



2022 ITTF WORLD VETERANS TOUR

ORGANIZATIONAL REQUIREMENTS AND DIRECTIVES

December 6, 2021

**Subject to change based on amendments, edits, and other changes which may be made at the sole discretion of the ITTF.
Tour operators and prospective hosts will be informed of all changes prior to the determination of final 2022 selections.**



Due to the fact the COVID-19 pandemic is ongoing WTT reserves the right to make changes at any time. The LOC shall adhere to the ITTF COVID-19 Guidelines and plan, organize, finance and stage the Event accordingly. The Parties shall ensure that the Event complies with applicable COVID-19 laws, regulations and guidelines issued by the city, state or federal government.

1. WORLD VETERANS TOUR CONCEPT

Developed in-line with ITTF's vision "Table Tennis For All. For Life," the World Veterans Tour (WVT) is focused on providing a worldwide platform for the growing interest of the veteran players by providing a series of professionally organized and coordinated events. WVT events will be open to all players over 40 years old with active ITTF Membership, encouraging a wide range of player participation through an integrated marketing platform, consistent online registration and tournament operations programs, and a worldwide ranking system.

The core principles of the WVT are:

- Emphasizing the competitive and social benefits of the sport by hosting events in desirable locations around the world and offering social activities integrated into the overall event format; and
- Creating a connected worldwide Veterans community through a professionalized network of events and systems as Online Entry System, Results display at ITTF website and World Veterans Ranking.

2. GENERAL TERMS

The WVT is fully owned by the ITTF, with the understanding that the operation of WVT events may be conducted either by the ITTF or through strategic partnership with National Associations and/or local organizers. The ITTF will award the events to the respective hosts through a bidding process.

The events will take place under the direction of the ITTF, working in collaboration with National Associations, partners, and/or local organizers such as cities, event companies or similar. It is ultimately the responsibility of the ITTF to provide leadership and support to local partners in operational, technical, and marketing aspects of the events to ensure the proper, consistent, and professional execution.

This document forms part of the agreement between the International Table Tennis Federation (ITTF) and the Local Organizing Committee (LOC) of the event. Once selected, the ITTF and LOC will enter into an operating agreement, which will include by reference this document, for the event.

The parties agree that the following terms and conditions apply, for the 2022 ITTF World Veterans Tour events:

2.1 Documents: Directives and Guidelines

- a. The ITTF will publish "Directives" and other "Guidelines", which are the basis for the organizational standards a WVT event should comply which may include:
 - World Veterans Tour Organizational Requirements/Directives
 - Sponsorship Implementation Guidelines
 - Sport Presentation Guidelines
 - Media Guidelines
 - ITTF Handbook and Rulebook
 - Racket Control requirements
- b. All documents will be provided to the local organizer prior to the execution of the operating agreement, but shall incorporate the principle Terms and Conditions contained herein.
- c. All documents can be downloaded directly from ITTF.com, under ITTF WVT > Official Documents and all form part of the World Veterans Tour directives and contractual agreements.

2.2 General Conditions – WVT Tour

a. Number of Event days

WVT events will ideally take place over a four-day period, however some exceptions may be made based on host requirements. Under no circumstances will a WVT event be played over two or less days.

b. Event Format

All events will consist of a round robin qualification phase and a Main Draw. The single Main Draw will be divided between a Championship and Consolation draws, which will be run in parallel. In principle, all players must play in the qualification phase to be eligible for the Main Draw, however under no circumstances will a player be eligible for the Championship draw without competing the qualification phase.

c. Prizes / Award Ceremony

The ITTF WVT will provide customized medals to awarded during the award ceremonies to the winners of the Championship draws. The local organizers will be responsible for providing awards/prizes to the consolation winners and a more localized gift to all winners. Special prizes (fee entries waivers to WVT events, VIP tickets, etc.) may be awarded as incentives to the winners of all categories. Unless otherwise granted permission, in writing, by the ITTF, prize money shall not be awarded at WVT events in 2022.

d. Event Insurance

The local organizer is responsible for purchasing event insurance during the period of the whole event, which must at a minimum protect the ITTF and local organizer from losses resulting from an event being cancelled, the liability of its employees, participants and volunteers and any other risks.

e. Other Events

Generally, local organizers are discouraged from running additional non-WVT events in parallel or adjacent to a WVT event. Local organizers may apply for a waiver provided that such other events do not conflict with the mission, scope, or target audience of the WVT.

f. Cancellation of the event

In case the event is not held or cancelled, for whatever reason, the local organizer will be responsible for all consequences, including but not limited to, financial and logistical claims made by the participants and the ITTF.

g. Host Fee

Local organizers will be responsible for the payment of a WVT “Host Fee” of a **USD \$5,000** to the ITTF. The payment must be made before the event is listed and made public.

h. Marketing and Promotion

The local organizer is responsible for the local and regional marketing and promotional efforts of the WVT event that they host. This should be organized in a professional manner that maximizes the event’s potential. The marketing and promotional strategy should also be discussed and aligned with the ITTF Marketing department to ensure a coordinated approach.

i. Media Rights

All media rights for WVT events will be solely owned by the ITTF/WVT, including (but not limited to) live streaming, television distribution, and/or any image (photographic or otherwise) taken of



tournament play. Entrants will be required to agree to allow their voice and likeness in such images to be used by WVT for commercial purposes. Local organizers may request a limited, royalty-free license to use such media rights.

j. Signage Grant

The ITTF shall provide each host with a “signage grant” of up to \$2,000, which is to be used to produce public signage, credentials, and other related materials locally. Signage must comply with the ITTF templates, which shall be provided to the LOC no less than sixty (60) days prior to the start date of the event. The LOC is responsible for submitting proof of purchase/payment to the ITTF for reimbursement.

k. Failure to comply to the General Contract/Directives

The local organizer of the ITTF WVT event agrees to comply with the directives and guidelines as outlined herein and in other related documents. The ITTF may, at its sole discretion, choose to take punitive action, whether financial or otherwise, for the local organizer’s failure to meet the requirements and to fulfill the points of the general contract/directives.

3. SPORT SPECIFIC INFORMATION

3.1 Event categories

a. Mandatory events

- Men’s and Women’s Singles
- Men's and Women's Open Singles - Single competition for all the age categories
- Men’s and Women’s Champion of Champions
 - The winners of each age group (singles) will face-off in a single-elimination, handicapped tournament to determine the “Champion of Champions.” Handicap points in Games 1 and 3 will be determined by the difference in age group (one point for each age group), and Game 2 will start 0-0! There is no restrictions for the draw.

b. Mandatory Age Categories*

- 40-49
- 50-59
- 60-64
- 65-69
- 70-74
- 75-79
- 80+

c. “Test” Events

The WVT may modify or change the event format in cooperation with the local event organizer. For example, the playing format may be scheduled solely as a “team” event provided such modifications are made prior to the release of the prospectus and marketing of the event.

d. Doubles events will be evaluated 3 months before every event.

**Athletes become eligible to play in the respective age category for the full year regardless of their month of birth.*



3.2 Playing System

- a. Men's and Women's Singles/Doubles Qualifications
 - All athletes must compete in groups of 3 or 4 players/doubles pairs
 - The top-two in each group advance to the Main Draw, any remaining players advance to the Consolation Draw
 - Up to a maximum of 16 groups of 4 players
- b. Progressive KO - Main Draw (Championship and Consolation Draw)
 - Progressive KO
 - All the positions will be played
 - Size of the knock-out will be based on the number of entries up to a maximum Main Draw of 32.
- c. Seeding/Draws
 - Seeding for Qualification Stage is done with the latest World Veterans Ranking of the date of the entry deadline with separation per Nationality if possible.
 - In the event players do not have WVT World Ranking points, players will be randomly placed in qualification groups with separation per Nationality if possible.
 - Seeding for Main Draw will be based on qualification groups.
- d. Matches
 - All matches will be played best of 5 games

3.3 General Schedule

- a. Days 1 and 2 – Qualification Stage
- b. Days 3 and 4 – Main Draw and Champion of Champions (day 4)
- c. Earliest start of matches is **9:00 am** during all days of the event.
- d. The entire time schedule for the event will be prepared by the ITTF Competition Manager in consultation with the Tournament Director and local organizer.
- e. The time schedule for the event will be agreed upon between the local organizer, the ITTF Competition Manager and the ITTF Veterans Manager.

Please note the schedule may vary based on the number of players and number of tables available.

4. ITTF WVT INFORMATION AND TECHNOLOGY MANAGEMENT SYSTEMS

The World Veteran Tour will be managed with the help and support of an integrated technology-based management system. The ITTF will assist the event organizers with advanced software access to a professional platform that integrates a global data base and direct contact with its registered members:

- **Entry System** that will allow players to purchase WVT memberships, enter events, and other functionality as made available by the ITTF.
- **Competition management software** that will include functions related to seeding, draws, tournament and results management and its implementation is a requirement for each event as part of the WVT.
- **World ranking system** with monthly published ranking lists for each age categories.
- **An interactive online community** for the members with the ambition to travel and enjoy table tennis world wide.

5. REGISTRATION/ENTRIES

5.1 Prospectus

The “**Prospectus**” forms the “invitation” document for all the members that wish to participate to an Event. The Prospectus contains specific information related to the event, e.g. dates, location, accommodation fee for accompanying people, deadlines for entries, number of entries, players’ obligation etc. To ensure consistency, the WVT will provide local organizers with a common template completed to be completed by the LOC and returned to the ITTF Veterans Manager for final approval. The Prospectus should be completed and posted at least 3 to 6 months before the event.

5.2 Online Entries Registration System

Any player has the right to participate at WVT events provided they purchase a WVT membership. Players will have direct access to online entry system and payments.

5.3 Travel and accommodation Information

Travel and accommodation information must be submitted through the Online Entry Registration System. Travel and accommodations should be provided as further described herein and published on the Event Page, together with the Prospectus. It is required that event organizers provide hospitality options.

5.4 Deadlines

- a. **Final entries deadline:** 30 days before the starting date of the event. No late entries will be accepted.
- b. **Doubles deadline:** 7 days after the final entry deadline. After that time, the WVT will randomly pair players that have opted-in to play doubles.
- c. In case the maximum number of entries is reached, all remaining players will be put on Waiting List and will be accepted in case of cancellations, according to the date/time of the registration.
- d. Cancellations: In principal, a player may cancel at any time prior to the start of the event. However, the following tournament entry refund policy shall apply:
 - If more than 60 days prior to the starting date for the event, player shall be refunded 100% of the entry fee less a 5% administrative fee.
 - If between 30 and 59 days prior to the starting date for the event, player shall be refunded 50% of the entry fee less a 5% administrative fee.
 - If less than 30 days prior to the starting date for the event, player shall not be entitled to a refund.

5.5 Accreditation and participation fees

It is the goal of the WVT to provide participants and their guests with a consistent accreditation/participation fee across all events:

- Player: USD \$25 USD
- Players and accompanied persons can chose:
 - Official Accommodation – Fee to set with the LOC
 - Outside of Official Accommodation – USD \$100

The ITTF shall make the final determination on the currency for entry fees prior to entries being opened.

5.6 Participant Payments

- All WVT Event Entries are done individually by each WVT member to the LOC's.
- After the online entry / cancelation deadline, all incomes of a WVT event, will revert to the local organizer except a USD \$25 players fee.

6. PLAYING FACILITIES/EQUIPMENT

6.1 WVT Event facilities

Following are the **Rules & Regulations** for WVT events, in addition to the rules and regulations of the ITTF Handbook:

- a. The set-up of minimum 16 tables is obligatory from the start of the event. For days 3 and 4, 2 of those 16 tables should be show courts with B-Boards.
- b. The ITTF will work with event organizers to set standards for the minimum court size for regular play, the number (and size) of show courts, and other material facility-related matters. All court sizes (except show courts) should be a consistent size, but under no circumstances should the court size be smaller than 5m x 10m.
- c. Each table are expected to have lighting conditions of 800 lux uniformed over all tables.
- d. The color of all surrounds and the printed Advertisement boards (B-boards) should be uniform. The color used for advertisement must be GREY pantone #401C.
- e. Unless otherwise provided a waiver by the ITTF, all tables will be provided by the LOC table equipment supplier and no additional logo or name of the equipment supplier is allowed on the undercarriage.
- f. Each local organizer is responsible to inform ITTF about delivery address and contact person for shipment at least 3 months in advance.
- g. Use of ITTF approved sports flooring is encouraged, however alternate flooring will be acceptable provided that under no circumstances will events be played on concrete. Local organizers must notify the ITTF WVT if the event is to be played on a surface other than approved flooring.
- h. The temperature in any of the halls may not be below **16°C** or above **25°C**.
- i. Qualification and Consolation tournaments can be held anywhere in a different venue, in order to accept as many players as possible. In all cases all venues should be prepared in as similar conditions as possible.
- j. The LOC must give the chance to practice the day before the competition starts from 2:00pm to 8:00pm.

6.2 Practice facilities

Ideally, a minimum of six tables should be provided for practice in or near the playing hall.

6.3 Equipment

The ITTF WVT is subject to World Veteran Tour title sponsorship and other sources of global and local sponsorship income. The WVT intends to provide equipment support to work closely with local organizers to maximize equipment sponsorship opportunities, however the WVT may, at its sole discretion, require local organizers to use official WVT equipment sponsors, including the official tour ball sponsor, to be secured by ITTF.

7. OTHER FACILITIES

7.1 Changing Rooms

Local organizers are encouraged to provide changing rooms (male and female) and rest rooms in the playing facility.

7.2 High-traffic Exhibition area for spectators, exhibitors and sponsors

Local organizers are encouraged to solicit equipment suppliers and other vendors in the exhibition area. While all revenues will be retained by the local organizer, WVT may require complimentary booth space to WVT sponsors, which may include equipment suppliers and other sponsors.

8. OPTIONAL FACILITIES

- Press facilities
- Players' Lounge
- VIP Facilities
- Volunteers Lounge

9. HOSPITALITY

Local organizers should provide to the participants and their guests with a minimum of two (2) hotel/hospitality options. It is expected that, at a minimum, options include at least one 4* and one 3* option, including full room and board. Hospitality packages should also include airport transfers and transportation to and from the playing venue.

Hotel/Hospitality options and fulfillment are the responsibility of the local organizer.

9.1 Hospitality of ITTF Officials/Partners/Sponsors

The local organizer is required to provide:

- a. Complimentary hospitality in at least 4 - star Hotel (full board including accommodation and 3 meals) for up to two (2) ITTF staff plus the designated Competition Manager (who will arrive three (3) days before the start of the event).
- b. Complimentary hospitality to the ITTF President or his appointee during the whole event. Invitations must be sent early to the ITTF office in order to provide confirmations in due time.
- c. A special hospitality rate (maximum 75% of the official charge) to ITTF officials/partners/staff attending the event, up to maximum 10 persons.

The ITTF shall be responsible for the WVT Sponsors attending the event, unless specified differently in commercial agreements.

10. MANPOWER

10.1 ITTF Officials

The ITTF will assign a Competition Manager to each event, whose main responsibility is to work with the local organizers to implement the Directives and ensure a professionally operated event. In particular, the ITTF Competition Manager:

- a. Is the official representative of the ITTF Executive Committee and has the final authority in all matters relating to the agreement. In cases of disputes, the ITTF 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 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. 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, including:
 - Entries, seeding and draw.
 - Time schedule (in both structure and detail).
 - Table number allocation.
 - Sponsorship implementation in coordination with WVT Staff.
 - Live streaming and coordination of matches for the same.

- c. Will prepare an evaluation report of the event. This report will form the basis of the decision to be included in future World Veteran Tour years.

The LOC is responsible for paying the lowest cost reasonable economy airfare to the Competition Manager.

10.2 Tournament Director

The local organizer is required appoint a local **Tournament Director** for the event, who will oversee the overall operation of the event and serve as a liaison with WVT Competition Department. In particular, the Tournament Director has to maintain contact with:

- a. The ITTF WVT Manager, ITTF Sponsorship Department, and assigned Competition Manager; and
- b. The ITTF “Umpires and Referees Committee” on the nomination of the Referee, Assistant Referees, Chief Umpire, and to recruit umpires and other match officials.

10.3 Announcer (Emcee)

The local organizer must appoint a professional announcer (MC) for the final day of the event.

10.4 Press Officer

A Press officer should be appointed to coordinate media requests and provide relevant media materials to the ITTF for publication on the event website.

10.5 Photographer

The LOC must appoint a professional photographer, to work according to the “ITTF Event Photography Requirements”.

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

10.6 Match Officials

Referee team should be consisted of:

- 1 International Referee
- 1-2 Deputy Referees (IR preferred)
- The local organizer is responsible for the nomination of the Referees, according to the ITTF Directives for Match Officials (ITTF Handbook), to the WVT Tour Manager.
- The local organizer is responsible for paying the lowest cost reasonable economy airfare of the Referees, provide free hospitality and a daily allowance according to the “**Directives for Match Officials**” (ITTF Handbook).

Umpires

- The Local Organizer is responsible for recruiting qualified umpires, which will only be used for the final Round of 16 in each age/gender category. Therefore, a minimum of 30 umpires are required at each event.

10.7 Staff and Volunteers

The local organizer must employ the right number of employees and engage sufficient number of volunteers for a smooth preparation and implementation of the event.

11. FUNCTIONS/SERVICES

11.1 Racket Control

If requested, the local organizer agrees to provide the facilities and facilitate the conduct of Racket Testing (including VOC tests) during the World Veterans Tour event according to ITTF Racket Control requirements. The testing equipment is LOC responsibility.

11.2 Medical Services

The local organizer must provide first aid medical service on-site, including trained emergency medical personnel, from the day 1 to day 4 of the event. It is strongly recommended that an ambulance is available as well.

11.3 Results Service

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

- a. A result service should be provided by the local organizers regularly and frequently thought volunteers (umpires at the Round of 16 and onwards). Ideally detailed result sheets should be provided after every round, or at least after each block of matches is played. The results sheets should be checked and approved by Competition Manager or his/her designated representative before publication.

11.4 ITTF Event Page Results

The local organizer must provide:

- a. At least 2 volunteers per shift specially assigned to the results system for the entirety of the event.
- b. Laptops and mouse with hard wired high-speed Internet connection (LAN connection) to enter the results for the ITTF Event Page, under the control of the Competition Manager.

11.5 Services to ITTF Staff

- a. Attending WVT Staff, i.e. Competition Manager, ITTF Promotion and Media Manager (when on site), ITTF Publications Editor (when on site), the ITTF photographer (when on site), ITTF personnel, and the people in charge of the ITTF Result Management System have to be provided with a dedicated high-speed internet connection with a (SDSL with minimum 5MB up-and download) **LAN connection**.
- b. Those who are not on site are to be provided with the requested information and service.

11.6 Ancillary Services

Car in case of emergency: an additional car or van should always be available in cases of emergency (hospitalization, last minute pick-ups or deliveries, emergency contact between hotel and venue, etc.)

12. SOCIAL FUNCTIONS

Local organizers will be responsible for organizing the following social functions:

- a. Opening Ceremony, which shall take place either the night prior to the start of the competition or the morning of the first day.
- b. Social Event, which shall take place either on Friday or Saturday night. The social event should be open to all event participants.

13. SPORT PRESENTATION

Sport Presentation should be implemented in coordination with the ITTF Competition Manager.


14. SPONSORSHIP IMPLEMENTATION

Sponsorship implementation should be implemented in coordination with the ITTF Competition Manager.

15. DISCLAIMER

Please note that all information set forth in this document is valid at the time of publication. Users acknowledge and accept that, while the document represents the current position of ITTF on such matters, information may evolve as a result of policy, operational, regulatory, technological and other changes. ITTF therefore reserves the right to amend or supplement the event manual from time to time, as ITTF may consider to be in the best interests of the events, and users agree to implement any such changes made and notified by ITTF in this regard.

16. CONTACT NAMES AND NUMBERS

 <p>International Table Tennis Federation</p>	
<p>Steve Dainton ITTF CEO T: +65 64 738022 E: sdainton@ittf.com</p>	<p>Jose Bentes ITTF Veterans Manager T: +351 963 055 944 E: jbentes@ittf.com</p>

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