



# INTERNATIONAL TABLE TENNIS FEDERATION

## PARA-TABLE TENNIS COMMITTEE: 1/2008

Minutes of a meeting of the Para-Table Tennis Committee held at 18h00 on 8 February 2008 and 09h00 on 9 and 10 February 2008 at the ITTF Headquarters in Lausanne, Switzerland.

**PRESENT:** Øivind Eriksen (Chairperson), Vincent Boury, Alison Burchell, Jiri Danek, Aart Kruimer, Gaël Marziou, Leandro Olvech, Nico Verspeelt, Karol Ziduliak

**APOLOGY:** Silas Chiang

**BY INVITATION:** Neil Harwood (ITTF Vice-President), Jordi Serra (ITTF Executive Director), Raúl Calín (ITTF liaison), Lila de Soysa (ITTF Project Manager), Etsuko Enami and Marius Widmer (ITTF Media Coordinator)

**WELCOME:** the Chairperson welcomed everyone to the February 2008 meeting and thanked the ITTF for the preparations and the hospitality. There had been much activity for the past four months since the meeting in Slovenia.

The Vice-President indicated his delight at the meeting being held at the Headquarters. The status in which PTT was held at the IPC General Assembly was obvious and from the ITTF perspective, the progress on integration had been quick although much needed to be done.

The Executive Director mentioned the good progress which had been made in the integration and from today, Para TT was on the ITTF website and while it was a small step, it was significant. Similarly, on the Olympics page, the Paralympics would be included. Thanks were expressed for the PTT committee meeting at the Headquarters.

The Chairperson continued that elections for the ITTF would take place in 14 or 15 months in Japan and there was experience around the table which should be kept in place. There were challenges in various areas of operation and, over the next year, that experience would be needed. The next meeting should be planned for during the Paralympic Games in September 2008. Some nations would also face challenges to manage the change from IPC to ITTF and some flexibility would be required.

**1 CONFIRMATION OF MINUTES:** of the meeting held from 17 and 18 October 2007 were confirmed and signed noting that:

- round robin team events would be played where there were less than 4 teams and knock out for 4 and more effective 1 January 2008 (10 iv);
- Aart would provide the height for Nanism in relation to women (12.2);
- the manual would be distributed via the Beijing office (14.1);
- Ela Madejska was spelt incorrectly (14.7).

**2 CHAIRPERSON'S REPORT:** the Committee noted the Chairperson's report that:  
2.1 marketing of PTT and sponsorship:

- Schenker: the IPC had made no progress on the agreement with Schenker or CISM for transport assistance;
- the travel agency had been informed that it was not currently possible to advertise on the website;
- contracts would now be in line with ITTF.

## 2.2 status of the PTT committee:

- succession planning and job descriptions for all portfolios had been submitted and Liying was compiling them;
- the structure of the committee from 2009:
  - each committee was made up of 8 members being the chairperson, vice-chairperson and 6 members;
  - a request for nominations would be advertised but national associations may only nominate 3 candidates for committees;
  - the PTT committee could be exempted as was the case for sports science committee;
  - each committee should meet the requirement that 25% of the full members were women;
- PTT members serving on other ITTF committees: this would be considered at the time of elections in 2009 to facilitate transfer of knowledge;
- incorporating PTT regions into the ITTF regions, links to the regional Paralympic committees:
  - this would be part of the evolution process;
  - the continental VPs should be involved in the process;
  - the PTT regional representatives should be involved in the work of ITTF regional committees;
  - the regional ITTF committees should identify ways to liaise and work with the regional Paralympic committees;
  - the 6 corresponding members for the PTT committee from 2009 could be the regional VPs;
- PTT committee members representing the ITTF on IPC committees to ensure continuity were noted: Aart for the chief classifiers' meeting, Neil and a PTT nominee for the IPC General Assembly, Holger Nikelis in the high support needs committee, Alison for the Sports Council;
- guidelines to be agreed by the ITTF for the involvement of TT in multi-sport games: in principle, the ITTF tried to ensure the inclusion of table tennis with the recognition of the ITTF statutes;
- areas of assistance from the ITTF identified:
  - finance: a report on this would be given later in the meeting;
  - sponsorship: the ITTF had a company working on sponsorship (TMS) but marketing was being considered separately;
  - competition management: the ITTF was amending its structure to 4 departments including competitions where the PTT tour could ideally be included;

## 2.3 status of relations between ITTF and PTT:

- signature of the transfer of governance agreement: this was signed in late 2007 by both parties;
- transfer of the surplus of € 666,20 accumulated by 30 June 2007 from the IPC to ITTF had been received, €0 000,00 had been received when the agreement had been signed with the IPC and another €50 000,00 was received in January 2008;
- administrative support for PTT:
  - the workload was manageable currently;

- the workload was envisaged to increase over time;
- an assessment of the real needs should be defined while maintaining the volunteer contribution;
- there were numerous issues where the ITTF Headquarters would need to sign off and generally be kept informed of activities;
- the Headquarters staff should be trained;
- further discussions on integration with ITTF including the circuit, U14, U17 and U21 events: no progress had been made but the number of players on the ranking list should be assessed to see current demand;
- the ITTF constitution review: a working group had presented 4 or 5 issues related to the elections in 2009 but the working group would continue after the AGM but the Olympic Commission would take on Paralympic matters for 2012;
- ITTF grant from the IPC of up to €24 000 to support its contribution to the Paralympic Games: this would continue in principle with possible variations in the amount;
- process to change the technical rules: in relation to the rule book (proposal would come from the committee or a national association 3 months before the AGM), chapter 3 and 4 would be for the Board of Directors, technical and administrative matters to the Executive Committee;
- entries for PTT tournaments from both national TT associations and/or NPCs, similar processes at national level: Øivind and Nico to address this at the AGM, national associations were waiting for guidance from the ITTF;
- the link to the IPC maintained for Paralympic Games, some multi-sport games (ParaPanAm Games), TUE for the Paralympic Games which would still go via the ITTF, and classification with the PTT committee remaining the custodian of the classification system;
- list of countries and abbreviations for GBR countries: for the ITTF, GBR applied for the Olympic Games but for PTT, GBR applied for all events and would need to be investigated further;
- AGM in Guangzhou (CHN) from 24 February to 2 March 2008: Øivind and Nico would attend although Øivind would represent Norway;
- Norway's integration process for information: Øivind would give input for the AGM.

The Committee asked:

- a) the Executive Director and Vice-President to discuss the best way forward for the PTT nomination, appointment process and possible exemption in terms of the limit on nominations from national associations;
- b) the regional representatives to ensure that the ITTF regional Vice-Presidents were informed and involved in the regional processes;
- c) Alison to follow up with the IPC on the payment process for the annual grant to ITTF;
- d) Øivind, Nico, Alison to draft guidelines to be considered by ITTF and IPC to send out to their respective memberships to encourage transfer of governance and address administrative issues at a national level;
- e) Etsuko to send Nico the list of players with TUEs;
- f) Gaël and Nico to advise Øivind and Jiri of the number of players in different age groups;
- g) Øivind and Nico to address the merger process at a national level at the AGM.

**3 VICE-CHAIRPERSON'S REPORT:** the Committee noted the Vice-Chairperson's report that:

### 3.1 IPC General Assembly:

- the ITTF was accepted as a member and given a plaque;
- it was a good meeting;
- the electronic voting system was efficient;
- the French NPC motion was rejected;
- after explanation, the French NPC was comfortable with the selection process but was concerned that players in France believed that they had been selected without any approval from the NPC;

### 3.2 Dr Wu's programme:

- progress with implementation: about 90% of the competitions had used the programme in 2007;
- referees were becoming familiar with it although Dr Wu would not allow more changes before the event began;
- the computer operator learning the programme rather than the referee was dependent on the computer operator knowing excel;
- use of the programme by the ITTF competitions department: more flexible software was necessary linked to the database and results system;
- KO in teams and the best of 3 in team events had been incorporated;
- electronic entry form would be investigated if the NPC and national association had the same access number for the ITTF entry process.

## 4 **TREASURER'S REPORT:** the Committee noted the Treasurer's report that:

### 4.1 sanction and capitation fees for Bilbao:

- not approving any application for a tournament from Spain was in place;
- IPC had transferred the bid fee of US\$1 500 to the IPTTC account to offset the €2 778,59 owed by Bilbao but the amount was still short;
- Spain had contacted the Tournament Officer about hosting an event and had been told to pay the balance of the fees outstanding;

### 4.2 report on the budget for 2006:

- reconciliations and receipts for funds received by members in advance of expenditure had been received;
- capitation from Argentina had been paid by the IPC to IPTTC when received in cash for 2 sanction fees;
- confirmation of payment of capitation fees payable to ITTF since 1 July 2007: capitation fees were outstanding from German Open, Trofeo del Mediterraneo, African Championships and the US Open.

### 4.3 insurance and assets:

- for PTT personnel for medical, lost luggage and travel was possible at a cost of about €100 per person through the ITTF;
- the ITTF had liability insurance for all ITTF personnel;
- insurance for legal fees was possibly needed for CAS;
- assets should be insured by the individual;
- the ITTF wrote computer equipment off after 3 years;

### 4.4 status of budget for 2007:

- an account had been opened in May 2007 for PTT;
- 4 sources of income were transfers from IPC (€5 666,20), sanction fees (€1 956,96), capitation fees (€2 837,82) and interest;

- expenses included IPC General Assembly, gifts and awards, selection and classification, IPC Sports Council (Slovenia meeting), Dr Wu's licence fee and bank charges;
  - the balance at 31 December 2007 was €1 901,70;
  - the second transfer of €50 000 had been received from the IPC in January 2008;
  - there were some amendments to be put through as this account was the only €account for the ITTF;
  - the income from the European Championships was offset by expenses;
  - there was no income from the IWAS and ParaPanAms as they were games;
- 4.5 budget for 2008 including merger of the PTT and ITTF websites, TD travel: would be developed in the next 2 weeks.

The Committee asked:

- i) Raúl to send Øivind an example of a claim form to be adapted for PTT use;
- ii) Jiri to follow up with the TDs for the outstanding capitation fees;
- iii) Nico to follow up with Lasko about where they had made their payment;
- iv) all members to send their budgets to Øivind within the next 3 days for him to compile the budget by the AGM;
- v) the Executive Director to send an invoice for the outstanding fees to the Spanish NPC and Alison to provide the relevant contact details;
- vi) the Executive Director to investigate whether the liability insurance would cover legal issues;
- vii) all to check their insurance and contact the Executive Director if need be.

The Committee agreed that:

- i) should Spain request to host an event in 2009, the outstanding fees would be added to the sanction fee;
- ii) members should insure themselves for medical, travel and lost luggage;
- iii) all organisers of tournaments must have insurance for PTT appointed personnel and this should be included in the contract with organisers.

**5 SECRETARY GENERAL'S REPORT:** the Committee noted the Secretary General's report that:

5.1 communication deadlines for the submission of articles below:

- ITTF magazine: 20 March, 20 June, 20 September and 20 December 2008;
- IPC newflash: issued on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month with the deadline of 3 to 5 days before;
- IPC bulletin: issued on the 3<sup>rd</sup> Monday of the month with the deadline 3 to 5 days before;
- Paralympian: an article about the merger of PTT and national TT associations should be addressed and the magazine would be issued 15 February 2008, in mid-May, mid July and one more later in 2008;

5.2 review of the strategic plan and work done for IPTTC by the ITTF would need to be updated for the next 4 year cycle from 2009.

5.3 code of conduct for ITTF for PTT to sign: the ITTF had an anti-harassment policy and one for coaches;

5.4 PTT logo in line with the ITTF logo: to keep the corporate identity, the ITTF logo with PTT underneath would be advisable;

5.5 equipment and gifts stored in Lausanne offices: these had been delivered to the Headquarters;

5.6 business cards: some members' details were outstanding and the issue of ittf addresses should be considered;

5.7 sponsorship procurement offer: the ITTF already had a company raising funds on an exclusive basis and therefore this had to be coordinated with the ITTF to avoid confusion.

The Committee also noted the request from the ITTF Media Coordinator for information on a regular basis about PTT's activities, tournaments as well as photos for the ITTF Newsletter and website.

The Committee asked:

- i) Alison to work on the code of conduct and sort into work areas and discuss with the Executive Director;
- ii) Raúl to send Alison the code of conduct for coaches;
- iii) Karol to send Alison the code of conduct for match officials;
- iv) Lila to send Alison the anti-harassment policy;
- v) the Executive Director to give Gaël the guidelines for the use of the logo and the eps version;
- vi) Gaël to develop a new logo and send to the Committee to finalise;
- vii) all to update the documents on the website with the new logo;
- viii) Øivind and Nico to discuss with Steve Dainton the options for gifts;
- ix) Gaël to liaise with the Executive Director about PTT email addresses;
- x) Alison to finalise the business cards once the PTT email addresses had been finalised;
- xi) Alison to contact Christian Lillieroos and re-direct him to the Executive Director.

The Committee agreed to use the ITTF logo with "Para Table Tennis".

**6 TD COORDINATOR'S REPORT:** the Committee noted the TD Coordinator's report that:

6.1 TD training:

- a review of TD training would take place once job descriptions for TDs and competition managers had been finalised (handbook including a selection section, doping control, managing discipline, examination, application form, checklist with explanation of items on the checklist available for 2007, use of Dr Wu's programme);
- appointing a competition manager instead of a TD in future for the ITTF Para Tour should be considered;
- Fa20 tournaments with trained TDs in place would be addressed but with the reduction in the number of tournaments, there was not such a great need to train new TDs;
- job descriptions for competition managers, TDs and deputy competition managers needed to be developed before any appointment of a professional competition manager could be made;
- a competition manager for PTT events should be considered by the Headquarters while the TD would continue as a volunteer position;
- a pilot tournament could be considered for a member of the current competition management team to manage and assess the workload;
- the ITTF would hold another training session in Hungary in May 2008;
- the implication was that up to 30 tournaments would be held annually;
- the ITTF Para Tour could become a marketable event with naming rights sold to a sponsor.

6.2 TD ID cards and certificates: ID cards for all PTT personnel and athletes would be investigated, be linked to the serve and classification rules and could be linked to an incentive programme with suppliers and sponsors.

The Committee asked Jiri and Gaël to work on ID cards for all PTT personnel and athletes and check the design with the ITTF before issuing.

**7 DEVELOPMENT OFFICER'S REPORT:** the Committee noted a report from the acting Development Officer that:

7.1 development of women and the severely disabled:

- to be addressed in all portfolios and included in everyone's job descriptions;
- assistance for the "athletes with high support needs" were considered in terms of staff to athlete ratios;
- gender issues should be mainstreamed into the ITTF and not run in parallel;
- Alejandra had made a valuable contribution to the ITTF women's committee;
- a presentation developed by Alejandra would be done at the ITTF Women's Working Group meeting from the PTT perspective;

7.2 promotional DVDs:

- would be sent from the IPC office to the ITTF once they had been sourced;
- no more DVDs were with the ITTF in China;
- a new DVD could be considered following Beijing;
- the current DVD could be updated although the company which made the DVD would not be involved;
- BOCOG would provide ITTF with footage for the Olympic Games and could possibly do the same for the Paralympic Games;
- the ITTF had changed its rules to ensure that footage was taken for the use of the jury;
- if the footage was not used for commercial purposes, it could be used for a DVD;
- the IPC possibly owned the footage for the Paralympic Games;

7.3 new mandate including "new table tennis nations" (Kenya, Lesotho, East Timor and Ghana), equipment and a Fa 10 tournament, facilitating education, recreation, social activities leading to elite player development:

- this area should be coordinated with the ITTF development programme based on agreements with each of the 6 continents;
- development should promote integration of table tennis at a national level;
- the idea of development in PTT was to increase the number of nations participating at a competitive level in events;
- all issues relating to training had been taken up in the relevant portfolio already;
- it was a possibility that it would be more appropriate for Leandro, in his capacity as part of the ITTF development department, to take on this portfolio;
- the ITTF development plan should increasingly address the development of PTT.

The Committee asked:

- a) all and/or Liying to incorporate gender equity and issues relating to athletes with high support needs in all job descriptions;
- b) Leandro to investigate with Steve Dainton the possibility of developing a new DVD;
- c) Alison to contact the IPC about ownership of footage from the Paralympic Games and possible use for non-commercial purposes;
- d) Alison to contact the ITTF Development Manager about the project proposed by Lesotho which could be used to promote integration.

The Committee agreed that Leandro should take over the development portfolio.

**8 ATHLETE REPRESENTATIVE'S REPORT:** the Committee noted the Athlete Representative's report that:

8.1 player education on the rules, updated brochure and translation: an updated version had been distributed during the European Championships and should be translated with the assistance of those who translated the handbook for Karol;

8.2 database for athletes, identification numbers linked to ranking/rating and classification:

- the ITTF had 6 fields on its database and 6 digit ID numbers for athletes;
- while about 50% numbers could be allocated electronically, the rest would have to be done manually;
- the ITTF updated the database at all competitions for new players;
- inclusion of the serve, strapping etc could be included in the database;

8.3 hall of fame: no progress had been made but the ITTF had a hall of fame;

8.4 athletes' committee: those who had volunteered to get involved had not been able to do so but it was possible to get a PTT athlete representative appointed to the ITTF athletes' committee.

The Committee asked:

- a) Vincent to work with the Executive Director to define the best way of incorporating athletes into ITTF committee structures, the hall of fame and with the Museum curator on items from PTT;
- b) Gaël to work with the ITTF webmaster and Raúl on the database.

**9 TOURNAMENT OFFICER'S REPORT:** the Committee noted the Tournament Officer's report that:

9.1 tournament application form (Fa20 and 40), all templates and documents needed by TDs on the website, Pro-Tour, Fa40 application forms, regulations for Fa40 events:

- 5 applications for Fa40 events had been received although 4 were possible organisers;
- contracts for Fa20 and Fa40 were being developed;
- the rules for Fa40 had been finalised with insurance to be added and Fa20 would be completed soon;
- the Fa40 application form had been put on the website;
- it was a pity that the only Fa40 tournaments in 2009 were in Europe;
- this would not send out a good message in 2009;
- for the ITTF junior tour, the ITTF enforced the organisation of events on each continent;
- some countries may be reluctant to host events due to the regional championships;
- consideration must be given to travel and expenses incurred by players outside Europe;
- the equity of tournament allocation should be considered as players from Oceania had to travel up to 33 hours to get to Europe;

9.2 regional championships 2007:

- Europe had been well organised;
- Asia-Oceania had been well organised;
- Americas had been well organised;
- Africa had not provided flight tickets for several PTT officials and the venue had been moved to Ismailia;

9.3 shorter questionnaire on the organisation of tournaments, review and feedback: no progress had been made;

9.4 number of tournaments in 2008: 11 as 2 had been cancelled;



- 9.5 tournament organiser's handbook and education: the rules for Fa40 and 20 tournaments were necessary before the handbook was developed;
- 9.6 regional championships 2009:
- the proposed calendar for 2009 was tabled including proposed dates for Fa20 and 40 tournaments;
  - a visit to Amman had been done for Asia-Oceania;
  - a report had been submitted for Genoa for Europe;
  - a site inspection for Americas still had to be done;
  - the TD report from Jordan 2007 had not been submitted but the organisers had made several small mistakes;
  - the decision to allocate Asia-Oceania Championships was done by a vote at the Assembly in Seoul contrary to PTT's procedures;
  - a woman player was allegedly harassed by a ball boy during the event in Jordan in 2007, it was reported but nothing was done;
- 9.7 world championships 2010:
- the confirmation from the Korean Government was awaited for the application to host the world championships;
  - a test event should be organised before 2010;
  - the draft contract had been developed;
- 9.8 distribution of players' education brochure by TDs: the brochure should be sent to the organisers for distribution to the competing nations;
- 9.9 regional awards and selection of best players:
- all were distributed on the basis of the results from the singles results for the best regional player;
  - the players' player was decided in different ways in each region and should be consistent;
- 9.10 IWAS, Arafura Games, other multi-sport games and relations with IOSDs:
- the principle proposed that the PTT endorse that all multi-sport events must apply the conditions of the Handbook;
  - if a tournament was organised which did not apply the conditions of the Handbook, no ranking points would be allocated;
  - the IOSDs should continue to approach PTT for assistance but there was no necessity to attend meetings of the IOSDs unless invited by the IOSD at its expense;
- 9.11 regulations for the new tournament system including a maximum 4 days with 3 events, having 4 players from 2 countries to make an event, round-robin team events where there were less than 4 teams and knock out for 4 and more teams for Fa20 to 40: would be included in the regulations;
- 9.12 regulations changing IPC to ITTF, control of entries, refunds (20% of the total entry fee paid with the first entry fee non-refundable), coordination of entries and entry fee payments by TT association or NPC, assistance to players requested from organisers, smoking areas and sanctions, cancellation of tournaments: these would be included in the updated version of the regulations;
- 9.13 glue testing for volatile compounds introduced by ITTF with effect from 1 January 2008: proposed inclusion in Regulations for International Competitions: "The current ITTF testing procedure in place before 25 May 2007 will continue until 1 January 2008 at Junior events, **until 1 October 2008** for the para table tennis events and until 1 September 2008 for all the other events" would probably be approved;
- 9.14 contract to be signed by all organisers in 2008:
- this would be done for 2009;

- the ITTF had a general contract, a commercial contract and directives;
  - the commercial contract protected sponsorship rights as well as the ITTF;
  - sanctions were possibly not covered in these contracts;
- 9.15 TD appointments were being done on an ongoing basis;
- 9.16 junior and veteran tournaments:
- the veterans were generally well catered for;
  - there were currently 29 players in 20 classes who were under 21 on the ranking list;
  - attracting new junior players was the key;
  - this could be done as part of the regional championships;
  - perhaps inclusion of junior PTT events in the ITTF junior tour could be included with the added attraction of training camps.

The Committee asked:

- a) Øivind to develop the respective job descriptions envisaged for the TD and PTT competition manager;
- b) Øivind to discuss with the Executive Director the possibility of a PTT competition manager;
- c) Jiri to seek Fa40 tournament organisers in Asia-Oceania, Americas and Africa for 2010 in conjunction with the regional representatives and ITTF regions;
- d) Øivind, Jiri and Vincent to approve the Fa40 tournaments for 2009;
- e) Jiri to ask the regional representatives to seek organisers for Fa20 events;
- f) Jiri to shorten the evaluation questionnaire for tournaments and send to Alison for editing;
- g) Jiri and Raúl to work on the tournament organisers handbook;
- h) Nico, Alison and Lila to finalise the bid to host and contract for the world championships;
- i) Alison to write to the Asia-Oceania representative that the process of selecting a host for the regional championships cannot be done by a vote at the regional assembly but by a decision of the PTT Committee;
- j) Alison to write to the Netherlands NPC apologising for the treatment of and lack of support given to the player who was harassed in the Jordan tournament in 2007;
- k) Jiri to ensure that organisers of tournaments to distribute the players' education brochure to all players;
- l) Alison to inform the IOSDs and IPC of the decisions relating to multi-sport games;
- m) Øivind and Jiri to develop the regulations for Fa20 which should include provisions for doubles as well as any other outstanding documents including the draft contract which should include sanctions for not meeting the requirements of the contract;
- n) Karol to include the new regulations for the new tournament system in the Handbook;
- o) Vincent to work with Raúl, Gaël and Leandro to present proposals to promote junior events.

The Committee agreed:

- i) to approve 3 Fa40 tournaments in Europe for 2009 as the test year;
- ii) to allocate € 000 for Americas, Asia-Oceania and Africa towards the costs of hosting a Fa20 tournament in 2009 with 50% paid before the tournament and the balance on completion of the event where the receipts and the TD report were submitted;
- iii) to confirm the allocation of the Asia-Oceania Championships to Jordan on a vote by the Committee;
- iv) to endorse the principle that the inclusion of table tennis in multi-sport games would be on the basis of the implementation of the conditions of the ITTF PTT Handbook;
- v) to endorse the principle that a tournament could be organised in multi-sport games but if the conditions of the ITTF PTT Handbook were not applied, no ranking factor would be allocated.

- 10 TECHNICAL OFFICER'S REPORT:** the Committee noted the Technical Officer's report that:
- 10.1 the handbook including regulations, for classification and the wheelchair serve: the draft update had been distributed but would be updated after the meeting;
  - 10.2 translation of the handbook into French (Patrick Ringel) Spanish (Fernando Aguilar), Chinese (CK Chan), Farsi (Sima Limoochi), Russian would need to be done again after the update;
  - 10.3 database for referees had been posted on the website and should include whether they had PTT experience;
  - 10.4 umpires:
    - review of the umpires' exam, translation into different languages and an increase in the number of questions related to PTT would be discussed during the ITTF AGM;
    - the training video would be discussed during the ITTF AGM;
    - proficiency in English would be discussed during the ITTF AGM;
    - consistent application of rules for bad behaviour would be discussed during the ITTF AGM and information on this had been sent to all referees for tournaments in 2008 asking them to brief umpires on this;
  - 10.5 plan for referees' seminars in 2008 including proficiency in English would be discussed during the ITTF AGM;
  - 10.6 technical committee appointments: Sima Limoochi had accepted appointment to the technical and coaching committees.

The Committee asked Karol to discuss with Neil and the ITTF URC the database, training for referees and umpires, training video and proficiency in English during the ITTF AGM.

- 11 MEDICAL OFFICER'S REPORT:** the Committee noted the Medical Officer's report that:
- 11.1 classification cards (new format, indication of limits on serve): no progress but could be covered in the ID cards for PTT personnel and players;
  - 11.2 classification handbook and consistent terminology (with coaching committee), definition of severe disability, height for women with Nanism or dwarfism, need for a newsletter: no progress;
  - 11.3 INAS-FID classification update:
    - no progress had been made;
    - the IPC General Assembly had decided that the issue should be resolved by a working group in time for London 2012;
    - with London 2012, the likelihood was strong that INAS-FID would be included;
  - 11.4 liaison with CP-ISRA: following the decision on liaison with IOSDs, communication with CP-ISRA would be followed up;
  - 11.5 classifier education:
    - Iran was considering a conference for all its C classifiers;
    - the technical expertise of the Medical Officer would be addressed through time spent with Sheng Wu;
    - any nation could request a classification seminar outside of some tournaments;
    - new lecturers for seminars had to be identified and trained urgently as part of succession planning;
    - countries wanting to have a seminar should organise a tournament as part of the seminar;
    - there were enough senior classifiers to do seminars but the information had to be available on this;

- lecturers should also be allowed to accredit those doing courses as classifiers at the relevant level;
  - with the ITTF constituency, there was a possibility of many more people becoming classifiers;
  - there were only a few people who could become Medical Officer;
  - classifiers could be recruited via the ITTF development process;
- 11.6 classification account: the receipts would be submitted but € 713,60 had been transferred to the ITTF account;
- 11.7 implementation of the new system for sitting classes for 2009 (review of class 5 players during the regionals and other tournaments, voluntary moves and moves with effect from 1 January 2009, new players: no progress had been made;
- 11.8 transparencies in powerpoint presentation format: no progress had been made;
- 11.9 need for classifiers in 2008: the schedule had been done in consultation with the classifiers;
- 11.10 requests for reviews: the proposals tabled were considered and updated in the Handbook;
- 11.11 protests in tournaments and championships: the proposals tabled were considered and updated in the Handbook;
- 11.12 procedures to be added in the Handbook: this would be done for the update of the Handbook;
- 11.13 multiple sub-minimal disability: discussions were ongoing;
- 11.14 regulations for cheating: recommendations made were that:
- information be included on the website explaining why cheating had the potential to undermine the sport;
  - reference should be made to the IPC Classification Code which made provision for sanctions (6 months to 2 years to lifetime bans);
  - during classification, measures to be taken include:
    - to submit to the players at the time of classification a request that the player commit in writing to cooperate with the classifiers;
    - to video the classification session and relevant parts of the tournament;
    - review by other high level classifiers;
    - where a player may be a borderline case, he or she should be reviewed by another panel of highly skilled classifiers at a regional championships;
    - provision would be made to give the player and coach an opportunity to improve their behaviour and cooperation by sending them away to reconsider their approach and return and cooperate;
    - making use of independent retired players and coaches to assist the classifiers where necessary (shadow classifiers or advisors);
  - sanctions include retaining the ICC which implied that the player could not compete at a national level, a 2 year suspension or a lifetime ban;
  - in the case of a suspension up to 2 years, if the player wanted to return to play, they must start at the national level to the international level with a new medical assessment by a medical doctor in English to be submitted to the classification secretary at least 2 months before the next possible international tournament;
- 11.15 classification changes in 2008: any player whose classification changed in 2008 who had been selected for the Paralympic Games would not have their changed class take effect till 1 October 2008;
- 11.16 classification issues related to the Paralympic Games: the details of 2 players' classification was noted.

The Committee asked:

- a) Aart to send Alison as soon as possible the maximum height of women for Nanism;
- b) Aart to identify and train a potential Medical Officer;
- c) Aart to publish on the website classifiers who could offer classification seminars;
- d) Aart to work with the ITTF Development Director to identify classification opportunities via the ITTF development programme;
- e) Aart to develop a plan urgently to implement the new system for the sitting classes;
- f) Aart to send the transparencies to the ITTF Headquarters to be developed in powerpoint format;
- g) Aart to update the Handbook;
- h) Aart to follow up on the multiple sub-minimal disability;
- i) Aart to submit to Alison his medical opinion to draft a response to Rosier;
- j) Aart to draft an article on cheating for the forum;
- k) Nico to put the review and protest form on the website;
- l) all to submit comments on the classification process as soon as possible with the NPC or national association being the entity which could submit protest or a review request;
- m) Karol to update the Handbook with a clear differentiation between rules/laws and regulations and taking out the classification section to be a stand alone document.

The Committee confirmed that:

- i) a player whose classification changed in 2008, who had been selected for the Paralympic Games, would not have their new class take effect till 1 October 2008;
- ii) Pichon's class was 8 and would be reviewed;
- iii) Rosier's class was 9;
- iv) the proposals to address cheating be applied with immediate effect.

- 12 SELECTION OFFICER'S REPORT:** the Committee noted the Selection Officer's report that:
- 12.1 confirmation that the regional slot would be allocated to the silver winner when the gold medallist withdrew or was disqualified for whatever reason had been confirmed by the IPC;
  - 12.2 pre-selections and requests for BPC (wild cards):
    - Nico, Vincent, Gaël and Silas were confirmed;
    - IPC had decided not to send a representative;
    - the ITTF had still nominate a representative for 8 to 10 March 2008 and later that that Lila would attend the meeting of the bi-partite selection (wild cards) committee;
    - the number of teams to make a viable events would be considered;
  - 12.3 protest for WC allocations, date and venue: there was no need for this as the appeal would be to the IPC;
  - 12.4 2010 world championships: the tournament credit had to be confirmed 18 months before the event;
  - 12.5 request to adjust the points for team events had been received from a coach and a player.

The Committee decided:

- i) to set the tournament credit at 40 over 18 months prior to the world championships;
- ii) not to adjust the points for team events;
- iii) to ask the committee to decide on the team events, including possible event deletions.

- 13 COACHING COMMITTEE SECRETARY'S REPORT:** the Committee noted the Coaching Committee Secretary's report that:
- 13.1 ITTF level 1 coaching course:

- translations were being done into Spanish after some corrections in the English version had been identified and would be translated into French to meet the ITTF requirements;
  - printing (in English) had been done;
  - copyright was done in Switzerland;
  - sale of manual was ongoing;
  - the manual, in future, would be part of the ITTF coaching manual.
- 13.2 coaches' education, seminars, course conductors' training:
- the committee would meet in Poland during the Polish Open;
  - the ITTF currently paid an amount to lecturers and this was proposed for PTT courses;
  - proposals for level 1 for elite coaches combined with a course conductors course were considered;
  - there should be a consistent approach across all courses offered for the expert's fee with the proviso that there would be no double pay (e.g. if a classifier was already receiving a per diem for the period of a course, he or she would only receive the balance);
  - the financial impact would need to be assessed;
  - if courses were fully integrated for umpires, referees and coaches, the expert's fee would be covered as part of the ITTF costs;
- 13.3 integration with the ITTF as well as level 2 and 3: the level 2 and 3 courses would be discussed by the committee and integration with the ITTF should be addressed by training the ITTF course conductors;
- 13.4 certification was being issued and the ITTF database would be inclusive;
- 13.5 composition of the committee: was 75% women with Alejandra Gabaglio, Ela Madejska, Sima Limoochi and Leandro.

The Committee asked:

- a) Øivind and Neil to discuss with the ITTF Development Director the distribution mechanism of the coaching manual (electronic or hard copy);
- b) the Executive Director and Alison to assess the impact of paying an expert's fee on PTT courses;
- c) Leandro to invite the ITTF Development Director to the committee's meeting in Poland.

**14 RANKING DIRECTOR AND WEBMASTER'S REPORT:** the Committee noted the Ranking Director and Webmaster's report that:

- 14.1 ranking database collaboration with classification database: no further progress had been made;
- 14.2 calendar management: could be included with the ITTF calendar;
- 14.3 rating and ranking:
- the possible change to rating was a technical decision not an Assembly decision;
  - the terms of reference for PTT needed to be defined;
  - the ideal would be, in the interim, to have 2 representatives attending the ITTF AGM but cost would be an issue;
  - the people attending the PTT assembly were "technicians" not always the NPC or national association "decision makers";
  - technical leaflets could be developed for PTT;
- 14.4 purchase of additional disc space: this was done when the host company was changed;
- 14.5 change to the ranking points system: this could be approved by the Committee and was approved at the previous meeting;
- 14.6 name: to be changed to ranking officer rather than director;

#### 14.7 IT integration process:

- the ipttc.org should be kept but the information migrated to the ITTF website and visitors advised to go to the ITTF website in the first instance;
- a meeting between Gaël and the ITTF webmaster would be advisable the next time the webmaster was in Lausanne;
- the relative importance of the web integration and the ranking system was discussed;

#### 14.8 definition of country: the ITTF procedures would have to apply particularly for Britain.

The Committee asked:

- a) Gaël to work with the ITTF (Etusko) on including the PTT calendar on the ITTF calendar;
- b) Gaël to work with the ITTF webmaster on the integration of the website and IT;
- c) Gaël to continue to balance both the website and ranking system;
- d) Alison and the Executive Director to draft a report, including finance, for the IPC by 31 March 2008;
- e) the Executive Director to send Alison an example of a committee's terms of reference so that these could be drafted for PTT.

The Committee agreed to:

- i) change the name from ranking director to ranking officer;
- ii) apply the countries as per the ITTF system from 1 October 2008 noting that for the Paralympic Games, the IPC system would apply.

### 15 REGIONAL REPORTS: the Committee noted the regional representatives' reports that:

#### 15.1 Americas:

- Panamerican Championships 2009 would be held in Venezuela with a test event in 2008;
- PanAmerican Games in 2011 would be in Mexico;
- another tournament would be Argentina in 2008;
- the ATTC office continued to operate with PTT funding from the home of a player;
- proposals for various courses in classification, umpiring, coaching, a women's forum and training camp were considered;
- the website to be included as a page on the LATTU website was being considered;
- the Handbook had been translated into Spanish;
- meeting with the president of LATTU would take place at the ITTF AGM;
- funding for ATTC courses would be from PTT;
- courses were allocated on a request basis;

#### 15.2 Africa:

- Kenya had indicated that they would not be in a position to host the 2009 African Championships;
- Nigeria and Tunisia had also been approached to host the African Championships in 2009;
- Libya, Cote d'Ivoire, Kenya and Lesotho had indicated an interest in having seminars during the African Championships and had been advised to put their interest in writing;

#### 15.3 Europe:

- in 2008, 9 tournaments would be organised;
- work and cooperation with the ETTU would begin soon;
- by 30 June 2009, the information for the 2011 regional championships would be available;

15.4 Asia-Oceania: a report had been circulated prior to the meeting.

The Committee asked:

- a) the Executive Director to facilitate a meeting with Øivind, Nico and the Vice-President with the continental Vice-Presidents during the AGM;
- b) Alison to discuss with the SATTB the possibility of hosting the 2009 African Championships;
- c) Alison and Nico to follow up with Libya, Cote d'Ivoire and Kenya written expressions of interest in hosting seminars to be sent to the ITTF Development Director.

**16 BEIJING 2008:** the Committee noted the assistant TD's report that:

- 16.1 a report of meetings held in Beijing had been circulated;
- 16.2 appointments of deputy referees for the Paralympic Games: Karol Ziduliak, Gaj Vidmar and Sun Qilin from China had all been accepted.
- 16.3 technical:
  - 12 overseas and 20 Chinese umpires had been defined with 50% of the overseas umpires being women;
  - 3 classifiers with Aart as chief classifier, Sandra Sonn (para-medical) and Marwan Dia (technical) were considered;
  - 2 racket controllers with Odd Gustavsen and Li Zhiling from China were considered;
  - the playing schedule, all finals be played on 1 table, 40 minutes for round robin matches was in process;
  - result forms had been approved and would be signed off by the Executive Director;
  - equipment would be Double Happiness balls and Rainbow tables;
- 16.4 check during the Pro Tour in December 2007 had been done and a report circulated;
- 16.5 accommodation: Øivind and Alison should be lodged in the IPC hotel, Jiri, Leandro and Gaël in a hotel for the 2008 Games (5 to 18 September 2008), ITTF representation would be discussed with the IPC;
- 16.6 test event: an unofficial tournament would be held to test accessibility for wheelchair players;
- 16.7 tickets for the events: would only be purchased if accreditations were not forthcoming.

The Committee asked:

- a) Alison and Jordi to work on the issue of accreditations with the IPC;
- b) the Vice-President and Executive Director to confirm the equipment when they visit Beijing in early March 2008;
- c) the Vice-President and Executive Director to confirm as soon as possible the ITTF Board of Directors likely to attend the Paralympic Games and for what period.

The Committee approved the appointment of the classifiers and the racket controllers.

**17 LONDON 2012:** the Committee noted a report from the TD designate that only information leaflets had been received.

**18 GENERAL:** the Committee considered the following items:

- 18.1 longer term sanctions for disciplinary offences discussed with the ITTF once the recommendations had been approved by the Committee: this had been covered under 11.14.
- 18.2 IWAS liaison: no further discussion.



18.3 IOSD and other multi-sport games including applications to be submitted and commitments made and maintained to apply PTT rules and regulations: covered above in 9.10.

**19 NEXT MEETING:** the Committee agreed to meet during the Paralympic Games in Beijing at a date and venue to be decided.

In closing, the Chairperson emphasised the benefit of meeting at the ITTF Headquarters, meeting members of staff and the Vice-President who had all provided useful input. Thanks were expressed for the hospitality and the arrangements for the meeting.

The Vice-President indicated that the presentation at the AGM would be critical and the meeting had been productive.

The Executive Director pointed out that the number of people from ITTF Headquarters almost matched the number of PTT members. Integration was difficult to map out but the process was unfolding consistently and quickly in the right direction. Thanks were noted for the development of the close working relationship.

There being no further business, the meeting ended at 12h40.

**READ AND CONFIRMED AT THE MEETING**

**HELD ON .....**

**CHAIRPERSON .....**

AMB/

10 February 2008