



2022 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), Pan American Table Tennis Confederation (ITTF-AMERICAS) 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-Americas is responsible for marketing aspects.

The LOC has the duty to take all measures that it may deem necessary for the success of the event. However, such measures shall be subject for approval by the ITTF & ITTF-Americas. Furthermore, the LOC must work closely and efficiently with the ITTF Staff & ITTF-Americas in following the progress on the organization of the event, by providing all plans and proofs of implementation of all requirements.

The ITTF-Americas, ITTF and LOC agree that the following terms and conditions apply for the event.

The parties agree that the following terms and conditions apply, for the 2022 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
 - COVID-19 Protocols

The ITTF America are responsible:

- to ask the LOC to counter-sign a declaration form, confirming access to the latest versions of all documents that form the "Event Guidelines", all to be marked with "Version_YEAR_MM_DD".

1.2. Amendments

The document "Event Guidelines", constitutes an integral part of the "Event Contractual Agreement", and may be amended from time to time as needed.

Amendments:

- may occur during or after each ITTF and ITTF-Americas Site Inspection.
- may can occur depending on the changes due to COVID-19.
- will not take place without ITTF and ITTF-Americas discussing with the LOC.
- will be communicated in writing and the amended version of the file will include all mark-ups for easier reference.
- will be confirmed between the two parties and the ITTF & ITTF-Americas will send a clean version of the amended document for both parties to confirm and sign.

1.3. LOC (Local Organizing Committee)

The National Association and the local authorities collectively form the LOC.

However, the National Association is ultimately responsible to the ITTF & ITTF-Americas, for all matters pertaining to the event.

The LOC is responsible to:

- engage the adequate number of employees (including but not limited to Event Manager, Marketing Manager, Sponsorship Manager, VIP Manager, Media Manager, Technical Manager, Results Manager, Venue Operations Manager, Logistics Manager, Transport Manager, Food and Beverage Manager, Security Manager, Accreditation Manager, Manpower Manager, etc.)
- engage sufficient number of volunteers for a smooth preparation and implementation of the event, as detailed in these guidelines.
- follow COVID-19 protocols with professionals' people.

1.4. Number of event days

Total of the days: 7 days

1.5. Number of days of qualification stage per event

No qualification days

1.6. 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; however, the LOC will not be responsible at all for any expenses of the participant delegations due to COVID-19 if any case arises.

All participant delegations need to provide travel insurance include COVID-19 before arriving at the host country.

1.7. Event Security

The LOC is responsible to:

- provide sufficient security forces to ensure the complete safety of the visiting participants, spectators, and all guests/partners.
- ensure that all equipment used for the event (e.g., lights, tribunes, LEDs, etc) is safe and according to high safety standards.

1.8. Other Events

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

1.9. 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, pandemic), 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 & ITTF-Americas.

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 fine with US\$10.000, plus any loss of sponsorship suffered by the ITTF, ITTF-Americas, or costs incurred by the ITTF, ITTF-Americas or NA(s), and the host association will not be awarded a ITTF Pan American events for 3 years.

1.10. Failure to comply to the General Contract/Directives

The National Association as the organizer (LOC) 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, Women's and Mixed Doubles - mandatory
 - Men's and Women's Singles by invitation – mandatory
 - Men's and Women's Teams - mandatory

2.2. Playing System

- a. **Men's and Women's Teams:** Simple Knock out.
 - 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 2023 World Individuals Table Tennis Championships.

2.4. Draw

- a. The draw is done 1 day prior to the start the event, not later than 17:00.
- 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, World Doubles Ranking and World Singles Ranking with separation by association.

2.5. General Schedule

- a. Mandatory: **7 days**
- b. For schedule options, please contact the ITTF Pan Am Competition Manager for more details. The ITTF Pan Am Competition Manager will support in providing the schedule.

2.6. Inspection

The Pan American events will have one inspection or maximum 2 inspections 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 – ITTF-America and the LOC for this inspection are:

- a. ITTF will cover the flight expenses of the ITTF Pan Am representative in Marketing and Competition and any additional visits or any additional members of the ITTF Staff.



- b. ITTF will cover the PCR test previous flight to the final destination.
- c. The Local Organizer Committee will cover the hospitality includes (local transport, meals, Accommodation in a single room) during the inspection for the Competition Manager and the Marketing Manager.

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 LOC and the ITTF Competition Manager or ITTF Pan American Competition Manager.

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 LOC and returned to the ITTF Pan Am Competition Manager for final approval.
- d. be confirmed in due time and published at least 2 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: 30 days** before the starting date of the event. The deadline for the final entries is automatically set 30 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: 5 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 **5 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 teams and players: 10 days** before the starting date of the event.



3.4. Accreditation and participation fees

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

Accreditation center details:

- For ITTF Officials and Staff: TBA Place (preferably at the hotel(s))
- For Delegations: TBA Place
- For Referees and Umpires: TBA Place
- For Media: Press Center

Important: Check COVID-19 Protocols

3.5. Cancellation

a. Cancellation after the deadline:

- **The players make the cancellation after the deadline**, will be liable severe **loss of World Ranking points** (to be determined under the World Ranking structure). This penalty will only be waived if a Medical Certificate is presented, certified by a professional and qualified doctor.
- There will be a charge of **US\$ 100** 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).
- If the room cancellation is 5 days before to start the competition, there will be a charge of **all-nights costs** (official hospitality package).
- It is the responsibility of the LOC to inform the Competition Manager on site before the end of the event about outstanding cancellation fees payments. If the information is not received, the ITTF will not consider late requests and the 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.

NOTE: If a member of any delegation is detected with a positive COVID test 3 or 2 days before the competition, this obligation can be dismissed. The NA must present the corresponding evidence signed by an official authority.

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 accepted by the ITTF Pan Am Competition Manager.

3.7. Bulletins

The LOC can issue bulletins, which in general:

- must be issued in English and Spanish and in any other language if deemed necessary.
- should be approved by the ITTF-Americas.
- will be sent by the ITTF and/or LOC to ITTF stakeholders.

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 one (1) TV-court(s) (show-courts) **is obligatory from the beginning.**
- b. The size of such a TV-court is standard: **10 m x 20 m** and the playing area is defined by 36 pyramid surrounds and 4 corners. Minimum one (1) court should be in these dimensions with LED-screens from day 1 (at least on the short sides) 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. The show court the estimated dimensions (including space for cameras etc. on all 4 sides, is ~ 15 m x 25m)
- c. All costs related to the eight (8) courts will be borne by LOC.
- d. The show-court tables and the other tables will be provided by LOC, 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 LOC
- e. For the show court(s) the OC will be provided with specially umpires’ tables and umpires’ chairs by LOC. Each LOC is responsible to inform ITTF about delivery address and contact person for shipment at least 4 months in advance.
- f. 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.**
- g. Use of **ITTF approved sports flooring** is mandatory. The sports flooring will be provided by LOC.
The LOC is responsible to ensure **1300 lux** for the competition venue(s) with TV tables and ensure 1000 lux for the competition venue(s) with non-TV tables. Ensure box-ring lighting for the 1 show court table, according to **Annex: Lights Guidelines**
- i. 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**.
- j. The arena is under preparation and organizers must give the participants a chance to practice at least the **day before** the competition starts. The Main hall must be available from 10:00 am – 10:00 pm for the players to practice.
- k. 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,
- l. Venue must be open minimum 2 hours before the first scheduled match, on each competition day.
- m. The height of the venue must be at least 8 meters from the floor to the luminaries.

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 it is suggested to set up at least 16 Practice for 8 Competition tables in enough space following the Covid-19 Protocols.
- f. The training area must be ready minimum 2 days before of the event.

4.3. Equipment – brand and colour

- a. **Floor:** Will be provided by LOC and must be ITTF Approved.
- b. **Tables:** Will be provided by LOC and must be ITTF Approved.
- c. **Balls:** DHS balls, as supplied by LOC 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).

4.4. Seating/tickets

Sufficient number of seats must be guaranteed for VIPs, spectators, officials, players, coaches, umpires and volunteers, at all times including the finals following the COVID-19 protocols.

4.4.1 General seating:

The LOC is responsible to:

- discuss with the ITTF & ITTF-America the total number of seats required, based on each market and also following the COVID-19 protocols.
- work with a professional ticketing and promotion company to ensure successful tickets' sales if the country accepts spectators.
- allocate a minimum of 30 VIP seats.
- reserve a minimum of 20 VIP seats for the ITTF officials and sponsors, in the main competition hall. The seats must have a clear view over the venue and needs to be placed so that the VIP guests will not be in the main cameras at any time.
- position the VIP seats, in close connection to the VIP-area following the COVID-19 protocols.
- provide to the ITTF, ITTF-Americas up to 10 daily VIP-passes/tickets, free of charge.
- provide to the ITTF, ITTF-Americas up to 20 transferable regular tickets per day, free of charge.
- provide to the ITTF Sponsors an additional number of VIP-passes/tickets, as indicated in the sponsorship contracts.
- provide a small lounge for the ITTF sponsors/VIP to use with easy access to the VIP-seats following the COVID-19 protocols.
- reserve sufficient number of seats in a special tribune for the players, coaches and other officials of the participating delegations following the COVID-19 protocols.
- allocate a separate tribune with designated seats for the referees, commissioners etc., in agreement with ITTF-Americas, following the COVID-19 protocols.

4.4.2 Technical/Operational Desk

A technical desk should be setup, with the following basic requirements:

- off the FoP, but in close proximity with direct access and clean view.
- sufficient number of working desks and chairs for ~15 persons (8 seats to be reserved for ITTF-Americas, ITTF, 3 for Match Officials and additional seats as needed for the LOC staff and partners) following the COVID-19 protocols.
- sufficient number of power sockets and ethernet ports.
- branded and covered as needed to be off the camera views. If needed, there should be an additional branded PVC or other material of ~30cm height, to cover all materials on the working desks.
- Minimum 60cm space behind the chairs (in sitting position) for people to walk.
- Minimum 2 meters space between each chair (in sitting position).
- Small table lamps if the desk will be too dark at times.

5. OTHER FACILITIES

5.1. Press facilities

In order to ensure full coverage and reach a wide audience, all necessary steps shall be taken by the ITTF, ITTF-Americas and LOC to facilitate the work of the different media covering the event. It is essential that the LOC conceives and installs infrastructure, technical facilities and services which consider suggestions and recommendations of the ITTF and its partners, the International Sports Press Association (AIPS) and national sports press associations.

Press facilities should be according to the **ITTF Media requirement** document and **following the COVID-19 protocols**.

5.2. Players' Lounge

Players' Lounge is **mandatory for all 7 days following the COVID-19 protocols** and should be given to players and coaches by accreditation. The LOC is responsible to offer:

- Snacks, sandwiches, instant noodles and fruits in good conditions in disposable container.
- Soft drinks, hot and cold water in disposable container
- Chairs (sofas and comfortable chairs) and tables should be available.
- TV and possibly music should be offered.
- Sufficient options for vegetarians.

5.3. VIP Facilities

The VIP area is an important part of the event where sponsors, partners and other important persons meet and socialize with each other. The points listed below are crucial to make the VIP area a success, however, the LOC must work hard to create a unique and friendly atmosphere. The VIP area must also be nicely branded in accordance to the general branding of the venue.

The LOC must appoint a VIP Manager to:

- be the main contact for ITTF-America Staff for all matters regarding VIP (no later than 3 months before the event).
- be the main person in charge of the VIP implementation.
- be the person in daily contact with the catering staff and the event manager.
- ensure that a daily newsletter and other information must be available in the VIP area.

5.4. Catering facilities

VIP Lounge is **mandatory for all 7 days following the COVID-19 protocols** and the following should be offered:

- Meals should be provided each day. During meals hot food must be served with some local specialties, international food, salads, vegetarian options
- 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 (e.g. more breakfast type of options at morning and other food in the afternoon).
- Finalists of the event have to get access to the VIP Lounge on the final competition day.
- TV-screens showing the world feed
- TV-screens showing live results
- Private meeting areas
- The 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



- A possibility to charge electronic devices
- The food and beverage plan must be submitted and approved by the ITTF-Americas no later than 3 months before the event.

5.5. Changing and Massage Rooms

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

5.6. Match Officials' Lounge

The **LOC** is responsible **following the COVID-19 protocols** to:

- allocate 1 Match Officials' Lounge, depending on the number of umpires and the venue layout.
- equip the Match Officials' Lounge with:
 - chairs and tables
 - comfortable furniture, such as sofas and/or couches
 - water (hot and cold)
 - coffee and tea if possible
 - at least 30 secure lockers, which can be placed in a separate room in close proximity.

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 MA(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.
- f. The full hospitality packages must be available starting 2 days before the event starts. Participants arriving earlier than 2 days must contact the LOC directly to make special arrangements.

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.

Important: Check COVID-19 Protocols

6.4. Buffet range recommended for lunch and dinner:

- A hot starter dish e.g. soup.
- A meat option, as main dish
- A fish dish (boneless), as main dish
- A vegetarian option, as main dish
- A side dish (e.g. pasta, rice, potato)
- Additional cooked vegetables
- Two Salads
- Two types of bread, in white and brown
- Sufficient flavorings including but not limited to olive oil, vinegar, tabasco etc.
- Minimum one cakes for desert.
- Fruits and yogurt
- Coffee and tea
- Ideally, all options are to be properly labelled, and if possible with pictograms, to identify clearly at least pork, beef and vegetarian options.

Important: Check COVID-19 Protocols

7. TRANSPORTATION

7.1. Arrival Service

- a. Arrival service is provided only for delegations/persons requesting the Official Hospitality Package and the ITTF, ITTF-Americas, 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 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, will not possible to attend the event (Check COVID-19 Protocols).
- 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 following the COVID-19 Protocols.
- 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, ITTF NA 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 MA 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 LOC **have to provide** a departure service other than on the day after the conclusion of the event. It will be **recommended** to provide a departure service **during** the event for those players or delegations that may have been eliminated early from the competition.

7.3. Shuttle service (Hotels/Venue)

- a. Shuttle service must be provided only for delegations/persons requesting are accommodate in the official hotels.
- 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 at least 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 LOC can plan the number of vehicles and the frequency, according to the time schedule of the matches.
- j. The proposed transport schedule has to be sent in advance to the Competition Manager for approval following the COVID-19 protocols.

7.4. Public transport service

Public transport service won't available (Check COVID-19 Protocols).

7.5. VIP-transport service

Besides the regular shuttle service, a car pool of 3 cars, with a driver each, must be available to identified ITTF executives, officials and staff during the event. These may be needed only for short journeys a few times each day, so a suitable system must be developed. ITTF will provide the LOC with a list of all VIP pick-ups no later than two weeks before the event.

The LOC is responsible to:

- source courtesy cars from a car sponsor, or procured by the LOC, for the transportation of some of the ITTF officials and sponsors.
- allocate 2 cars with designated drivers, at all times.
- recruit drivers, who must be informed that these persons are VIPs and should have a high level of service. The drivers must also have good knowledge about the city and the routes to avoid for high traffic roads.
- allocate 1 car to be on a shared basis as needed.



8. MANPOWER

8.1. ITTF & ITTF-Americas Officials

The ITTF & ITTF-Americas have 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 and ITTF-Americas Executive Committee and has the final authority in all matters relating to the agreement. In cases of disputes, the Competition Manager may over-rule the Referee and/or the Tournament Director. However, in matters regarding the interpretation of the rules and racket control outcome the Referee's decision will be final. The Competition Manager has **no authority** to over-rule the Referee in **rules matters** such as interpretation of rules, disqualification of player etc. The referee also has full authority in terms of umpires and other assistant personnel.
- b. Will work closely with the Referee in the tournament, in all "technical" matters of the event such as:
 - Entries, seeding and draw.
 - Time schedule (in both structure and detail).
 - Table number allocation for each round.
 - Sponsorship implementation in coordination with ITTF 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 and Competition Director what will be paid to the OC after the conclusion of the event.

8.2. Hospitality of ITTF Officials

The LOC has to provide:

- a. free hospitality in at least 4 - star Hotel (full board including accommodation and 3 meals) to the ITTF 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, ITTF-Americas or his appointee from one day before until the end of the event. Authorities should confirm the attendance at least 15 days prior to the event.
- 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-Americas staff attending the event, up to maximum 6 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 in at least 4 - star Hotel to ITTF officials attending the event (referees and umpires).
- f. ITTF - additional number of rooms, as requested, in the ITTF Official hotel or other Event Official hotels, for a discounted rate of maximum 75% of the official hospitality rate(s).
- g. Umpires and Major Sponsor attending the event will receive accommodation of double occupancy, the others persons will receive singles rooms



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 Am 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" approve 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 LOC will appoint a **professional announcer (MC)**, to work according to the "**Sport Presentation Guidelines**". This is an obligation.

8.5 Press Officer

A **Press officer** should be appointed to:

- take care of all matters in regard 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 regard 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.

This person must know the COVID-19 protocols

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 per day as a minimum of 100 photos, from 1 day before of the competition.

8.7 Match Officials

d. **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 ITTF-Americas 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.

e. **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 3 + 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 MA(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 in each area, all volunteers must provide a negative PCR test at least four (4) days before.

8.9 Ball Boys

It is compulsory for the main draw of the Team and singles events, implement ball boys at the main tables (minimum 4 tables), the organizing committee must provide to the volunteers with the appropriate clothing and other equipment used for this function, all volunteers must provide a negative PCR test at least four (4) days before.

8.10 Led Surround

It is compulsory to implement electronic surround (led surround) as minimum in one side in the main table (show court) from the beginning of the competition. The size will be 8 meters long by 1 meter high.

9. FUNCTIONS/SERVICES

9.1. Racket Control

- a. The LOC agrees to provide the facilities and facilitate the conduct of Racket Testing (including VOC tests) during the 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

VOC testing room

- a space of about 30 m²
- overall well-lit + 60 W table lamp
- opening window or ventilated but no air-streams
- room-temperature between 20°C and 25°C (never more)
- 230V plug
- locker of about 0.25m² with key
- locking door with key
- photocopier
- internet connection
- at least one computer
- 3-6 tables 120 x 80cm and 6-12 chairs
- 1 cupboard for rackets, which have been tested and will be picked up by players later
- office material (e.g. pens, paper, highlighter etc.)
- 1 small bin, 1 large bin

9.2. Call area:

Room size and equipment:

- Minimum 130 m² for a tournament with a maximum 8 competition tables
- Well lit
- 230V plug
- Locker of about 0.25m² with key
- Internet connection
- 2 tables 120 x 80cm per 8 competition tables
- 1 table tennis table per 8 competition tables for ball selection
- Depending on the system:
 - Use of one match ball: boxes for 3 balls: 3 per competition table
 - Multi-ball system: baskets for 30 balls: 2 per competition table
- 1 cupboard for rackets, which have been tested and will be collected by players later
- 3 clipboards per competition table
- Office material (e.g., pens, paper, highlighter etc.)
- 2 large bins

Important: Check COVID-19 Protocols

9.3. Doping Control

- a. Doping Control may be conducted at ITTF Pan American Events.
- b. The ITTF and the LOC will conduct Anti-Doping tests, in accordance with the ITTF and World Anti-Doping Agency (WADA) regulations and the policies of the Host Country's Government.
- 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.
- d. The standard doping control station must have 3 different sections, preferably interlinked, but ensuring privacy and confidentiality for the sample collection procedure. The whole doping control station must be located in a secure part of the hall, with lockable doors and if possible, no windows at all, so that only authorized and accredited people have access to it.

The LOC is responsible to ensure that the following requirements are met:

A waiting room:

Which should be large enough to cater for several players at the same time (up to 6) + 1 accompanying persons (coach, manager, doctor, interpreter) for each player. Therefore, the following is required:

- enough chairs for all players and accompanying persons
- a TV-screen showing matches in progress
- journals or magazines
- a medium size refrigerator containing closed/sealed bottles of authorised beverages (water, soft drinks, and if possible alcohol-free beer) as well as the same type and number of beverages must be available at ambient temperature (not in the fridge)
- a table and 2 chairs at the entry for the list which all persons entering the waiting room need to complete on entry and exit
- only authorized people will have access to the waiting room.
- A medical room, which is the "doping control room", with:
 - 1 large table and at least 4 chairs (doping control officer, ITTF representative, player, accompanying person)
 - 1 large bin with black bags
 - tissues (Kleenex)
 - 1 secure refrigerator to store the urine samples before sending them to the laboratory. If the samples have to stay inside the fridge at least one night, the fridge needs to be closed either with a key or with a chain and the key given to the ITTF representative.
 - a lockable cupboard for the personal valuable items for the doping control officers.
 - all the official materials needed for the sampling collection (on a second table, or better, a second secure cabinet). These materials will be provided by the NADO and the DCOs together with the different official forms used in doping control.

Important: Check COVID-19 Protocols

9.4. Results Service

9.4.1 Internet

The LOC is responsible to ensure the following:

- Internet connection is available in all venue(s), according to the specifications provided by the ITTF no later than three (3) months before the event.
- Internet connection is provided in public areas so that spectators, exhibitors and another public can easily access if is possible.
- Minimum 12 dedicated Internet Lines are provided, with a total bandwidth of 100 Mbps.
- The following dedicated internet lines must be provided:
 - ITTF RMS (main control desk): cable
 - ITTF Competition Team (all control desks): cable + wi-fi
 - ITTF Live Streaming (all venues): cable
 - ITTF Media (press tribune): cable
 - Press Center: cable + wi-fi
 - Media (media tribune): cable + wi-fi
 - Participants (all areas): wi-fi
 - Officials (all related areas): wi-fi
 - Minimum 3 other lines, in case of additional venue(s).
 - All wi-fi connections are secured with different passwords.
 - Confirm with the ITTF each dedicated internet-line bandwidth (Mbps) and the final number of cables per line.

9.4.2 Results Management System (RMS)

The event will be managed with the ITTF RMS on site, presented in English. The LOC is responsible to:



- to cooperate and give all technical and human assistance to set-up and run the RMS.
- appoint a Result Manager to be in charge of the result system.
- appoint a Technical person, who must be available at the venue, in case of urgent or unexpected IT/LOC related issues.
- help in ensuring the quality of results delivery by providing all network set-ups under the supervision of the ITTF.
- provide and install all necessary LAN cables, switches, routers, access points, splitters, power supply or other suitable systems during the venue installation.
- ensure that in case of having more than one venue, not connected to each other, all necessary equipment and services needed to establish a VPN connection between those venues, must be prepared in advance.
- coordinate with ITTF the provision for screens and stands, depending on the sponsorship agreements.
- provide sufficient number of volunteers for the ITTF Event Management and to help with Live Scoring, under the control of the ITTF Competition Department.
- ensure the venue plans are confirmed, so that the ITTF Staff can prepare exact diagrams and numbers.
- provide results service regularly and frequently, ideally detailed result sheets should be printed after each round or at least after each block of matches is played. Before printing and distribution, the results sheets have to be checked and validated by the ITTF Competition Department.
- have at minimum a big video display (LED preferred) and electronic information displays with player information must be available in all competition halls. The information will be displayed in English (provided by the ITTF). In case of using the local language, it is up to the LOC to provide the content.
- ensure that public announcements may complement the visual information. There will be public speakers in the competition halls making announcements in English and in local language.
- Secure a number of TV screens showing live results (content by ITTF) to be placed in strategic areas including, but not limited to, the press center, the VIP area, the ITTF Administration, the players' lounge, etc.
- secure a number of TV screens showing the draws for each event (content by ITTF) should be placed in an area (or areas) in view of the public, the participants, the officials and the VIP.

The ITTF is responsible to:

- provide the software and specific hardware (touchpads is are available, Raspberry PI, servers etc.).
- coordinate with LOC the final arrangements for the hardware details (cabling, number of TV Screens etc.).
- ensure regular results' service will be provided through the ITTF.com event page, where anyone can check and follow the up to date results.
- ensure that the electronic displays at each competition table will show both results and players information.

9.4.3. Services to ITTF Pan Am Staff

- 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".
- Two **computers** and a **laser printer** should be ready in that place for the use of both Competition Manager and Results Service.

- 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.

9.5. Medical and Ancillary Services

A medical service must be available for players, officials and spectators in the venue for the duration of the event including:

- 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.)
- Ambulance, which should be available during training and competition days with all necessary emergency equipment and personnel.
- Medical doctor/s, who should be on site at all times with all necessary equipment.
- First-aid (emergency) personnel, for emergency incidents.
- 1 Physiotherapist, who should be available for all players.
- AED (electronic heart starter).
- Head of medical (in charge for Hygienic guidelines implementation)

Medical personnel are appropriately qualified. Cooperation between medical personnel appointed by the Organizing Committee and the delegations' medical personnel.

The LOC must appoint a Head of medical (in charge for Hygienic guidelines implementation) COVID Protocols.

10. PLAYERS' OTHER OBLIGATIONS

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.

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. 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:

- TV Production** (with one international feed available)
 - ITTF Pan American Championships: Minimum 2 days (mandatory).
 - Men's and Women's Teams final stage (including Awarding Ceremonies) and,
 - Men's and Women's Singles Quarter Finals, Semifinals and Finals (including Awarding Ceremonies) if is required.
- Live Streaming** for all days (mandatory)
- 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 20 megabits SDSL line for uploading the matches to the ITTF Youtube Channel (20 MB upload and 20 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.

13.1. Ceremonies

The LOC is responsible to stage the following ceremonies:

- opening ceremony (optional),
- closing ceremony (optional)
- Awards Ceremonies (mandatory)
- to initiate discussion with the ITTF on the schedule and content of each ceremony.

14. SPONSORSHIP IMPLEMENTATION



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

14.1. Branding

The LOC is responsible to:

- have a clear and pervading branding plan, with the prior approval by the ITTF.
- ensure that the graphical identity of the event is unique and memorable.
- implement the branding with the decided graphical elements in all venues, training venues, public areas, press and media center, etc., as well as in backdrops, signs, posters, advertisements and souvenir program.
- create an event logo.

15. CONTACT NAMES AND NUMBERS

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