

# INTERNATIONAL TABLE TENNIS FEDERATION

## PARA TABLE TENNIS DIVISION



### SITE INSPECTION

**Name of Tournament**

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British Open Para TT

**Ranking Factor requested**

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Fa40

**Name of the National Association**

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British Table Tennis  
Association for Disabled

**Chairperson of the Organizing Committee**

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Gary Clifton

**Dates of Play**

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14 to 17 September 2011

**Name of Site Inspection Delegate**

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Alison Burchell, Gorazd  
Vecko

**Report submitted to ITTF**

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17 February 2011

<b>Situation</b>	<p>Weather: is likely to be between 15 and 25<sup>o</sup>C with some rain possible.</p> <p>History: Sheffield was founded in about 1270 with it is main initial activity being the wool industry. It has grown to a city of 600 000 inhabitants with a cathedral and university. It is well-known for its steel and cutlery industries.</p>
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<b>Airport</b>	<p>Number of airports: 4</p> <p>Manchester International is the official airport (meet and greet will be present) although there are 3 other airports close by (East Midlands, Leeds and Sheffield/Doncaster). If teams fly to London or any of the 3 airports nearby, the organisers will facilitate transport bookings for the teams but at the team's cost.</p> <p>Accessibility: there has been a number of international disability events held in both Manchester and Sheffield and the accessibility at Manchester airport is good.</p> <p>Distances: the trip will take about 90 minutes from Manchester airport to Sheffield.</p> <p>Train: from London takes just over 2 hours.</p>
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<b>Transport</b>	<p><b>Airport – hotel</b></p> <p>Schedules: will be finalised with the final entries.</p> <p>Number of vehicles: will include coaches for ambulant players and managers and trucks for equipment and luggage as required for the event. This may be scheduled per team to allow a efficient and organized transfer of teams to and from hotels. The company with wheelchair accessible transport has 40 vehicles with about 5 chairs maximum capacity per vehicle but some of these vehicles are committed to work in the local community. However, a number of companies may be used to support the transport needs.</p> <p>Accessibility: accessible vehicles will be provided.</p> <div style="display: flex; justify-content: space-around;">   </div> <p>Examples of accessible vehicles</p> <p><b>Hotel - venue</b></p> <p><i>Teams and officials</i></p> <p>Schedules: adapted to meet rush-hour transport early morning and late</p>
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	<p>evening with shuttles every 30 minutes during the day as necessary. It takes about 20 minutes for the trip in traffic.  Number of vehicles: will be determined after final entries.  Accessibility: appropriate vehicles will be available.  Travel by the tram is also possible taking 10 minutes on the tram but about 10 minutes to get there from the hotel and about 5 minutes to the competition venue from the tram stop.</p> <p><i>Emergency</i>  Ambulance: will be on call from the hospital which is 10 minutes away  Accessibility: will be accessible</p> <p><i>Other</i>  Site seeing, costs: can be investigated but likely to be for shopping.</p>
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<p><b>Accommodation</b></p>	<p><i>Teams: Jurys Inn</i>  Number of rooms:  69 double rooms  142 double + single bed rooms  48 double + sofa (convert to a bed) rooms  Accessibility: good in the hotel's public areas</p> <p><i>Accessible rooms: 13</i>  Width of entrance door: 84cm  Width of bathroom door: 92cm  Grab rails, seat in shower  Step or doors to shower: none  Bath or shower or combined: shower only  Taps or levers: levers  Note: each accessible room has an interlinking door to another room. It may be possible to allow additional wheelchair users to get access to the accessible bathroom but otherwise the linking room can be used by support staff</p> <div style="display: flex; justify-content: space-around;">   </div> <p>Accessible bathroom with shower</p>
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Accessible bedroom

*Double + single bed room*

Width of entrance passage: 91cms

Width of bathroom door: 70cms

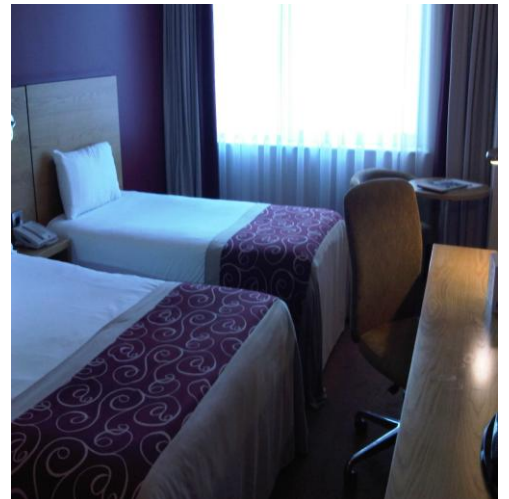
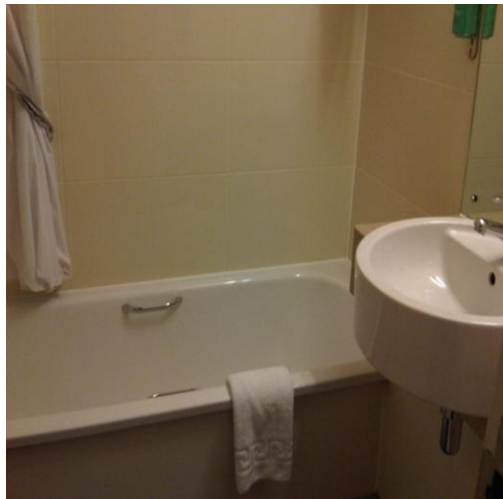
Grab rails, seat in shower: grab rail for bath

Step or doors to shower: none

Bath or shower or combined: bath with shower combined, bath 51cm high

Taps or levers: levers

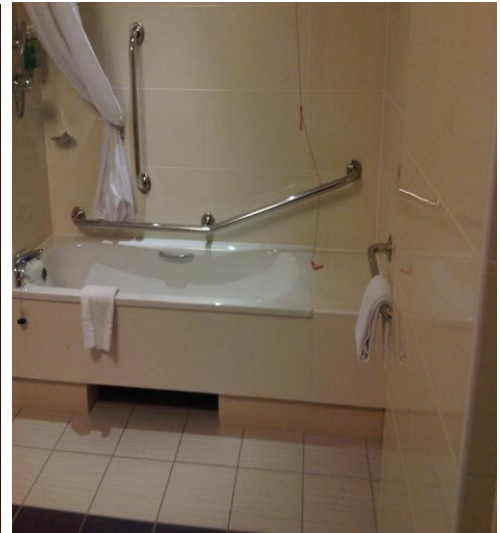
Note: it may be necessary to remove the doors to the bathroom in some instances (where the toilet is behind the door) and if so, teams should request this. This could also apply to rooms with showers (53cm access to the shower with a 13cm step) where the shower door may need to be removed



Bathroom and bedroom – double and single bed option



Room with the shower option – shower door may need to be replaced



Room with accessible bathroom



Change of linen: available daily  
Laundry: available  
TV: in all rooms but no pay TV  
Fridge: none  
Airconditioning: in all rooms  
Tea, coffee, kettle: in all rooms



Internet facilities: available at no charge in the public areas but at a cost in the room

Safes: available in the reception

Lifts: 3 lifts from reception, doors 90cms, maximum 2 small wheelchairs per lift; a service lift could be used in rush hours



Accessible toilets: 2 in reception and 1 on the meeting floor

Bar and social area: on the ground floor

Shop: is about 4 minutes walk away towards the Novotel

Banking or teller machine: is about 4 minutes walk away towards the Novotel

*Teams: The Copthorne Hotel* (next to Sheffield United FC)

Number of rooms: 158

Accessibility: in the hotel public areas is good

*Accessible rooms: 8 twins*

Width of entrance passage: 82cms

Width of bathroom door: 85cms

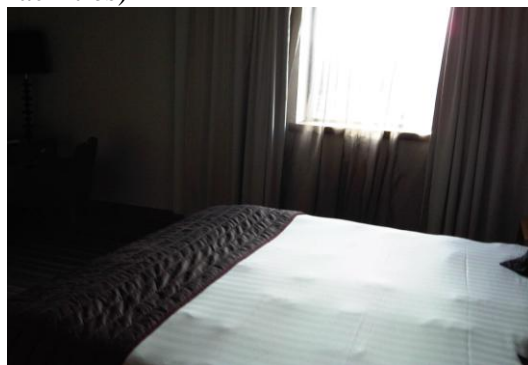
Grab rails, seat in shower: all available

Step or doors to shower: none

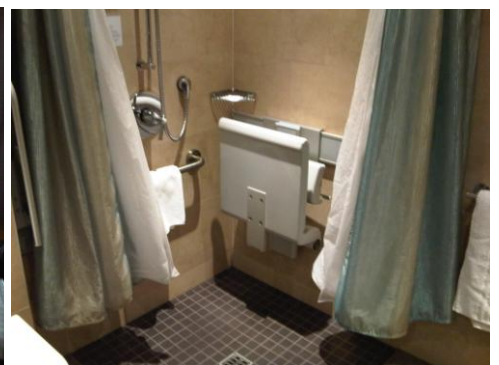
Bath or shower or combined: shower

Taps or levers: levers

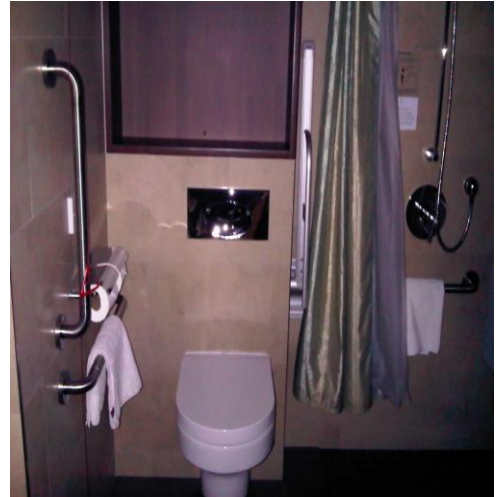
Connecting rooms: 4 connect to 1 room; 4 connect to rooms on each side i.e. to 2 further rooms (a consideration to increase access to accessible ablution facilities)



Accessible bedroom



Accessible shower



*Regular rooms: 85 double rooms, 47 twin rooms (can be single or twin as have beds zipped together), 25 twins, 1 suite*

Width of entrance passage: 82cms

Width of bathroom door: 72cms

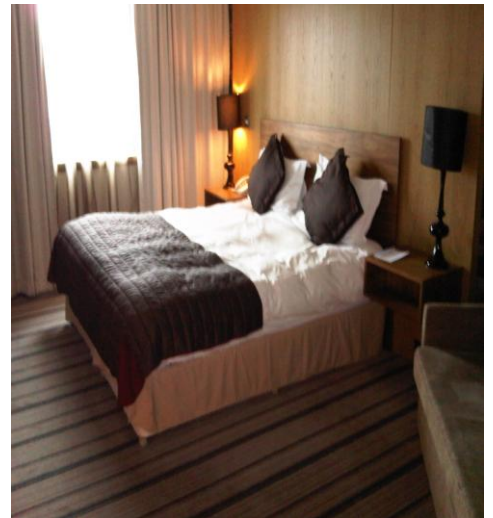
Bath: 53cms high

Taps or levers: levers

Note: the doors often are on hinges and can be lifted off if necessary



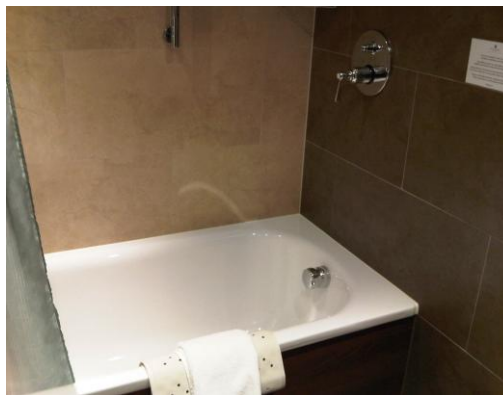
Twin room



Double room with sofa bed bottom right



Bathroom in a "regular" room



Bath in a "regular" room

Change of linen: available daily  
Social areas: there is a bar on the ground floor  
TV: available in all rooms  
Airconditioning: available in all rooms  
Fridge: available in all rooms  
Tea, coffee and kettle: in all rooms  
Safes: available at reception  
Internet facilities: no cost for internet via cables in the rooms and wi-fi available on the ground floor  
Electrical plugs: 3 prong square pin  
Shop: about 600m to the closest shops  
Banking or teller machine: about 2 minutes walk from the hotel  
Elevators: 2 lifts, doors 90cms, with space for 2 maybe 3 wheelchairs  
Accessible toilet: one available on the ground floor  
Changing rooms available on the first floor

*Officials:* Novotel Hotel Sheffield Centre (some teams could be accommodated here)

Number of rooms: 144 including 4 suites, 12 executive rooms

Accessibility: good in public areas

*Accessible rooms: 4 (2 shower, 2 bath)*

Width of entry door: 90cms

Width of bathroom door: 87cms



Access passage door: 86cms  
Grab rails, seat in shower: both  
Step or doors to shower: none  
Bath or shower or combined: 4 rooms – 2 with shower, 2 with bath  
Taps or levers: levers



Accessible room and bathroom



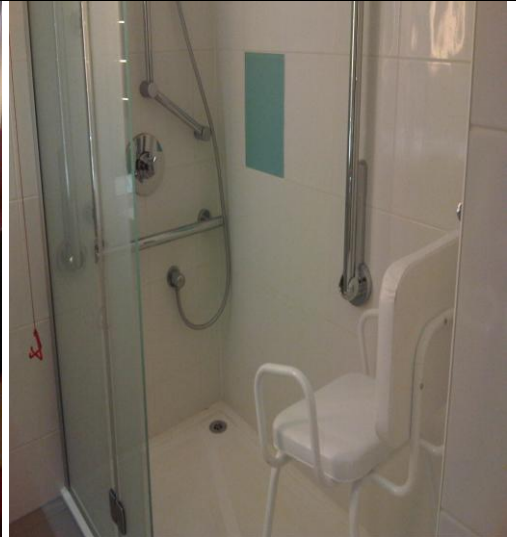
Accessible bathroom

*Easy access rooms: 10 (2 rooms on the 2<sup>nd</sup> floor have interconnecting rooms)*

Width of entry door: 85cms  
Width of bathroom door: 84cms  
Distance between bed and desk: 80cms  
Grab rails, seat in shower: both  
Step or doors to shower: none  
Bath or shower or combined:  
Taps or levers: levers



Easy access room – bed can be split into twins



Accessible shower



Toilet

*Twin + sofa rooms: 22*  
Width of entry door: 76cms  
Width of bathroom door: 56cms  
Distance between bed and desk: 74cms  
Toilet separate from the bathroom  
Taps or levers: levers  
Basic grab rails in bathrooms



Twin + sofa bed with separate toilet





Separate shower

*Double + double sofa rooms: 96 (32 with shower, 64 with bath)*

Width of entry door: 74cms

Width of bathroom door: 56cms

Toilet separate from the bathroom

Taps or levers: levers

Basic grab rails in bathrooms



Double with double sofa bed



Accessible shower

Change of linen: available daily

TV: in all rooms, pay services can be blocked

Airconditioning: in all rooms

Internet facilities: cable access in all rooms at a charge but can be negotiated

Safes: in all rooms

Fridges: in all rooms

Electrical plugs: 3 prong square pin

Shop: maximum 1 minute walk

Banking or teller machine: teller machine 1 minute walk

Elevators (number and access for wheelchairs): 1 from the road level (1 wheelchair), 2 from reception level to rooms (doors 78cms; 1 wheelchair each); a service lift going straight to road level (access in the underground parking) for 2 to 3 wheelchairs also possible



Lift from 1<sup>st</sup> floor to rooms

Social area: a bar exists on the reception level

**Maximum number  
of players**

200-300 are expected.

## Meals

*Venue:* lunch will be served with a variety of styles including Halaal, Kosher and vegetarian.

### *Hotels:*

Packed meals: not necessary.

Water, beverages: will be provided in the venue for lunch and competition as well as in the hotels for dinner and breakfast. Bottled water is not necessary as the tap water is of a high standard but may be purchased at the hotel or shops if necessary. Bottled water will be provided for the competition.

Variety: with appropriate notice, vegetarian, Halaal and Kosher can be provided by the hotels.

Assistance to carry trays: will be available in the hotels.

Meal times: flexible to cope with early mornings and late evenings

*Jurys Inn:* dining area seats 180; dining available from 05h30 to 23h00 but can be flexible



Jurys Inn dining room



Copthorne Hotel dining room



*Novotel Hotel:* buffet style; seating 50 + 20; meal times flexible starting from 05h00 to 23h00



Main dining area in the Novotel



<b>Travel time and distance hotel to sport venue</b>	By car and bus: 15 minutes. Rush hour traffic: 20 minutes.
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<b>Sport Venue</b>	<p><i>Competition venue:</i>  Size: 31m x 60m which can easily accommodate 20 tables – 10 for wheelchairs and 10 for standing  Seating: 250 seats are available above the competition venue and platforms will be made for wheelchair players to watch  Accessibility: the whole facility is accessible  Wi-fi access: available in the competition areas  Referee’s table: will need to be constructed for the competition venue  Rule 51 + ball selection area: will be cordoned off from the eating area near a door to the competition venue for march in  Natural light: will be eliminated by shades</p> <div style="display: flex; justify-content: space-around;">   </div> <p style="display: flex; justify-content: space-around;"> <span>Competition hall – curtains removed</span> <span>Ball selection area</span> </p> <p>Gluing area: to be confirmed but likely to be outside the building.  Meeting rooms: are available at the EIS  Offices (TD, referees): there is an office which can be shared in between the competition and training venues  Rest areas: for umpires would be in the café and for players, in the eating area  Change rooms: 6 team change rooms are available; 1 accessible toilet is next to the competition venue; 5 accessible toilets are on the ground floor and another 2 on the first floor  Elevators: 2 lifts taking 5 to 6 wheelchairs from the ground to the first floor are in operation  Wheelchair storage: available at the venue  Media facilities  Layout: 10 tables long and 2 tables wide</p> <p><i>Training venue:</i>  Size: enough space for 10 tables, maybe 12  Accessibility: fully accessible and about 10m from the competition venue linked by a short corridor  Seating: 250 seats above the training venue  Lighting: 1 000 lux</p>
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<b>Doping control</b>	Not included in the planning but UKAD may include in their planning.
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<b>Equipment</b>	Equipment to be used – confirmed by the end of April 2011
Floor	To be confirmed but wooden floor already exists
Tables	To be confirmed but all will be wheelchair accessible
Balls	To be confirmed
Lighting	1 200 lux and can be increased to 1 500 lux
Classification	Not included
Physio	Space will be provided for teams to set up their physio services

<b>Administration</b>	<p>Forms to be used for entries: have been developed.</p> <p>PA: available in the competition venue and will be linked to the training venue.</p> <p>Production of results (photocopier): will be available.</p> <p>Pigeon holes: will be available in the competition venue as well as notice-boards here and in the hotels.</p>
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<b>Medical First aid</b>	<p>Physio support: is being investigated.</p> <p>Medical/emergency services: will be provided via the hospital close by.</p> <p>Doctor at the venue: will be on call but first aid will be available in the venue.</p> <p>Hospital: 10 minutes away but about 5 minutes by ambulance.</p>
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<b>Classification</b>	Not included.
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<b>Technical officials</b>	<p>Technical officials from host: umpires will be provided with a view to exposing possible umpires for the Paralympic Games to a PTT event. An open invitation to umpires from other countries will be sent out to national associations. Experienced field of play and officials' managers have been appointed.</p> <p>Computer operators: will be appointed and will operate Dr Wu's programme.</p> <p>Technical officials from ITTF: Nico Verspeelt has been appointed TD; a deputy TD may be appointed if the numbers require.</p> <p>Steve Welch and Francesco Nuzzo have been appointed referee and deputy referee as they have also been appointed for the Paralympic Games.</p>
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	Classifier: will be appointed for observation.
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<b>Volunteers</b>	Ball boys and girls: will be provided at least for the wheelchair tables. Other volunteers will be available as necessary.
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<b>Repair services</b>	Wheelchair and prosthetic repair will be on call.
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<b>Medal ceremonies</b>	<p>Opening: will be held just before the start of competition.          Medal ceremonies: will be held in the venue.          Podium: will be accessible for wheelchairs and large enough for team events.          Closing: will be combined with the team medal ceremonies and final dinner in the Platinum Room at the Sheffield United Football Club's home ground (next to Copthorne Hotel).</p>  <p style="text-align: right;">Proposed venue for the closing function</p>
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<b>Visas</b>	Will be necessary for teams from outside Europe and visa letters will be provided by the organisers. The need for inoculations will be confirmed.
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<b>Spectators</b>	Entry will be free and encouraged locally and nationally.
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<b>Media</b>	<p>Public relations: a plan has been developed for implementation.          TV: with Channel 4 taking on the broadcast responsibility for the Paralympic Games, some coverage should be possible.          Radio: this will be investigated.          Newspapers, magazines: this will be investigated.          Website: this is being developed.          Design of logos: already developed.</p>
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<b>Stay</b>	
Arrival days	13 September 2011
Practice days	13 September 2011
Opening Ceremony	14 September 2011
Competition days	14 to 17 September 2011
Closing Ceremony	17 September 2011
Departure day	18 September 2011

<b>Costs</b>	£500,00 per person for the full period and arrangements can be made for longer periods for those teams that make the request. Costs for additional nights are likely to be £100,00 per person per night.
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<b>Experience in organising events</b>	The City of Sheffield has developed a strong reputation for hosting events. In recent times, the World Goalball Championships have been held here together with national wheelchair rugby and basketball events. The English Institute of Sport operates from the city and this incorporates persons with and without disabilities.
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<b>Organizing Committee</b>	<p>Structure of the organising committee: through support from UK Sport, a company (<a href="http://www.mls.gb.com">www.mls.gb.com</a>) has been appointed to run the organisation reporting to the organising committee made up of representatives from ETТА, UK Sport, BTTAD, Major Events Unit in the city of Sheffield supported by LOCOG table tennis competition management and operational people as necessary.</p> <p>Link to the National Association: the event has been endorsed by the ETТА and a representative of the ETТА serves on the organising committee.</p> <p>Link to the NPC: BTTAD is an affiliate of the British Paralympic Association.</p>
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<b>Budget</b>	The budget is being finalised, including purchase of equipment.
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<b>Support</b>	<p>Local municipality: part of the organising committee.</p> <p>NPC: is supportive of such events.</p> <p>National Association: has endorsed the event.</p> <p>National government: has endorsed and is funding the event.</p> <p>Sponsors: are being investigated but funding from UK Sport has been confirmed.</p>
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<b>Entertainment</b>	There is a bar facility in each hotel as well as gym facilities at the Novotel.
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<b>Recommendations</b>	<p>That the tournament be approved.</p> <p>In addition, the following recommendations should be considered:</p> <ol style="list-style-type: none"><li>1. A red tarraflex floor be used if possible. If the ETTA has a large part of a floor, the additional amount needed could be purchased</li><li>2. For the hotels, the teams with wheelchair players should be given priority for the wheelchair accessible rooms as in the Jurys Inn and Novotel, the inaccessible rooms are indeed that. However, teams must not be split</li><li>3. The bookings for transport should be finalised as soon as possible although confirmation will be later</li><li>4. Transport should be from each individual hotel directly to the venue at rush hour times and when demand is not so high, it can be a circuit</li><li>5. The priorities of the organising committee should focus on organising a solid event from a technical perspective so “nice to haves” are implemented after this, if necessary</li><li>6. As this is the closest event possible to a test event for the 2012 Paralympic Games, as many of the LOCOG staff, referee team and possible umpires for the Paralympic Games should be used to gain experience as well as to meet members of the likely 2012 team</li><li>7. As there is a strong movement in favour of the intellectually disabled in the UK and now that class 11 is included in the Paralympic programme, the request of the organisers to include a limited number of class 11 players should be considered providing that they have been registered on INAS-FID’s master list</li></ol>
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