



# OTTF CHAMPIONSHIPS DIRECTIVES

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## **TO THE ORGANIZING COMMITTEE OF THE OCEANIA TABLE TENNIS CHAMPIONSHIPS**

Dear friends,

The Oceania Championships continues to grow and prosper for the benefit of our sport.

This document includes all information you must know to provide the players, coaches, press people, officials, spectators, partners and sponsors with the best conditions.

We strongly advise you to read carefully the document and provide all the main responsible persons in the Organizing Committee with updated information and their duties.

This document to be read in conjunction with "The Regulations for Oceania Table Tennis Championships". Refer to Website [www.ottf.org](http://www.ottf.org)

## ***1. TOURNAMENT DIRECTOR & ORGANISING COMMITTEE***

Following the decision by the OTTF to hold the Oceania Championships in a particular country the host National Association must appoint a Tournament Director and Organizing Committee and their obligations shall start immediately to organise the Oceania Championships. The host must nominate a Tournament Director whom will be in charge of the whole Tournament and will chair the Organising Committee, who will have various functions associated with the tournament. These functions should be allocated as seen fit but should at a minimum include persons in charge of the following area's

- Accommodation,
- Transport,
- Media,
- Marketing; Promotion & Advertising (including Tourism),
- Tournament Control and Organisation.

## ***2. OTTF COMPETITION MANAGER***

A Competition Manager will be appointed by OTTF to organise and run the competition side of the event and should work closely with the Tournament Director in regard to tournament control.

As the World Junior Circuit Event is an ITTF event a Competition Manager is generally appointed by ITTF and will run that particular event however this appointment should also be extended to that person to be OTTF Competition Manager for the Oceania events. If this is not possible then a suitably qualified person will be appointed by OTTF.

The main responsibility of the OTTF Competition Manager is to implement the OTTF's design on how to run our Oceania Championship and his responsibility is defined as follows:

The OTTF Competition Manager is the official representative of the OTTF Management Committee and has the final authority in all matters relating to the agreement. In case of disputes, the OTTF 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 OTTF Competition Manager will work closely with the Referee in the tournament in all "technical" matters of the event such as:

- Entries, eligibility and draw.
- Time schedule (in both structure and detail).
- Allocation of matches by tables for each round.
- Advertisement banners
- Exposure of the OTTF sponsors
- Organize the Presentations
- Link with the media
- Responsible to send articles and photos to ITTF and OTTF

The host will provide free hospitality to the OTTF Competition Manager, who will arrive up to two (2) days before the start of the event.

The OTTF Competition Manager will prepare an evaluation report of the event and this report will be used to improve our championship.

### **3. PROSPECTUS**

The **Prospectus**, including all the necessary information related to the event The draft of the prospectus should be prepared and submitted to the OTTF for approval at least 3 months before the start of the Championship.

Note that the next items are mandatory to be included in the Prospectus.

- Organizer (Host)
- Tournament Director name and details
- OTTF Competition Manager
- Venue
- Events
- Age restrictions
- System of play (for all the events included in the Championships)
- Schedule of Draws and location
- Equipment
- Accommodation (Hospitality)
- Room cancellation policy
- Transportation provided
- Accreditation
- Deadlines
- Entry cancellation policy
- Entries distribution system
- Payment methods
- Visa's
- Official OTTF Sponsors

Important Note:

No official document is to be released without the approval of the OTTF.

### **3. ENTRY PROCEDURE**

Entry procedure will be under the control of OTTF.

### **4. SYSTEM OF PLAY**

The System of Play for the **Oceania Championships**, are contained in "Regulations for Oceania Table Tennis Championship" <http://www.ottf.org/rules-regs.htm>

### **5. SEEDING**

The seeding of the players will be done according to the latest OTTF ratings and lists published before the draw is made and including any possible modification done by the Ranking Committee Chairman.

## **6. DRAW**

The draw for team events must be completed at least two (2) weeks prior to the tournament commencing and circulated to all associations.

## **7. PLAYING FACILITIES**

The minimum number of tables required will depend on the number of events in the tournament, but generally, a minimum number of 9 competition tables is recommended to run an Oceania Championship. A practice facility is desired, and if not in the same sport hall then it should be within walking distance. Players directly qualified to the **Main Draw** should have the possibility of practicing on the competition tables before they start to play.

A "central court" concept should be established and where possible all important games should be played on this court. This court will also be used for TV coverage should it be present. If possible, MS and WS will not be played at the same time. This is in order to give more attraction to all the matches.

## **8. MATCH OFFICIALS**

- a) An International Referee and Deputy Referee (who should be local) shall be appointed by the Organising Committee.
- b) If the host association is required to invite a Referee from another association, the invitation is to include provision of free accommodation, meals and local transport.
- c) All matches shall be controlled by qualified International, National or Oceania Umpires.
- d) If the host association does not have sufficient qualified umpires it is suggested an invitation be extended to other associations to nominate suitable Umpires to undertake the duties.
- e) An invitation shall be extended to four (4) international Umpires from other countries. The invitation will include the provision of accommodation, meals and local transport during the nominated period of championships.
- f) The minimum number of umpires shall be number of tables x 1.5.
- g) All Referees and Umpires shall be in ITTF or their National uniform, or as specified by the organisers

## **9. OTTF UMPIRES COURSE**

If the host association does not have the required amount of trained officials then the association should work with the OTTF to ensure Umpire courses are held in their country before the event to ensure there are enough. OTTF-URC will nominate an authorised person to conduct the course.

## **10. ARRIVAL / DEPARTURE SERVICE**

To avoid any misunderstandings the following is expected:

The teams are to be met, welcomed and picked-up at the airport that you have specified in your invitation (**Prospectus**).

For that purpose, in the **Final Entry Form** there will be a section to specify the date and time of arrival, flight number, airline, etc, so that you can know exactly when each Association (or individual player) arrives.

Ideally you will 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.

For those Associations who request a pick-up service from a destination that you have not specified in the **Prospectus** (another airport or nearby city) you could assist in the best possible way.

There is **no obligation** to the organisers to provide that service **free of charge**. You may make all the arrangements at an appropriate fee, OR, recommend transport options from the destination at their cost.

Departure service is expected to be provided in the same standard.

## **11. ACCOMMODATION**

The **Prospectus** must specify at least three (3) different levels of accommodation packages ranging from top to budget rate. These will be used during the competition as the "Official Accommodation". Accommodation will be included with the entry fee for those who choose the Official Package. All fees shall be paid before or on arrival.

## **12. MEALS**

Meals should not be included in the "Official Hospitality Package".

All teams/person will be responsible for their own meals.

The host association shall provide at the venue or close by, a canteen to sell food & drinks at times applicable to the playing schedule.

## **13. TRANSPORTATION**

If the distance between the "Official Accommodation" and the stadium requires transportation, this has to be provided as frequently as possible, in order to best serve the participants. Cost is included in package fee.

The recommended schedule is to have transport from the hotel to the venue and from the venue to the hotel every 30 minutes on a shuttle basis. The first service in the morning must be scheduled to arrive at the venue a minimum of 1 hour before the start of the first match.

"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 the late afternoon the same pattern will start again with many players preparing for the evening session and some for practice.

Associations staying outside the "Official Hotels" will be required to organise their own transport from accommodation to venue.

## **14. ANCILLARY SERVICES**

- 14.1 Changing rooms for male and female should be available in the sport hall with showers and toilets.
- 14.2 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. Preferably, these details should be circulated within the Official Programme.  
An additional car or van should always be available in cases of emergency (hospitalization, last minute errands, last minute pick-ups or deliveries, emergency contact between hotel and venue, etc).
- 14.3 A gluing area, preferably outside, but well ventilated and large enough for the expected number of participants - shall be provided.
- 14.4 An OTTF office for use by OTTF staff, MC members and OTTF Competition Manager. Computers should be set up on a network system and have high speed Internet access. Laser Printers must also be provided.

## **15. PLAYER'S and MATCH OFFICIAL'S LOUNGE**

A lounge for players and coaches is recommended especially if the hotels are not close to the sport hall. Water and/or drinks must be provided for free.  
Internet access should also be available.  
A match officials lounge should be provided for Referee's and Umpires. Tea, coffee, milk, sugar, hot & cold water shall be provided free of charge. Internet access should also be available.

## **16. COMMUNICATION ORGANISERS – OTTF COMPETITION MANAGER**

It is essential to have good communication between the organizers (Tournament Director) and the OTTF Competition Manager before, during and after the tournament.

## **17. MEDIA**

It is the ambition of OTTF to increase the interest of the media in the Oceania events. For that purpose a member of the Organizing Committee should act as "Press Officer" and communicate with the OTTF in advance to provide regular information before and during the event to get quotes from the top players or those making outstanding results, specific profiles upon demand, etc. It is recommended that the Organizing Committee will send daily Press Releases at least to the national media and - in cooperation with the OTTF & ITTF - get at least 1 article for the ITTF & OTTF website daily.

As far as possible, free of charge internet access should be provided for the delegates wanting to communicate results/information to their respective Associations/national media.

## **18. RESULTS SERVICE**

A good events results service is essential to run your Tournament smoothly.

There are three (3) different categories of people who need working results service from your event:

- 18.1 Attending Press, spectators, players and coaches at the event.
- 18.2 Non-attending Press, which follows your Tournament via some news agencies/Internet
- 18.3 ITTF staff and web-operator who need a precise results service to provide results to the outside world following the event via Internet and who needs to provide rankings.

For the attending press, spectators, players and coaches, a result service has to 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 OTTF Competition Manager.

For the non-attending press, it is recommended that information be provided by press releases at least on a daily basis.

Score sheets have to be provided for the OTTF staff and operators. The OTTF Competition Manager 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 OTTF.

After the conclusion of the event, three complete sets of results have to be sent to:

Mr. André Damman	Mr. Tim Gautreau	Mr David JACKSON
Chairman of the ITTF Ranking Com	ITTF World Ranking	Chairman of the OTTF Ranking Com
Phone: +32 2 673 80 89	Phone: +1 613 733 2468	e-mail: <a href="mailto:david.jackson@xtra.co.nz">david.jackson@xtra.co.nz</a>
Fax: +32 2 673 18 12	Fax: +1 613 733 4603	

## **19. PHOTOS FROM THE EVENT**

Your association must ensure that a **photographer (professional or not)** covers the event and that from the day of the draw till the end of the tournament, on a daily basis, a set of photos is provided free of charge to the OTTF Competition Manager to select those which will be included on the OTTF & ITTF website with the articles. Upon conclusion of the event a set of these photos IN HIGH RESOLUTION shall be given to the OTTF Competition Manager or be sent by express courier to the OTTF & ITTF Publications Editor.

## **20. ITTF & OTTF WEBSITES**

The ITTF & OTTF websites will probably be the best promotional channel for Oceania Championship. These websites will have a specific section for our tournament, and daily articles with pictures will be uploaded so it can be followed all over the world. Our target is to get daily articles for these websites. For that purpose, it is important that we have the cooperation of all the involved parties (Press Officer, Photographer, Result Service and OTTF Competition Manager) to get the maximum and best possible materials.

## **21. TECHNICAL NEEDS**

To guarantee the mentioned exposure, the OTTF Competition Manager and the Result Service responsible should have a location in the sport hall that allows them to comfortably follow all the tables and if not possible at least the “centre courts”.

ADSL (High Speed) internet connection shall be provided in that location for the OTTF Competition Manager and the Result Service responsible.

The Organizers shall appoint to the ITTF/OTTF one person with good computer knowledge to work with the “Live scoring” tool to cover the last stages “live” on the ITTF website.

A computer and printer (laser printer preferably) should be ready in that place for the use of both OTTF Competition Manager and Result Service and that computer will be used for the “live scoring” which will be implemented starting at least in the singles semi-finals.

A data-show (beamer/LCD projector) is to be provided for the purpose of the presentation of the draws. Tournament Director and OTTF Competition Manager will agree on the ideal location to perform the draws.

## **23. OFFICIAL PROGRAMME**

An Official Programme must be printed including at least:

- The players names and their associations
- General schedule of the competition, including opening, closing ceremonies and presentations
- The last published OTTF ranking (at the time of the printing)
- Some general information about the Oceania championships (maybe to include articles, messages, History of OTTF, and Honour Roll of past Champions ...)
- Some Sponsor pages
- Two pages reserved for the OTTF.
- Programme to be available one day prior to championships starting.

## **24. ANNOUNCEMENTS, ENTERTAINMENT, MUSIC**

Music will not give the spectators any information, but should be used when it is appropriate in order to give the spectators a “good time” and to fill the void when there are no announcements to be made. It is also a good way to keep the spectators interest during the breaks. Some types of music are particularly engaging to the spectators and may raise the level of enthusiasm.

This function is especially important on the day of the Finals when the tournament is conducted on **only one or two tables**. Music will add a special flavour to the event.

A good speaker to announce the upcoming matches, the final results after matches, the sponsor’s names, the next rounds, etc, is important to give the spectators a better “over-all” experience of the event.

## ***25. SPONSORSHIP EXPOSURE***

A separate agreement will be made with the host organising committee in regard to the commercial properties of the event.

## ***26. ITTF/OTTF TRAINING CAMP***

By agreement with the OTTF Development Officer, the Oceania training Camp, connected to the championship immediately before or after the event (between the WJC and the Oceania Championships). If organizing such an OTTF training Camp, hospitality for the expert for that period will be provided by OTTF (appointed by the OTTF in cooperation with your Association).

## ***27. WJC EVENTS***

Before or after the Oceania championships.

Organising Committee shall recommend to OTTF, the timing of WJC event to be held in conjunction with Oceania Championships. Refer to [www.ittf.com](http://www.ittf.com) for details

## ***28. MEDAL CEREMONIES***

It is compulsory to have Medal Ceremonies for all Team & Individual events and the Tournament Director must work with the Competition Manager to ensure that Medal Ceremonies are conducted, where possible, to standards set by Olympic Games and World Championships.

OTTF will supply medals which will be engraved and have hanging straps.

Host Association will need to provide the following:-

- Raised podiums set up as 2, 1, 3 with 1 higher than 2 and 2 higher than 3.
- 3 young persons dressed appropriately as medal / gift carriers
- A medal presenter and gift presenter. These can be the same person if need be
- Flag bearers for the countries of the winning players
- Flag poles to enable flags to be raised, or flag poles to be held by flag bearers
- CD player to play anthems. CD of anthems will be provided by OTTF
- In conjunction with the Competition Director a person to co-ordinate players, presenters & medal carriers during the ceremony.
- A Master of Ceremonies to act as an announcer during the medal ceremonies and who will be provided with a run sheet for all ceremonies. Again to work with the Competition Director.
- A clear area where podiums can be set up and will allow for march on of athletes.
- Athletes should present themselves for medal ceremonies in country playing attire or track suits including sport shoes.
- Hosts if they wish may also purchase at their own expense, gifts or flowers or a local artefact for presentation at the ceremony in conjunction with the medals.

## ***29. OTTF SHIELDS***

There are also Oceania shields which must be presented in conjunction with the medals to the winners of the events. These shields will be presented for the Open Team and Open Individual events and also for the Pacific Cup for team events. There are no perpetual trophies for the Under age events.

The shields are held by the Executive Director and will be brought to each championship for presentation.

As they are perpetual they will be handed back after presentation and OTTF will arrange to have them engraved with the winner/s or country name. Where possible the person or persons who donated the shield and who generally the shield is named after will be requested to make the presentation but if that is not possible then another appropriate person should be asked.

## ***30. COUNTRY FLAGS***

OTTF holds a supply of all OTTF Country flags including multiple flags for some countries. These will be brought to the championships by the Executive Director.

## ***31. RECOMMENDATIONS***

It is recommended that these Directives be read in conjunction with the Regulations for Oceania Championships which can be downloaded from the OTTF website ( [www.ottf.org](http://www.ottf.org) ) an any queries be directed to the OTTF Executive Director.

## ***32. CONTACT***

For more information contact: The Executive Director  
Oceania Table Tennis Federation  
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E-mail: [pmales@ottf.org](mailto:pmales@ottf.org)  
Phone & Fax: +61.2.44551133