



## **CLASSIFICATION and SEMINAR**

### **Informations to the Organizers – Tournament factor 50-80**

#### **1. INVITATIONS**

- 1.1 The ITTC Medical Officer must be invited to lead the Seminar.
- 1.2 All his travel and accommodation expenses shall be paid by the Organizers.
- 1.3 The Seminar Participants shall be invited together with the announcement of the tournament.
- 1.4 All the travel, accommodation and seminar expenses shall be paid by the Seminar Participants.

#### **2. SEMINAR EXPENSES PAYABLE BY EACH PARTICIPANT**

- 2.1 Total of expenses : \$ 50,- US

this amount must be paid by each Seminar Participant to the Seminar Lecturer on arrival

#### **3. TIMETABLE TO BE ANNOUNCED WITH THE INVITATION**

- 3.1 Arrival of Classifiers and Seminar Participants : the day before the start of the Seminar.
- 3.2 Start of the Seminar (theory) : the day before the start of the classifications.
- 3.3 Observing during the classifications (classification day) : the day before the start of the competitions.
- 3.4 Observation during the competitions : the two first days of the competitions.
- 3.5 Departure of the Seminar Participants : not earlier than after the second day of observations. It's also possible that the Seminar Participants rejoin their Teams.
- 3.6 Recognition : it is mandatory for recognition of the participation that the participant attends the whole time of the seminar.

3.7 Needs : one meeting room with board, video system, overhead projector, slide's projector, drinks, snacks.

#### **4. CLASSIFICATIONS**

- 4.1 The classification day should be one day before the start of the competitions.
- 4.2 In case of a tournament factor 50, five Official Classifiers of whom one is the Chief Classifier, will be invited to be present at the day before the start of the seminar. All travel and accommodation expenses shall be paid by the Organizers for each Official Classifier.
- 4.3 In case of a tournament factor 80, three Official Classifiers of whom one is the Chief Classifier, will be invited to be present at the day before the start of the seminar. All travel and accommodation expenses shall be paid by the Organizers for each Official Classifier.
- 4.4 From the day of the arrival until the day after the end of the competitions, the Organizers shall pay an equivalent of \$ 15,- US / day to each Official Classifier.
- 4.5 To be able to classify in good conditions, the Classifiers need two complete tabletennis tables, a secretary table for all paperworks, a secretary person and a screened off place (privacy) with a medical investigation table for the medical investigations. All players to be classified have to wait in a separated waiting room.
- 4.6 The departure day of the Official Classifiers shall be decided by the ITTC Medical Officer (depend of meetings to foresee with the Classifiers).

#### **5. REGISTRATIONS**

The Organizers must forward to the ITTC Classification Secretary by e-mail : [elsh-lalouviere@swing.be](mailto:elsh-lalouviere@swing.be) , no later than 15 days before the start of the competitions :

- 5.1 Players : the registration information given by the countries must consist of passport name – passport first name – date of birth – gender – class.
- 5.2 New players : the countries must indicate the players who do not have an international and/or a permanent classification.
- 5.3 Official Players Classification Form : after checking of all player's and new player's registrations, the ITTC Classification Secretary shall complete the Official Players Classification Form and shall forward this document to the Chief Classifier and the Organizers by e-mail.

5.4 Classification Seminar : the applications of the participants must consist of information concerning country – passport name – passport first name – address – phone number – fax number – e-mail – experiences in disabled sport – earlier participations in classification seminar.

5.5 Official Classification Seminar Application Form :

The ITTC Classification Secretary shall forward the Official Classification Seminar Form to the ITTC Medical Officer, to the Lecturer/Presenter of the seminar and to the Organizers by e-mail.

March, 2002

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