



**2019
ITTF-OCEANIA TOUR
DIRECTIVES**



1. GENERAL REQUISITES

1.1 APPOINTMENT OF THE TOURNAMENT DIRECTOR

The Local Organising Committee's obligations commence once the event is included in the ITTF-Oceania calendar. The responsibilities are:

- To nominate a responsible Tournament Director who, from that point, is the key person for all contacts with ITTF-Oceania and other interested parties.
- The Tournament Director is responsible for all communications as well as sending progress reports to the ITTF-Oceania Events Officer.

1.2 INVITATIONS

The invitations should be prepared in the document called Prospectus, including all the necessary information related to the event. The Prospectus shall be prepared using the ITTF-Oceania template document provided by ITTF-Oceania and sent for revision 3 months before the start of the Tournament.

Additionally, an Organiser's Visa form may be sent to ITTF-Oceania so it is included in the official package of information published.

Entries will only be accepted on the Official Entry Form and should be sent via e-mail by the player or an ITTF-Oceania affiliated National Association to the ITTF-Oceania Events Officer.

Organisers are urged to respect the deadline for prospectus submission and to pay special attention to the importance of meeting the basic communication requirements included in this document.

Important: The referee team must be approved by ITTF-Oceania prior to the inclusion of the name of the Referee on the prospectus. No prospectus will be published without the information on the referee team confirmed and approved by ITTF-Oceania.





Not following these deadlines may force ITTF-Oceania to withdraw the event from the ITTF-Oceania Tour without further delay following a written notice.

All items listed on the prospectus template are to be completed. The format of play and schedule shall be in line with the below ITTF-Oceania Tour Directives. No official document related to the ITTF-Oceania Tour events is to be released without the approval of ITTF-Oceania.

2. EVENTS

The tournament will include at least the following events:

- Men's Singles
- Women's Singles
- Men's Doubles
- Women's Doubles
- Mixed Doubles

3. ENTRIES

Entries will only be accepted on the Official Entry Form and should be sent via e-mail by the player or ITTF-Oceania affiliated National Association to the ITTF-Oceania Events Officer. **All players must be eligible to represent their national association at the 2020 ITTF Men's and Women's World Cup which are according to the rules in 3.8 and 4.3.6 of the ITTF-Handbook 2018 V2 (eligibility at World title events). Only these players are eligible to participate in the ITTF-Oceania Tour Men's & Women's Singles events.** There are no eligibility criteria rules for players to play in the Men's, Women's and Mixed Doubles events as long as the player is registered with an ITTF-Oceania affiliated National Association.

By default, the deadline for entries is automatically set 7 days before the starting date of the Event in the Prospectus. **Additional entries are not accepted after the deadline** unless officially extended. International players who cancel their participation after the entry deadline will be required to pay a cancellation fee of \$150AU to ITTF-Oceania. In addition,





players with outstanding fines will not be allowed to participate in other ITTF-Oceania events until the fines have been paid.

4. FORMAT OF PLAY

Single events Group play will be conducted with matches being best of 5 games. Each group will consist of three (3) or four (4) players, with the top one (1) or two (2) players in each group progressing through into the main knockout draw, depending on the final entries. All main knockout draw matches will be best of 7 games.

Double events All double events will be straight knockout with all matches being best of 5 games.

5. SEEDINGS & DRAWS

Seedings will be determined by ITTF-Oceania Events Officer and Referee based on current ITTF or ITTF-Oceania ranking points, or results from relevant ITTF-Oceania events such as the ITTF-Oceania Cup, ITTF-Oceania Championships, ITTF-Oceania Tour and Pacific Games, etc. Draws are the responsibility of the Referee. They will be released one day before the starting date.





6. SCHEDULE

Every event as part of the ITTF-Oceania Tour shall take place over 2 days. The first day of competition will see all matches take place up until the Quarter Finals of the singles events, and the Finals of the doubles events. Therefore, the second day of competition shall have a schedule as outlined below, and be referred to, and promoted, as the “Finals Day”.

	Table 1	Table 2
9:00	WS Quarter Final	WS Quarter Final
Followed by	WS Quarter Final	WS Quarter Final
Followed by	MS Quarter Final	MS Quarter Final
Followed by	MS Quarter Final	MS Quarter Final
Followed by	WS Semi Final	
Followed by	WS Semi Final	
Followed by	MS Semi Final	
Followed by	MS Semi Final	
Small Break		
14:00	XD Final	
Followed by	WD Final	
Followed by	MD Final	
Followed by	WS Final	
Followed by	MS Final	
Award Ceremony		

7. PLAYING FACILITIES

A minimum of 6 competition tables are required for the first day of competition and 2 competition tables for the final day. There must be at least 4 practice tables available for the first day of competition and 2 practice tables available for the final day. A “Centre Court” concept shall be established for the Finals Day.



8. MATCH OFFICIALS

Please read carefully the new regulations for ITTF Sanctioned Events in the latest Directives for Match Officials – ITTF Handbook.

Referees will be provided through the support of the ITTF-Oceania Development Program, in which URC Education Courses will also be conducted prior to the hosting of each ITTF-Oceania Tour event.

Sufficient local umpires must be available based on the number of tables used (i.e. 1.5 umpires per table).

9. ITTF-OCEANIA EVENTS OFFICER

The ITTF-Oceania Events Officer is responsible for implementing the ITTF-Oceania's design and philosophy on how to run the ITTF-Oceania Tour events.

The ITTF-Oceania Events Officer's responsibilities are defined as follows:

The Events Officer is the official representative of ITTF-Oceania and has the final authority in all matters relating to the agreement. In case of disputes, the Events Officer may overrule 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-Oceania Events Officer will work closely with the Referee in the tournament in all "technical" matters of the event such as:

- Entries, eligibility, seeding and draw;
- Time schedule (in both structure and detail);
- Allocation of matches by tables for each round;
- Advertisement banners; &
- Exposure of the sponsors of the ITTF-Oceania Tour.

Internet access has to be provided free of charge to the Events Officer in the venue.





The ITTF-Oceania Events Officer will prepare, following the event, a tournament evaluation report in order to provide feedback for future involvement and affiliation to the ITTF-Oceania Tour.

10.MEDICAL SERVICES

The organisers have to provide access to a minimum medical service to the players including a doctor and a physiotherapist. A first aid medical service must be provided. In addition, access to a medical service for serious injuries or illness should be available and all participants should know the name and location of the person to refer to in case of a medical emergency. An additional car or van should always be available in cases of emergency (hospitalisation, last minute errands, last minute pick-ups or deliveries, emergency contact between hotel and venue, etc.).

11.TRANSPORTATION

ITTF-Oceania requires the LOC to provide information and options in regards to local transport services. However, it is the athletes' responsibility to manage their own transport.

12.HOSPITALITY

ITTF-Oceania recommends the LOC to provide information and options in regards to local hospitality services. However, it is the athletes' responsibility to manage their own hospitality.

13.ANCILLARY SERVICES

Changing rooms for male and female athletes should be available in the venue with showers and toilets.

A racket preparation area - well ventilated and large enough for the expected number of participants - shall be provided.

It is recommended that the LOC provide an internet connection for the participating delegations at the venue.





14.MEDIA

The ITTF-Oceania Tour will be a vital part of the ITTF-Oceania competition structure. ITTF-Oceania would like to work as closely as possible with Local Organising Committees to ensure that the events are promoted as widely as possible with the local and international media, ITTF-Oceania's website and ITTF-Oceania's social media platforms.

Therefore, the Local Organising Committee must appoint a Press Officer with press and media experience who speaks and writes in English. The LOC Press Officer is responsible for providing timely event photographs and flash quotes to the ITTF-Oceania Communications Officer.

15. STREAMING COVERAGE

Please note that in any ITTF-Oceania event the international and streaming TV rights belong to ITTF-Oceania. The event will be covered through social media stream and footage of matches will then be uploaded on the ITTF-Oceania YouTube channel.

The following are the basic streaming requirements:

- A dedicated 4 megabits SDSL line for uploading matches to social media platforms (4 Mb upload and 4 Mb download), if requested by ITTF-Oceania.

16.RESULTS SERVICE

A good event results service is essential to run the event smoothly. There are three (3) different categories of people who need working results service from the event:

- Attending press, spectators, players and coaches at the event
- Non-attending press, who follow the event online or via some news agencies;
- ITTF-Oceania staff who need a precise results service to provide results to the outside world following the event via Internet

For the attending press, spectators, players and coaches, a result service must be provided regularly and frequently so that they are able to follow the event properly. Ideally detailed results should be provided after every round, or at least after each block of matches played.





Before being printed and distributed, the result sheets have to be checked by the ITTF-Oceania Events Officer. For the non-attending press, it is recommended that information be provided by press releases at least on a daily basis.

The Local Organising Committee has to appoint one person with computer knowledge (user level) to work under the authority of the Events Officer for the preparation, arrangements, results service and live scoring of the tournament. Score sheets must be provided to ITTF-Oceania staff and operators. The ITTF-Oceania Events Officer will work closely with the Tournament Director to determine the best way to proceed and to send the full results to the responsible persons in ITTF-Oceania. After the conclusion of the event, the score sheets will be kept by the ITTF-Oceania Events Officer for one year, in case any post-event verification is required.

17. PHOTOS FROM EVENT

The Local Organising Committee must ensure that a **professional photographer** covers the event, from the day of the draw until the end of the tournament. A set of photos is to be provided, daily and on “real time”, rights-free and free-of-charge to the ITTF-Oceania Communications Officer and the ITTF-Oceania Events Officer to select those which will be included in the ITTF-Oceania website. These photos are to be uploaded via *Dropbox* and already labelled with the name/names of the players on the pictures.

18. ITTF-OCEANIA WEBSITE

The ITTF Oceania.com website will be used to promote all ITTF-Oceania Tour events. ITTF-Oceania will have a specific event section under the ITTF-Oceania Tour page dedicated to each event. Daily articles with pictures will be uploaded so the events can be followed all over the world. Therefore, it is important to have the cooperation of the Press Officer, the Photographer, Results Service Managers, Tournament Director and Events Officer to maximise the exposure of each event.





19. TECHNICAL NEEDS

To guarantee the above-mentioned exposure, the Events Officer and the Result Service Manager should have a location in the venue that allows them to comfortably follow all the tables or at least the “centre courts”.

Dedicated High Speed ADSL Internet connection shall be provided in that location for the ITTF-Oceania Events Officer and the Results Service Manager.

A **laser printer** should be available for the use of both the Events Officer and Results Service Manager.

The Tournament Director and Events Officer will agree on the ideal location to perform the draws.

20. PROMOTIONAL MATERIAL

Promotional Material for the event must be printed including at least:

- Key Players
- General schedule of the competition
- Main Sponsor promotion
- Some general information about the ITTF-Oceania Tour (articles, messages, pictures, etc.)

21. ANNOUNCEMENTS, ENTERTAINMENT, MUSIC

ITTF-Oceania encourages the LOC to have a cultural element of entertainment during the ITTF-Oceania Tour event (e.g. local dances, rituals, etc.).

Music should be used appropriately to add a special flavour to the events, give the spectators a “good time”, and to fill the void when there are no announcements made. It is also a good way to keep the spectators’ interested during the breaks. Some types of music are





particularly engaging and may raise the level of enthusiasm. This function is especially important on the Finals Day.

In addition, a good speaker should be used to announce upcoming matches, results, the sponsors' names, the next rounds, etc. to give the spectators a better overall experience of the event.

22. RACKET CONTROL FUNCTION

The coordination and organisation of the Racket Control Function is the responsibility of the Referee.

23. PRIZE MONEY

The total prize money offered and the break down shall be shown in the Prospectus. If any taxes are applicable, this information should also be included. It is the duty of the LOC to handle all procedures surrounding payment of prize money including official tax deductions and receipts (if applicable).

Every ITTF-Oceania Tour event must secure at least **\$4,000AU** total prize money; \$900AU for each of the Men's and Women's Singles winners, \$500AU for each of the Men's and Women's Singles finalists, \$200AU for each of the semi-finalists and \$50AU for each of the quarter-finalists.

Note that the prize money will be paid on site by the ITTF-Oceania Events Officer, in AUD. Prize money secured for any other events included in the official Prospectus, shall be distributed equally for men and women.

24. ITTF-OCEANIA CONTRIBUTION

ITTF-Oceania will provide up to **\$6,000AU** as a contribution for each ITTF-Oceania Tour event. From the ITTF-Oceania contribution \$4,000AU will be allocated as prize money (and managed by ITTF-Oceania), while the remaining \$2,000AU will be conditional upon the LOC meeting the expectations of the ITTF-Oceania Tour Directives.





Payment Conditions: The Performance Report received from the ITTF-Oceania Events Officer will be essential to determine the full payment of the above-mentioned amounts. ITTF-Oceania will make payments within 14 days after the conclusion of the events, upon receipt of an invoice from the LOC indicating the receiving bank details. Invoices should be sent to the ITTF-Oceania Events Officer (rwiegand@ittfoceania.com).

25.SPONSORSHIP EXPOSURE

ITTF-Oceania and Equipment Sponsors have the right to use advertising space on 50% (25% each) of the surrounds on the “Centre Courts” and competition courts. The remaining 50% are for the use of the LOC.

ITTF-Oceania has the right to include information and/or articles related to ITTF-Oceania activities in the promotional material. In addition, the ITTF-Oceania Tour logo shall appear in the printed results, as well as in all communication, including, letters and invitations, posters and results boards.

The Title Sponsor has the right to be included in the promotional material. In addition, its logo shall be present in:

- All the printed results, letters and invitations sent by ITTF-Oceania and the organisers of each ITTF-Oceania Tour event;
- All accreditation/VIP-passes for each event;
- All event posters, tickets and result boards, in a position shared with the other Equipment sponsor;
- 25% of surrounds. The location of the surrounds at the “Centre Court” will be determined on “event-by-event” basis by the ITTF-Oceania Events Officer. If floor stickers are available, ITTF-Oceania keeps the first option to locate its sponsor’s stickers.
- Apart from the ball, table and floor sponsor, no other table tennis equipment brand is allowed to be a sponsor of the event.





26.CONTACTS

For more information contact:
ITTF-Oceania

Ryan Wiegand
Events Officer
rwiegand@ittfoceania.com
Tel: +61 433 611 310

