

INTERNATIONAL TABLE TENNIS FEDERATION

DIRECTIVES FOR HOSTING ITTF PARA TABLE TENNIS EVENTS

1. PARALYMPIC GAMES (to be read in conjunction with Chapter 3 and 4 of the ITTF Handbook)

1.1 Technical Delegates:

- 1.1.1 A Technical Delegate (TD) and deputy TD will be appointed by the Olympic and Paralympic Commission (OPC).
- 1.1.2 The TD will undertake site inspections as agreed with the Organising Committee for the Olympic and Paralympic Games and in conjunction with the TDs appointed for the Olympic Games.

1.2 Appointment of other officials:

- 1.2.1 All officials will be appointed according to the Directives for Match Officials at World Title Competitions and ITTF Sanctioned Events.
- 1.2.2 A Classification Panel, if necessary, will be appointed by the OPC on the recommendation of the Para Table Tennis (PTT) Division.

1.3 Qualification:

- 1.3.1 A qualification guide will be submitted to the IPC Governing Board for approval on the recommendation of the OPC and PTT Division.

1.4 Limit of entries:

- 1.4.1 Only 3 players per class per Association may be entered.
- 1.4.2 Only 1 team per event per Association may be entered.

1.5 Jury:

- 1.5.1 The ITTF representative and two (2) persons with relevant expertise in technical and classification matters will be the jury.

1.6 Medals:

- 1.6.1 Gold, silver and bronze medals will be awarded.
- 1.6.2 Medals will only be awarded to a player in a team event if he or she plays in at least one match in the event.
- 1.6.3 No medals will be awarded to coaches or managers.

2. WORLD PTT CHAMPIONSHIPS (to be read in conjunction with Chapter 3 and 4 of the ITTF Handbook)

2.1 Application:

- 2.1.1 The application for the World PTT Championships should be submitted to the ITTF Headquarters a minimum of **4 years** before the World PTT Championships.
- 2.1.2 The application must be endorsed by the National Association.

2.2 Sanction and capititation fees:

- 2.2.1 A sanction fee of €1,500.00 must be paid at the time the application is submitted.
- 2.2.2 Capititation fees of €40.00 per team member must be paid on receipt of invoice.

2.3 Site inspections:

- 2.3.1 After the World PTT Championships have been awarded, two site inspections by a person/s nominated by the PTT Division shall take place.
- 2.3.2 The first inspection should take place at least 24 months before the competition.
- 2.3.3 The second inspection should take place at least 12 months before the competition.
- 2.3.4 For both inspections, a report shall be submitted within 2 weeks.
- 2.3.5 The Organisers shall pay for the travel expenses, provide hospitality and a daily allowance of €15.00 per person during the period of the inspection.

2.4 Limit of entries:

- 2.4.1 Only 3 players per class may be entered.
- 2.4.2 Only 1 team per event per Association may be entered.
- 2.4.3 The PTT Division shall publish the selection system to confirm eligible entries on the basis of players achieving the competition credit, a minimum requirement for participation in competitions leading to qualification for the World PTT Championships, set at least 24 months before the World PTT Championships, on continental representation, the world ranking list and universality.

2.5 Jury:

- 2.5.1 The ITTF representative, a person with relevant expertise in technical and classification matters and the Director: Operations and Para Table Tennis will be the jury.

3. INTERNATIONAL COMPETITIONS (to be read in conjunction with Chapter 3 and 4 of the ITTF Handbook)

3.1 Cycle of sanctioned international PTT competitions:

- 3.1.1 Year 0: Paralympic Games
- 3.1.2 Year 1: one Continental Championships in each ITTF PTT continent/s
- 3.1.3 Year 2: World PTT Championships
- 3.1.4 Year 3: one Continental Championships in each ITTF PTT continent/s.

3.2 Other competitions sanctioned:

- 3.2.1 No other competitions will be sanctioned within a period of 2 weeks prior to or following:
 - 3.2.1.1 the Paralympic Games
 - 3.2.1.2 World PTT Championships
 - 3.2.1.3 continental PTT championships
 - 3.2.1.4 other international PTT competitions except in the same region one week before, or one week after the competitions in this region as well as a multi-sports games in the continent.

3.3 Publication of the PTT calendar:

- 3.3.1 Possible dates for international competitions will be published for:
 - 3.3.1.1 continental championships by 31 October two years prior to the year of competition;
 - 3.3.1.2 Fa 40 competitions by 31 October two years prior to the year of competitions;
 - 3.3.1.3 Fa 20 competitions by the end of January the year prior to the year of competitions;
- 3.3.2 Applications for international competitions should be received:
 - 3.3.2.1 24 months prior to the continental championships;
 - 3.3.2.2 18 months prior to the Fa 40 competition;
 - 3.3.2.3 18 months prior to the Fa 20 competition;
- 3.3.3 Confirmed dates for international competitions will be published for:
 - 3.3.3.1 continental championships by the end of December two years before the competition;
 - 3.3.3.2 Fa 40 competitions by the end of February the year before the competition;
 - 3.3.3.3 Fa 20 competitions by 31 July the year before the competition.

3.4 Sanction and capitation fees:

- 3.4.1 Sanction fees shall be paid when the application, endorsed by the Host Association, is submitted:
 - 3.4.1.1 continental championships: €700.00;
 - 3.4.1.2 other international competitions:

- 3.4.1.2.1 for Fa40 €500;
- 3.4.1.2.2 for Fa20 €300;
- 3.4.2 Should an application be declined, the sanction fee will be refunded;
- 3.4.3 Capitation fees shall be paid on receipt of invoice:
 - 3.4.3.1 continental championships: €36.00 per team member;
 - 3.4.3.2 Fa40 competitions: €30.00 per team member;
 - 3.4.3.3 Fa20 competitions: €25.00 per team member.
- 3.4.4 Sanction fees, and no capitation fees, shall be paid when the application received from a regional games organiser is submitted for games involving:
 - 3.4.4.1 senior players: €4 000;
 - 3.4.4.2 junior players: €2 000.

3.5 Appointment of technical officials:

- 3.5.1 Officials will be appointed by the PTT Division as follows:
 - 3.5.1.1 a TD and, for competitions with 201 and more players or more than 1 playing hall, a deputy TD;
 - 3.5.1.2 a classification panel:
 - 3.5.1.2.1 3 classifiers (chief classifier, 1 medical and 1 technical classifier) for World PTT Championships;
 - 3.5.1.2.2 5 classifiers (chief classifier, 2 medical and 2 technical classifiers) for continental PTT championships;
 - 3.5.1.2.3 1 classifier for Fa40 international competitions;
 - 3.5.1.2.4 2 classifiers (chief classifier [medical] and technical classifier) for Fa20 international competitions.
- 3.5.2 Officials (referees, umpires, ~~racket testers~~ and other officials) will be appointed according to the Directives for Match Officials at World Title Competitions and ITTF Sanctioned Events. Continental and international PTT competitions are defined as ITTF Sanctioned Events in terms of those Directives.
 - 3.5.2.1 umpires:
 - 3.5.2.1.1 for World Championships: **the number of tables x 4 plus 4**, of whom 50% should be from the Host Association and 50% from foreign Associations; of those from the Host Association, 50% may be national umpires;
 - 3.5.2.1.2 for continental, Fa40 **and Fa20** international competitions: **the number of tables x 3 plus 4**, of whom **75%** may be from the Host Association and **at least 25%** from foreign Associations **representing at least 3 Associations**.
 - 3.5.2.2 officials managers as necessary;
 - 3.5.2.3 computer operators for Dr Wu's programme as necessary;
 - 3.5.2.4 **field of play manager for Continental and World Championships**.

3.6 Expenses for technical officials:

- 3.6.1 The Host Association shall cover the following costs for officials appointed by the PTT Division (TDs, referees, classifiers and those specified in 3.5.1 above, referees, field of play manager):
 - 3.6.1.1 international economy class travel (including costs of getting to and from the airport of origin, visa and airport parking);
 - 3.6.1.2 daily allowance of **US\$25.00** per day for the days the officials in 3.6.1 and umpires who are present at the competition and **US\$30.00 for officials at the PTT World Championships (or equivalent in Euros)**;
 - 3.6.1.3 local travel costs for umpires;
 - 3.6.1.4 full hospitality for:
 - 3.6.1.4.1 TDs:
 - 3.6.1.4.1.1 from dinner **3** days before the first day of the World PTT Championships, **Continental Championships** and Fa20 international competition to **dinner** on the day after the end of the competition;
 - 3.6.1.4.1.2 from dinner **2** days before the first day of the **Fa40 international competition**

- to breakfast on the day after the end of the competition;
- 3.6.1.4.2 the classification panel:
 - 3.6.1.4.2.1 from dinner 1 day before the first day of the World PTT Championships **and to breakfast on the day after the end of competition**
 - 3.6.1.4.2.2 from dinner 2 days before the first day of Fa20 international competitions to breakfast on the day after the end of the competition;
 - 3.6.1.4.2.3 from dinner 3 days before the first day of the Continental Championships;
 - 3.6.1.4.3 referees: dinner 2 days before the first day of the **PTT World**, Continental Championships, Fa40 and Fa20 international competitions to breakfast on the day after the end of the competition.
 - 3.6.1.4.4 umpires: dinner 1 day before the first day of the competition to breakfast on the day after the end of the competition.
 - 3.6.1.4.5 field of play manager: dinner 2 days before the first day of the PTT world and Continental Championships, to breakfast on the day after the end of the competition.
 - 3.6.1.4.6 racket testers: dinner 2 days before the first day of the PTT world championships, Continental Championships and Fa40 international competitions to breakfast on the day after the end of the competition.

3.7 Site inspections

- 3.7.1 A person appointed by the PTT Division will perform:
 - 3.7.1.1 Two inspections for the continental championships at least 12 and 6 months before the competition;
 - 3.7.1.2 Two inspections for a Fa40 international competition at least **12** and 6 months before the competition;
 - 3.7.1.3 One inspection, if necessary, for a Fa20 international competition before the competition.
- 3.7.2 The Organisers shall pay for the travel expenses, provide hospitality and a daily allowance of **US\$25.00** per person during the period of the inspection **(or equivalent in Euros)**.
- 3.7.3 A site inspection report will be submitted 2 weeks after the inspection in the template provided.

3.8 Prospectus and entry forms:

- 3.8.1 Once the competition is confirmed, the Host Association shall submit the prospectus, the entry form by number and name as well as other information to the TD for approval and publication on the website.

3.9 Events:

- 3.9.1 The singles events played in the Continental Championships in year 1 should be the same as those played in the World PTT Championships and in the continental championships in year 3 should be the same as those played in the Paralympic Games.
- 3.9.2 The events in competitions specified in 3.2.1 shall be:
 - 3.9.2.1 class singles for men and women in classes 1 to 11, combined as necessary;
 - 3.9.2.2 team events for men and women in classes 1 to 11, combined as necessary;
 - 3.9.2.3 in Fa 20 competitions, the following events may be selected:
 - 3.9.2.3.1 all classes 1 to 11, combined as necessary; or
 - 3.9.2.3.2 all classes 1 to 5, combined as necessary; or
 - 3.9.2.3.3 all classes 6 to 10 and 11, combined as necessary; or
 - 3.9.2.3.4 classes 1 and 2 combined as necessary; and
 - 3.9.2.3.5 team events in the classes organised;
 - 3.9.2.4 any other event decided by the PTT Division from time to time for international competitions, combined as necessary.
- 3.9.3 The class singles will be played before the team event.

- 3.9.3.1 In all events, gold, silver and bronze medals will be awarded except:
- 3.9.3.1.1 Bronze medals will be awarded in Fa20, Fa40, Fa50 and Fa80 events to both players and teams without a play off.
- 3.9.3.1.2 Medals will only be awarded to a player in a team event if he or she plays in at least one match in the event.
- 3.9.3.1.3 Where a round robin involving 5 players or 5 teams in an event is played, 1 bronze would be awarded.
- 3.9.3.1.4 Medals will be awarded to 1 coach or team leader per team in the team event at world and continental championships

| Singles | Medals awarded | Teams | Medals awarded |
|----------------|------------------------|--------------|------------------------|
| 3 players | No medals | 3 teams | No medals |
| 4 players | Gold and silver only | 4 teams | Gold and silver only |
| 5 players | Gold, silver, 1 bronze | 5 teams | Gold, silver, 1 bronze |

- 3.9.4 In Fa 20, Fa40 and continental championships, only singles events with an entry of 3 or less players must be combined by the referee in consultation with the TD such that the lower classes are given priority. Rating points will be awarded together with the title but no medals will be awarded.
- 3.9.5 Only team events with an entry of 4 or more teams will be played and events with less must be combined by the referee in consultation with the TD such that the lower classes are given priority. Rating points will be awarded together with the title but not medals will be awarded.

3.9.6

Example:

| Entry for event | No of teams | Event possible |
|------------------------|--------------------|--|
| TF1 | 0 | No event possible |
| TF1-2 | 1 | No event possible |
| TF1-3 | 5 | Event must be organised |
| TF4 | 2 | No event possible |
| TF4-5 | 3 | Event organised, rating points and title awarded but no medals |

3.10 Format of play:

3.10.1 Singles events:

3.10.1.1 In continental championships:

3.10.1.1.1 only 3 players per Association per class may enter;

3.10.1.1.2 if 2 classes are combined, there may be up to 4 players per Association with a maximum of 3 players from the same class;

3.10.1.1.3 if 3 classes are combined, there may be up to 5 players per Association with a maximum of 3 players from the same class;

3.10.1.2 In Fa40 championships, there may be up to 4 players with an international classification card per Association in an event but the Host Association may have up to 6 classified players in an event **and 2 must be juniors**;

3.10.1.3 In Fa20 championships, there may be up to 6 players per Association in one event and 2 extra junior players per event per Association may be allowed;

3.10.1.4 In all competitions:

3.10.1.4.1 when events are combined due to low entries in one event and the combination gives an Association more than the number of players allowed in the combined event, the Organisers will inform that Association that only the number of competitors allowed per event may be entered and its entry for that event will be revised;

3.10.1.4.2 if a singles class 5 or 10 does not have 4 entries, the TD must combine this with the next lower class or with the next lower combination of classes to

- make a minimum of 4 entries;
- 3.10.1.4.3 the first stage of the event will be played in round-robin groups and the second by knock-out; the number of players in a group shall be 4 where possible but there shall not otherwise be less than 3 and more than 5 players in a group and priority must be given to groups of 4 players. If there are 5 or less players the event will be played in a round-robin group only.
- 3.10.1.4.4 the numbers of groups will be decided by the referee in consultation with the TD;
- 3.10.1.4.5 if the number of groups in an event is not a multiple of 2, winners from the groups with the highest ranked seeded players shall have byes in the first round of the second stage, in **seeding** order;
- 3.10.1.4.6 the winner and the runner-up of each group will advance to the second stage which will be played as a knock-out;
- 3.10.1.4.7 should at least 48 entries be received for an event, then 12/16 groups will be formed and only the winners will advance to the second stage.
- 3.10.1.4.8 a player may only play in the class indicated on his/her international classification card unless, due to the low number of players, his/her class is combined with the next class when he/she may play in the event for the next highest class.
- 3.10.1.4.9 all matches will be the best of 5 games.
- 3.10.2 Teams:
- 3.10.2.1 A team may consist of 2, 3 or 4 players.
- 3.10.2.2 Only 1 team per Association per event may enter Continental Championships.
- 3.10.2.3 In Fa40 and Fa20 competitions, a maximum 2 teams per Association may be entered where all players are from the same Association.
- 3.10.2.3.1 Players from different countries may form a team in the team event in Fa40 and Fa20 competitions, but if there are 3 players in the same event from the same Association, only the 3rd lowest rated player may form a team with a player from another Association.
- 3.10.2.3.2 Mixed class teams are allowed but the team must play in the class of the player with the highest class. One of the players nominated must be of the same class as the event and must play as a singles player but this will be waived if classes are combined due to low entries unless a team has already been entered for this class.
- 3.10.2.3.3 No player may represent more than one team in any competition.
- 3.10.2.3.4 Where events are combined due to low entries in an event and the combination gives an Association more than 2 teams in a combined event, the Organisers will inform that Association that only 2 teams per event may be entered and its entry for that event is to be revised.
- 3.10.2.3.5 The team match, for the 2015 PTT continental championships and the 2016 Paralympic Games, is played best of 3 matches (1 doubles followed by 2 singles matches if necessary) with a maximum of 3 players in a team:
- 3.10.2.3.5.1 individual matches are played best of 5 games.
- 3.10.2.3.5.2 the first stage will be played in a round-robin format with priority given to groups of 3 teams with the winner and runner-up in each group advancing to play in the knock-out rounds. If there are 5 or less teams, the event will be played in a round-robin format without knock-out.
- 3.10.2.3.5.3 the team match shall cease upon a winning margin of **2** matches being won.

3.11 Seeding:

- 3.11.1 For all competitions, the latest world rating list published on the 1st day of each month or as soon as possible thereafter will be used for seeding.
- 3.11.2 In a team event, the list of seeds will be decided by combining the rating points

of the 2 strongest players in the team.

3.11.3 Alterations to the draw may be made if a player is re-classified provided that:

3.11.3.1 In Continental Championships and international competitions, changes in classification will not take effect earlier than 24 hours before the draw of any event. The competition jury has the right to change the time limit to less than 24 hours in special circumstances.

3.12 Draw:

3.12.1 For all competitions, the draw must be done by the referee, using the required competition management programme either:

3.12.1.1 Before the technical meeting and distributed at the technical meeting; or

3.12.1.2 During the technical meeting and distributed after the technical meeting.

3.13 Jury:

3.13.1 The independent jury for international PTT competitions will be decided by the TD on arrival.

3.14 Discipline:

3.14.1 Walk over rules: if the match is not played for any reason, no ranking points are given.

3.14.1.1 If the match started, even if only 1 point is played, then points are given;

3.14.2 If the player is unable to play temporarily due to the nature of his/her disability or condition, the referee may, after consulting a medical classifier or doctor at the competition, allow a medical recovery time of the shortest practical duration, but in no circumstances more than 10 minutes.

3.14.3 Cancellations

3.14.3.1 If a player cancels his/her participation

3.14.3.1.1 before the second entry deadline, the entry fee paid in the first entry will be forfeited.

3.14.3.1.2 after the second entry deadline, an additional 30% of the entry fee must be paid, except for circumstances beyond his/her control.

3.14.3.2 If the penalties are not paid, the ITTF will publish the name of the Association and player on its website.

3.15 Wheelchairs:

3.15.1 Wheelchairs must have at least two large wheels and one small wheel.

3.15.2 In all competitions, no part of the body above the knees may be attached to the chair. However, should a player require strapping or binding for medical reasons, this will be noted on his/her international classification card (ICC).

3.15.3 The height of 1 or maximum 2 cushions is limited to 15cm in playing conditions with no other addition to the wheelchair.

3.15.4 Should additions of supporting structures be made to the wheelchair, whether attached to the wheelchair or not (except cushions), players must be classified or re-classified in this modified wheelchair. All additions to the wheelchair without authorization written on the ICC, shall be considered illegal and the player will be disqualified.

3.16 Classification:

3.16.1 In World PTT Championships, all classification changes made before or during the competition will not take effect until the next competition.

3.16.2 Following classification, the classification panel will indicate on the ICC:

3.16.2.1 whether the classification is permanent (P) or for review (R);

3.16.2.2 any limitations a player has in making a legal serve;

3.16.2.3 permission to use a belt around the waist and/or a corset and whether it is:

3.16.2.3.1 permanent; or

- 3.16.2.3.2 temporary where the player must provide a full explanation signed and dated by his/her doctor certifying the period in which the belt and/or corset is/are required.
- 3.16.3A classification seminar will be organised before classification at continental championships and may be organised at Fa20 international competitions on request of the organisers to the Classification Secretary.
- 3.16.3.1.1 The Organisers shall organise a conference room and accommodation for the participants;
- 3.16.3.1.2 The participants shall pay their own travel and accommodation expenses;
- 3.16.3.1.3 A seminar fee of €50 per person will be paid by participants to the PTT Division.

3.17 Seminars:

- 3.17.1A one day Advanced Umpires Training seminar may be organised at the continental and world championships which may be combined with umpire evaluations.
- 3.17.1.1.1 The Organisers shall provide a conference room, meals, refreshments and accommodation for the participants;
- 3.17.1.1.2 The Organisers shall pay hospitality and daily allowance to the trainers for the duration of their stay;
- 3.17.1.1.3 The participants shall pay their own travel and accommodation expenses;
- 3.17.1.1.4 A seminar fee per person **set by the URC** will be paid by participants to the URC.
- 3.17.2A two day technical delegate seminar may be organised at the continental championships.
- 3.17.2.1.1 The Organisers shall provide a conference room, meals, refreshments and accommodation for the participants;
- 3.17.2.1.2 The Organisers shall pay hospitality for the trainers for the duration of the seminar;
- 3.17.2.1.3 The participants shall pay their own travel and accommodation expenses;
- 3.17.2.1.4 A seminar fee of €50 per person will be paid by participants to the PTT Division.

Updated October 2011; 16 February 2012; 11 October 2012; 17 October 2013; 7 November 2014

All changes reflected in yellow take effect on 1 January 2015