food. This alternative gives the organiser many advantages:

No arrangements with hotels (or catering) are necessary.

No criticism over quality and quantity of food can be received.

Each participant can choose his or her own cuisine and choice of food.

2. The **second best** system is to provide meal vouchers with a specific value, which includes at least: One drink, a starter, a main course and desert. If it is not possible to provide the voucher system, then still use the hotels for the meals, but designate a special area for the participants where meals will be served. The participants may enter by showing their accreditation. A choice of meals could be made available or a buffet system could be used in this case.

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. The following example suits the attached match schedule:

Breakfast: 07.00 - 10.00
Lunch: 12.00 - 15.30
Dinner: 19.00 - 22.30

3.7. TRANSPORTATION

If the distance between the hotels and the stadium requires transportation, this has to be provided as frequently as possible, in order to best serve the participants. Following are the **rules & regulations** regarding transportation requirements:

From **each hotel (non-stop direct service) a shuttle** service has to be provided to the venue.

A minimum of **two (2)** transports per hour to and from the hotel and stadium are required. In other words a bus (transport) has to leave each hotel every 30 minutes and leave from the venue every 30 minutes.

Shuttles are best carried out by **courtesy cars** (for best and specially invited players), **mini-vans** and **buses**.

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.

The last transport service should be **immediately after** the competition is completed every day.

You have to expect a large number of players for the first and last transport of the day. You should plan the number of vehicles accordingly.

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.

If your “transport fleet” of vehicles consists of cars, mini buses and buses, you can plan the number of vehicles and the frequency according to the time schedule of the matches.

3.8. ANCILLARY SERVICES

Changing Rooms for men and women should be available with showers and toilets. This is normal in Sports Complexes, but may not be available in Convention Centre or other type of buildings. In this case a shower facility in close proximity should be made available.

A first aid medical service must be provided. In addition, access to a medical service for serious injuries or illness should be available and all participants should know the name and location of the person to refer to in case of a medical emergency.

An additional car or van should always be available in cases of emergency (hospitalisation, last minute errands, last minute pick-ups or deliveries, emergency contact between hotel and venue, etc.)

3.9. PLAYER'S LOUNGE

The "Player's Lounge" is **mandatory at least for the 3 last days** and should include the following:

Access for players and coaches only by accreditation. Snacks, sandwiches and fruits should be available, as well as drinks and water at no charges. Chairs (sofas and comfortable chairs) and tables should be available. TV and possible music should be offered.

Above should be like a VIP-room but for players and coaches of the event in whereas they can relax in a positive and welcoming atmosphere.

4. MEDIA, RESULTS, WEBSITE, SPECTATORS

4.1. MEDIA

4.1.1. Press Officer

Your Open Championships has to appoint a Press officer to communicate with the International Press and to have a working relationship with the ITTF.

Your Open Championships "Press Officer" should communicate with the ITTF in regards to the facilities your Open Championships has to offer and what kind of facilities the International Press will request.

4.1.2. Press accreditation

In order to have a good idea of how many journalists will attend your event, the **Press Officer** (with the sole responsibility to look after the press) have to send out a **Press Accreditation reply form** to the domestic and International Press.

The ITTF can assist your Press Officer with a name list of International journalists who attends table tennis events.

Such Press accreditation information should include information regarding:

- Accommodation
- Venue
- Event time schedule
- List of participants
- Any other relevant information about the event

The response will give you a good idea on how many journalists will attend the tournament.

4.1.3. Build-up – Press releases

Continuous news releases starting at least six month prior to the event are highly recommended. A **press kit** with the latest news including an event program, athlete profiles, schedule and the draw should be given the press (TV personnel included) upon arrival.

In some cases journalists (especially for news coverage) arrive unexpectedly. Day passes should be made available with full access to the Press Centre. The Press Officer should be available to receive them upon arrival and give them a press kit.

4.1.4. Press Centre – press information during the event

A **full equipped Press Centre** with available high speed Internet connections or wireless. A full equipped Press Centre means also that there should be access for the press personnel to beverages and food connected to, or in the Press Centre.

A special **Press Gallery**, including tables or desks (with access to electrical outlets) for the press to work while watching matches, should be provided.

Organization of **Official Press conference** prior to the event and during the event including **after the conclusion of each Final**, with an obligation for the finalists to attend.

The **Press Officer** must provide the ITTF **30 days prior to the event** with **time and place** of the Press Conference which will be held prior to the Event.

4.2. RESULTS SERVICE

The events results service is essential in order to have the attention from the “world” from just your event.

There are three (3) different categories of people which needs a working results service from your event:

1. Attending Press, spectators, players and coaches at the event.
2. Non-attending Press which follows your Open Championships via some news agencies.

4.2.1. Attending Press, spectators, players and coaches at the event

A result service has to be provided regularly and frequently to the attending press so they are able to follow the event properly. Ideally detailed result sheets should be provided after every round, or at least after each block of matches is played. **Before to be printed and distributed, the results sheets have to be checked by the ITTF Competition Manager.**

4.2.2. Results service to the non-attending press

This function is equally important as the service to the attending press and the ITTF recommends that service should be given to **all major news agencies** and newspapers

within your country as well as to international news agencies such as Reuters, AP, UPI and others. Detailed results should be provided on a **daily basis**.

4.2.3. ITTF staff and ITTF Ranking Committee Chairman

There are several ITTF staffs who needs to have the results provided so they are able to produce input towards the ITTF World ranking, calculate ITTF Pro Tour points and present results on the Internet to an audience which will follow your event on the internet

The Pro Tour Director has to get in touch with the ITTF Information and Technology Manager to set up the results service procedure to update the ITTF website on a live basis :

Mr. Mohamed El-Shentenawy
ITTF Information and Technology Manager
Phone: +1-613-733-2468
Fax: +1-613-733-4603
E-mail: mo@ittf.com

Mr. Shentenawy will inform you **how** the results should be entered for the event so the necessary data from the result input can be produced.

ITTF Staff, i.e. Competition Manager, Ian Marshall (when on site), the ITTF photographer (when on site) and the people in charge of the ITTF Result Management System have to be provided with high speed internet connection with a LAN or Wireless connection.

4.3. PHOTO SERVICES

Your association must ensure that a **professional photographer** covers the event photographically and that a set of photos be provided free of charge to the ITTF immediately following the event but not later than 21 days after the conclusion of the event. Photos from the event have to be given also to Ian Marshall when he's on site on a round by round basis to illustrate the articles on the ITTF website. When he's not on site, photos have to be sent to him with the same timelines or upload to the ITTF server. Please contact him to set up the procedure :

Mr. Ian Marshall
ITTF Editor
Phone: +44-1743-718739
Fax: +44-1743-719120
E-mail: imarshall@ittf.com

Failure to do so will **obligate the ITTF to withhold the** ITTF financial contribution for this item.

4.4. ITTF WEBSITE

The world wide web will become an universal tool of communication in the future. A lot of information is provided through the web. Now, there is a lot of sports websites and the

competition between the biggest of them is very intense. Our target is not to implement a "showcase website" with static information but on the contrary an interactive website where the information is permanently "live".

Interactivity means that we must allow to all users and fans the opportunity to :

- buy articles and products with a secure payment online
 - Give opinion through a forum
 - write and ask questions to the responsible through an e.mail service
- and shortly :
- keep up with the news and keep a close eye to the matches "live" through streaming video pictures which also can be downloaded.
 - live broadcast coverage of the events.

Of course, this exposure is also an added value for the organizers and their own sponsors.

To attract and secure the loyalty of users and table tennis fans, we need an information which is permanently "live".

A lot of people have been coached by the ITTF to use the ITTF Results Management System in most of the countries where a Pro Tour event is organized. In those countries, the organising committee must use this person to enter the results for the ITTF website.

4.5. SPECTATORS

The spectators are coming to the event to be **entertained**. Today's spectators of sports events need to be looked after in various areas why information and results towards the spectators are very important but also services and pure entertainment are important parts to have included to be able to deliver a "product" which is attractive.

4.6. OFFICIAL PROGRAMME

An Official program has to be printed and distributed (if sold, this could generate good income for the organizers) for the spectators so they are able to follow the tournament. Such program needs to have following contents:

- Players name list and country.
- Starting times for each round of the tournament (**structure** of the draw).
- ITTF Pro Tour standings.
- ITTF World Ranking list.
- Player profiles.
- Statistical information.

4.7. SCOREBOARDS

Large and visible scoreboards with the complete draw and updated results have to be placed within **easy access** to the spectators to allow them to follow the event. Results have to be updated instantly when after each match (at least after **each round**).

4.8. ELECTRONIC SCOREBOARDS

IF Scoreboards inside the stadium exist, they should be used as follows:

- Announcement of matches.
- Results boards.
- Information board.
- Internal TV-feed.
- Sponsors presentations.

The electronic scoreboard (or jumbo screen) is very useful why we highly recommend to use such a scoreboard for the event, if it does not exist it might be worth while looking into renting such a screen.

4.9. PUBLIC ANNOUNCER

The tournament should have a **professional announcer** informing the spectators on what is going on during the tournament.

- Announcing **final results** after matches.
- Provide **player profiles**
- Give **significance** of the match
- Provide excitement to the spectators through statistical information, or special information about the players (previous encounters, matches won to reach this round, etc..)

An announcer could be used in many ways. Announcing the **sponsor's names**, the presence of V.I.P.'s, future events, and much more.

A good announcer **knows** when to announce and when to be quiet. This function is important to give the spectators valid information and gives them a better "over-all" experience of the event.

4.10. ENTERTAINMENT

Event entertainment can be of many kinds. "Lottery draws", artists, other sports athletes, the list can be very long of what just your event and your spectators will enjoy.

Since Pro tour events are organised around the world, we would see it as each organiser will know best what kind of entertainment your spectators like.

4.11. MUSIC

Music will not give the spectators any information, but music **should be used** when it is appropriate in order to give the spectators a "good time" and to fill the void when there are no announcements to be made. It is also a good way to keep spectators interest during the

breaks. Some type of music is particularly engaging to the spectators and may raise the level of enthusiasm.

This function is especially important on the day of the Finals when the tournament is conducted on only **one table**, music will add a special flavour to the event.

4.12. PRIZE MONEY

The prize money has to be paid on site by the organizers with the national tax deductions if any.

Contact names and numbers



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