

1 GENERAL

The ITTF provides these DIRECTIVES and its representatives referred to as LOC to serve as a detailed extension to the Contractual Agreement between the parties. These DIRECTIVES – together with annexes - constitute an integral part of the Contractual Agreement and **may be modified from time to time during or after each visit conducted by the ITTF Coordination team.**

1.1 OFFICIAL DOCUMENTS

The ITTF publishes several documents, which are the basis for the organizational standards the World Cup event should comply to:

- ITTF World Cup Directives
- Sport Presentation Guidelines
- Media Guidelines
- Light Guidelines
- Directives for Match Officials
- Racket Control Requirements
- itTV Streaming Requirements
- TV Production Guidelines
- ITTF Handbook

1.2 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.

2 TECHNICAL IMPLEMENTATION

2.1 GENERAL

2.1.1 EVENTS

Separate World Cup tournaments for men and women are held annually and each is a singles competition.

2.1.2 PLAYING SYSTEM

Please refer to the Playing System Document for more specific details.

2.2 INVITATIONS

Please refer to the Qualification System Document for more specific details

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2.3 PLAYING FACILITIES

2.3.1 Competition Facilities

2.3.1.1 2 Show Courts (Measurements 9.80m x 18.20m)

Each Show Court should be set up with pyramidal surrounds. Necessary table tennis equipment will be delivered through the suppliers by ITTF free of charge to LOC. LOC should provide the necessary manpower to ITTF suppliers to set up the venue at least 3 days prior to the start of the event. The floor plan has to be approved by the Competition Manager in advance.

2.3.1.2 Lighting

Please refer to "Light Guidelines" for more information.

2.3.1.3 Temperature

The temperature in the hall CANNOT be below **16°C and not more than 23°C**.

2.3.1.4 Show Court lighting

Show court lighting according to the "Light Guidelines" has to be provided from Day 1. Compulsory show court lighting is required when the tournament is down to only one (1) table. (See Sports Presentation Guidelines and Light Guidelines)

2.3.2 Practice Facilities

There shall be a separate practice facility, which ideally will:

- Be within the same building.
- Have almost SAME playing conditions as the tournament itself.
- Have the same type of equipment (brand, model and color) as the equipment used in the tournament.
- Have playing conditions as close as possible to the conditions of the tournament (floor, light, temperature, etc.)
- A minimum of 8 tables for use during the tournament exclusively for practice
- The temperature in the hall CANNOT be below **16°C and not more than 23°C**.

2.3.3 The Venue

Minimum 3,000 seating capacity and adequate space for press facilities, sponsorship stands, sales stands, athletes' locker room, meeting rooms, VIP rooms and seating (lodges), restaurants, and all ancillary facilities should be within the same building.

LOC needs to book the venue for "the Events" to the allowing for the set-up of the venue and at least one day of practice for the players in the competition area, and one half day of practice for the players in the practice area.

2.3.4 Sport Equipment

ITTF will secure the following equipment sponsors for the event by keeping commercial rights: (table), (ball), (sports flooring).

2.4 PRESENTATION OF THE EVENT

ITTF requires that a "Show-Court" concept would be implemented for the event and recommends extra attention in, but not limited to, the following areas of the presentation of the event:

- 2.4.1 "Dressing-up" of the stadium including use of backdrops at the arena and at the Press Conference sites.
- 2.4.2 Use of sound and lighting systems
- 2.4.3 Allocation of VIP-seating (loges) around the tables for sponsors, LOC, ITTF and city representatives, creating the "best seats in the house".
- 2.4.4 Prize Award Ceremonies: Cup for the winner will be provided by ITTF. Medals or gifts or prizes to all medal winners are to be provided by the organizing committee at its own cost. Presenters at Prize ceremonies are to be decided together by ITTF and LOC.

2.5 ITTF AND MATCH OFFICIALS

- 2.5.1 ITTF will appoint a Competition Manager and an IT Assistant (in case of using the ITTF RMS), both of them arriving as required at least 3 days before the event. LOC has to provide them with free hospitality
- 2.5.2 Nomination of the Referee and the Deputy Referee as well as the invitation of the requested number of international umpires has to be done according to the Directives for Match Officials at World Title Competitions effective from 1 January 2019
- 2.5.3 Daily allowance has to be paid to all invited foreign Referee, Deputy Referees and International Umpires according to the Directives for Match Officials at World Title Competitions.
- 2.5.4 The lowest cost reasonable economy airfare has to be covered for the invited foreign Referee and Deputy Referees.

3 HOTELS, MEALS, TRANSPORT, ARRIVAL, DEPARTURE

3.1 ARRIVAL AND DEPARTURE SERVICE, TRANSPORT

LOC is fully responsible for all necessary transportation to and from the nearest international airport, and between the hotel and the playing venue for all participants (players, coaches, officials, guests, etc.). It is compulsory that transports between the airport and the site venue have to be provided to the players in the most comfortable way possible. Transport between the hotel and the venue has to be carried-out by **courtesy cars** managed by a transportation service at the hotel lobby.

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- 3.1.1 LOC guarantees the highest level of airport pick-up service to and from the official hotel. Ideally the LOC should provide mini vans (or buses) to pick up the delegations or individuals in order to provide a smooth arrival service for each delegation.
- 3.1.2 It is important to minimize waiting time for delegations upon arrival. Ideally, each player/team should be picked-up separately and taken directly to the hotel. A reception area at the airport clearly indicated must be established with adequate manpower at all times.
- 3.1.3 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 players or delegations that may have been eliminated from the competition.

3.2 HOTELS, HOSPITALITY

- 3.2.1 Free hospitality (hotel, meals) will be provided in Single rooms in not less than a five (5) star hotel to the players from lunch the day before the start of tournament until breakfast the day after the conclusion of the tournament. Players travelling more than 5 times zones are entitled to one additional night of free hospitality.
- 3.2.2 Additional official members of delegations will be welcomed and their costs of the stay including full board, lodging and local transportation will be fully charged by the organizers. LOC is responsible to reserve the necessary rooms to accommodate the extra players, if any (sparring partners, etc.), the coaches, ITTF personnel, the press, and the event sponsors in the same hotel at a preferred rate per day per person.
- 3.2.3 LOC is responsible to provide full hospitality to the ITTF President, or his appointee during the Event.
- 3.2.4 Free hospitality to the ITTF Competition Manager (or a designated official) and an IT assistant, who will arrive three (3) days before the start of the event.
- 3.2.5 Free hospitality to Match Officials as listed in the URC documents.
- 3.2.6 Free hospitality for professional staff of the ITTF as follows:
 - 3.2.6.1 ITTF Senior Management (7 persons)
 - 3.2.6.2 ITTF Marketing Department (8 persons)
 - 3.2.6.3 ITTF Operations Department (2 persons)
 - 3.2.6.4 The ITTF Will cover the airfares for these persons.
- 3.2.7 A special hospitality rate (maximum 75% of the official charge) to ITTF officials/partners/staff attending the event, up to maximum 15 persons.

3.3 MEALS

- 3.3.1 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.

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- Breakfast: 06:30 – 10:30
- Lunch: 11:30 – 15:30
- Dinner: 18:00 – 23:00 (or 30 minutes after the last match has finished)

- 3.3.2 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.
- 3.3.3 If the hotel is more than 20 minutes away by car/bus from the venue, it should be preferable to provide lunch in the venue.

3.4 PLAYER'S LOUNGE

- 3.4.1 THE "Player's Lounge" is **mandatory** on World Title event standard and should include the following:
- 3.4.1.1 Access for players and coaches only by accreditation.
 - 3.4.1.2 Snacks, sandwiches, instant noodles and fruits should be available, as well as drinks and water at no charge.
 - 3.4.1.3 Chairs (sofas and comfortable chairs) and tables should be available.
 - 3.4.1.4 TV and possible music should be offered.
 - 3.4.1.5 Free Wi-Fi access for the players and coaches.

3.5 VIP LOUNGE

- 3.5.1 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.
- 3.5.2 VIP lounge is mandatory on World Title event standard with the minimum snack and refreshment service and the requirements stated below:
- 3.5.2.1 General Requirements:
- Catering facilities
 - TV screens showing the world feed & live results
 - Private meeting areas
 - Furniture must be more than standard equipment
 - Being able to create atmosphere, by dimming the light
 - Dinnerware and cutlery (glass/porcelain and stainless steel)
 - Flowers, candles or other decorations on the tables
 - Napkins (paper or fabric) on all tables
 - Possibility to charge electronic devices
- 3.5.2.2 Service:
- Bar with the assortment stated below
 - Bar must be permanently attended by minimum one employee
 - Waiters must be present at all times to ensure a clean and friendly atmosphere
 - A coffee/tea corner is recommended. Biscuits, milk and different teas from renowned brands.

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- Description labels for each type of food (in English and ideally with pictures)

3.5.2.3 Food:

- Hot food must be served with some local specialties, international food, salads, and vegetarian options.
- Lunch and dinner in the form of a buffet, and finger food must be offered outside meal times.
- Finger food and beverages should be available from 30 minutes before the start of the first match of each day and until 15 minutes after the end of the last match. The food choices can be adapted to the time of the day.
- Beverage: beer, wine, water, soft drinks, coffee, tea and milk
- The food and beverage plan must be submitted and approved by the ITTF Marketing Department no later than 3 months before the event.

3.5.2.4 Operations:

- An emergency number must be clearly visible
- It is recommended to have only one entrance to the VIP area
- The LOC must appoint a group of volunteers for the VIP area
- All entrances from the stands to the VIP area must be guarded
- Security doors and other doors should only be opened from the VIP area (if the applicable safety regulation allow)

3.6 CHANGING ROOMS

Changing rooms for men and women must be available with showers and toilets.

3.7 DOPING CONTROL AND RACKET CONTROL

3.7.1 Doping control:

- Maximum 6 doping controls (type of tests and samples to be defined by the ITTF) shall be carried out by the LOC at their own costs according to the Doping Control Agreement. LOC has to contact their NADA to conduct the tests
- 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.

3.7.2 Racket control:

- 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.
- All racket testing has to be done with equipment provided and delivered by the ITTF.
- 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.

3.8 MEDICAL SERVICES

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

- A doctor
- A physiotherapist aid
- First aid medical service

4 TV-PRODUCTION AND STREAMING

- 4.1** ITTF retains the international television rights. LOC must appoint, at its own cost, a "Host broadcaster" for the event and with the approval of the ITTF. TV production has to be made according to the "ITTF TV Production Guidelines".
- 4.2** When selecting the Host Broadcaster for the Event, the LOC shall include the TV broadcaster that has a Broadcast Agreement with the ITTF in the pool of broadcasters to be considered by the LOC.
- 4.3** The TV production and TV coverage should be for all matches on Table 1 for 3 days, throughout the period of the event.
- 4.4** ITTF retains the worldwide Internet streaming broadcast rights. LOC has to ensure that technical and organizational conditions for the Internet LIVE streaming production are provided according to the "ITTF itTV requirements" document.

5 MEDIA

5.1 PRESS OFFICER

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

The appointed "Press Officer" should communicate with the ITTF Media Department in regards to the facilities your tournament has to offer and what kind of facilities the International Press will request.

5.2 PRESS ACCREDITATION

The ITTF will work together with the event Press Officer to send out the media accreditation application form to local and international press

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.

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5.3 PRESS RELEASE

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.

5.4 PRESS CENTRE

A **fully 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

5.5 PHOTOGRAPHY

The LOC must ensure that a professional photographer covers the event photographically and that a set of high-resolution photos (min. 300 dpi) is provided free of charge to ITTF during the event, with a complete set immediately after the event.

5.6 MEDIA GUIDELINES

Media implementation should be implemented accordingly to the "ITTF Media Guidelines" document.

5.7 RESULTS (RMS)

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

LOC has to cooperate with ITTF providing necessary technical equipment and manpower for running and displaying the ITTF Result Management System in case if it is agreed to use it locally. All cost related to technical equipment and manpower should be covered by the LOC. ITTF and LOC agreed to use the ITTF RMS.

There are two (2) different categories of people which need a working results service from your event:

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

5.7.1 FOR PRESS, SPECTATORS, PLAYERS, 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.

5.7.2 RESULTS SERVICE TO THE NON-ATTENDING PRESS

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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**.

5.7.3 ITTF STAFF

There are several ITTF staff who need to have the results provided so they are able to produce input for the ITTF system. This allows them to present results on the Internet to an audience who will follow the tournament on the Internet.

ITTF Staff have to be provided with high-speed Internet connection with a LAN connection with minimum 10 Mbit/sec SDSL line (synchronized upload and download speed).

5.7.4 INTERNET CONNECTIONS

There are several ITTF staff that needs to have the results provided so they are able to produce input towards the ITTF system and to present results on the Internet to an audience that will follow your event on the Internet.

LOC has to provide with high-speed dedicated and independent Internet connection with a LAN or Wireless connection for the following areas:

- streaming on itTV (10Mbit SDSL)
- Result Management System (4 Mbit SDSL)
- Work on social media platforms (10 Mbit SDSL)
- Media work in Press Centre (50 Mbit ADSL)
- Players (5 Mbit ADSL, WiFi connection in the players' lounge)

5.8 ITTF WEBSITE

The organizers have to provide at least 2 volunteers to enter the results for the ITTF RMS under the control of the Competition Manager.

5.9 OFFICIAL PROGRAMME

LOC is responsible for the preparation, design, production, printing and distribution of the official program.

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
- Schedule (starting times for each round of the tournament)
- ITTF World Ranking List
- Player profiles
- Statistics
- Feature articles

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- Autograph pages
- Sponsor advertisements

5.10 ELECTRONIC 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**).

If scoreboards inside the stadium exist, they should be used as follows:

- Announcement of matches
- Results boards
- Information boards
- 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.

The ITTF Results Management System will be used for results in the venue and the LOC is responsible to provide the hardware and setup as requested by ITTF. The hardware should include screens on umpire desk or FOP – minimum 4 screens per table (to be placed inside/outside of FOP, 1 screen in VIP Lounge, 1 screen in the Players Lounge, 1 screen in the Practice Area, 1 screen in the Call Area). The ITTF will coordinate with LOC the final arrangements for the hardware details (cabling, number of TV Screens etc).

5.11 PUBLIC ANNOUNCER, ENTERTAINMENT

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

6 COMMERCIAL RIGHTS

6.1 SPONSORS

ITTF is the rights owner of all commercial rights, including equipment sponsors, unless otherwise agreed with the LOC. Allocation of the A-boards reflects the same distribution of the sponsorship rights and is indicated on the court-drawing document, which is integral part of the Contractual Agreement.

6.2 PRIZE MONEY

The total prize money of the event is **US\$ 250,000** with no tax deduction.

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Contact names and numbers

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