



INTERNATIONAL PARALYMPIC TABLE TENNIS COMMITTEE
A Standing Committee of the International Paralympic Committee

SPORTS ASSEMBLY EXECUTIVE COMMITTEE: 1/2004

Minutes of meeting of the Table Tennis held on Saturday 20 and Sunday 21 March 2004 at 09h00 in Bonn, Germany.

PRESENT: Christian Lillieroos (Chairperson), Vincent Boury, Alison Burchell, Raúl Calín, Linda Chen, Silas Chiang, Jiri Danek, Øivind Eriksen, Aart Kruimer, Leandro Olvech, Nico Verspeelt

WELCOME: the Chairperson welcomed all members to the meeting noting full attendance. The SAEC noted that several members had met the IPC for the past two days as a result of which, it would need to undertake a strategic plan which could be time-consuming to ensure buy-in.

1. CONFIRMATION OF MINUTES: of the meeting held on 29 and 30 June 2003 in Zagreb were confirmed and signed.

2. CHAIRPERSON'S REPORT: the SAEC noted the report from the Chairperson including:

2.1 submission of the formal protest about the budget allocation to the SAEC which was referred to the Sports Council Management Committee by the President

- this formed part of an ongoing budget review process;
- for 2004, Table Tennis would receive the same amount as in 2003 i.e. €15 000;
- perhaps, the appeal had not been taken seriously;
- following the meetings with IPC, it was possible that the US system for budgeting would be used i.e. if the budget was spent as proposed on agreed goals, the performance would be rewarded by an increase.

2.2 marketing of and sponsorship for IPTTC including equipment for the regional and world championships:

- until October 2003, Donic had indicated that it wanted to be associated with the IPTTC where tables could be purchased at a good price with some for free which could be used for development;
- following the meeting with the IPC, transport could be arranged for free via the International Council of Military Sport;
- the draft contract for the world championships would include a clause for the supply of tables within a certain period of time;
- the IPC marketing workshop was held with the Sports Council meeting in August 2003 and no observers were allowed;
- sport specific marketing was encouraged and the IPC marketing department was supportive.

2.3 report of the Sports Council meetings held in November 2002 and August 2003 had been overtaken with the minutes being circulated;

- the role of sports in multi-sports events run by IOSDs in terms of sports specific rules, benefits would be the same across the board;
- the procedures would be the same as the able-bodied sports in terms of multi-sport events owned by non-IPC organisations such as Commonwealth and FESPIC Games;
- in the latter, the IPC would begin to play a more central role;

- there was no interest in the smart bug;
- the quorum for regional assemblies would be the average of the number of countries participating in the previous world championships (or Paralympic Games) plus new countries participating at the regional championships divided by 50% plus one;
- the motion about membership fees was defeated;
- candidates unopposed in elections would need to be elected by 50% plus one of the nations present;
- where no guidelines existed, the procedures for the IPC General Assembly should be followed;
- a new handbook would be produced after the special general assembly in November 2004;
- the IPC had taken out insurance covering SAEC members;
- there would be no Table Tennis Assembly as this was the provision in the contract for Beijing;
- if the IPTTC joined the ITTF, the Assembly could be held at the ITTF world championships;
- for 2004, a forum could be held with a postal vote afterwards or at the European Championships in 2005 although attendance by other nations would be costly;
- for 2004, the main issues to be decided were classification, elections and the rating system;
- the problem seemed to revolve around the IPC's role in collecting mandates and motions when worries existed about other organisational issues.

2.4 report on the IPC General Assembly had been circulated and the main issues addressed were:

- the approval of the strategic plan and the change in structure;
- a Special General Assembly to be held in Egypt in November 2004 at which a new constitution would be approved, a resolution about INAS-FID considered and combined with a development meeting;
- during the Assembly in Turin, workshops were held on development, marketing, INAS-FID and sports independence, the latter would be encouraged and evaluated;
- ways to recruit and retain women and the more severely disabled should be considered in terms of all IPTTC's operations.

The SAEC asked all representatives who attended meetings on its behalf to present reports immediately after the meeting.

3. VICE-CHAIRPERSON'S REPORT: the SAEC noted the report from the Vice-Chairperson that:

3.1 liaison with ISMWSF:

- ISOD-ISMWSF had begun joint operations from 1 January 2004;
- 2 people from each served on the interim Board;
- elections would be held in 2005;
- Games would be held in a 4-year cycle with year 1 for youth, 2 for regional, 3 for development and 4 for Paralympic Games;
- Linda was the representative on the Sports Council;
- the youth games would be in line with the IPTTC rules at the competition in the UK.

3.2 protocol and promotion including:

- the criteria for awards for the best regional male and female players and best umpire:
 - plaques had been awarded at each regional championships;

- the SAEC representative at the regional championships should be the regional representative but if he or she was undertaking another function, there should be another representative present;
 - gifts: no further progress had been made;
 - jackets/golf shirts for the SAEC: no further progress had been made.
- 3.3 hall of fame: the IPC had plans for a museum not a hall of fame as such;
- 3.4 the GAISF Fair Play Awards: no nominations had been sent in.

The SAEC asked:

- a) all TDs of the regional championships to send Alison the names of winners in 2003 to be sent to the IPC media department by the end of March 2004;
- b) Alison to forward the names of the winners to Gaël for the website;
- c) Christian to discuss the criteria for the best coach at the upcoming coaches forum in June 2004;
- d) Raül to discuss the criteria for the best umpire with the Technical Committee;
- e) Vincent to discuss the criteria for the best athletes with the athletes;
- f) Linda to circulate the criteria for the awards once this process had been completed by the end of April 2004 except for the criteria for the coach which would be sent by the end of June 2004 to be used for the world and regional championships;
- g) the regional representatives should propose the process to be followed at each event e.g. selection versus election by peers;
- h) all to make appropriate use of the IPC awards;
- i) Linda to submit to Alison the designs and costs for the jacket and golf shirt;
- j) Alison to submit to the IPC the jacket and golf shirt design to seek comparative prices;
- k) all TDs to be aware of fair play at events at which they officiate;
- l) Alison to put on the website the criteria for the Fair Play Award and in the forum;
- m) all to be aware of fair play at the Paralympic Games.

4. TREASURER'S REPORT: the SAEC noted the Treasurer's report including:

4.1 sanction and capitation fees:

- there was an amount available of €113 284,13 in the capitation account;
- there were still amounts to be paid which TDs were following up;

4.2 status of the bank account in Hong Kong including the transfer of funds to the IPC:

- the account still existed;
- payments had been made in full against the revolving grant amount transferred by PIC;
- there was still funding available for the rating system;

4.3 report on the 2003 budget:

- the statements should reflect income and expenditure;
- payments from the grant account for Bhambhani and Wheeler should be removed as they were not IPTTC members but possible members of the Sports Science Committee;
- monthly statements were needed to check the income and expenditure was correctly reflected;

4.4 report on the 2004 budget:

- concern was expressed about spending such an amount of money on PCs rather than the athletes as members should purchase their own PCs;
- there was low income in the Paralympic year as the number of tournaments was low.

<u>income</u>		<u>expenditure</u>	
balance brought forward	€113 284,13	chairperson	€ 3 500,00
IPC grant for 2004	€ 15 000,00	(admin €500; strategic plan €3 000)	
estimated capitation fees	€ 20 000,00	vice-chairperson	€ 1 000,00
estimated classification income	€ 2 900,00	(gifts €150; blazers €600; award €250)	
estimated sanction fees (13 x €250)	€ 3 250,00	treasurer	€ 100,00
2004 development grant	€ 5 200,00	(admin €100)	
TOTAL	€ 43 750,00	secretary general	
		ITTF liaison	€ 2 000,00
		(meeting €2 000)	
		SAEC	€16 000,00
		(Bonn €8 000; Athens €8 000)	
		development officer	€13 500,00
		(coaching €8 200; video €3 000;	
		tables €2 000; admin €300)	
		athlete representative	€ 1 000,00
		("post mortem")	
		tournament officer	€ 3 300,00
		(admin €700; TD €2 000; meeting €300)	
		technical officer	€ 9 000,00
		(admin €1 000; software €3 000;	
		referees' seminar €5 000)	
		medical/classification officer	€ 9 300,00
		(admin €800; meeting €580; equipment	
		€2 700)	
		selection officer	€ 6 680,00
		(protest + Grenoble €5 100; admin €1 58)	
		regions	€11 300,00
		(ASP €1 800, Americas €4 100; AME	
		€4 000; Europe €1 400)	
		webmaster/ranking director	€ 200,00
		bank charges	€ 600,00
		TOTAL	€77 180,00
DEFICIT	€ 33 430,00		
BALANCE 31 December 2004	€ 82 970,00		

4.5 purchase of laptops and asset register for the Chairperson, ITTF-IPTTC Liaison, Medical and Tournament Officers:

- these had been purchased and had to be reflected on the asset register;
- a laptop had also been purchased by the Treasurer;

4.6 the capitation fees from the Busan Games, the 2002 world championships and other events in 2003:

- the capitation fees from the Busan Games for athletes only;
- the capitation fees from the world championships had been paid;
- sanction and capitation fees from other events were being followed up by the TDs of the respective events;

4.7 the role of the treasurer in future:

- in the new system, the Sports Department would be responsible for the sports' accounts;
- the treasurer would certify payments, supply bank details and the IPC would organise the payment;
- in theory, this would reduce transfer costs;
- claims should be submitted within one month of the event having taken place;
- the IPC would issue invoices for approval, sanction and capitation fees but the TD was responsible to ensure that payment was made;

- there was no need for a revolving account if payments were made timeously by the IPC;
- the asset register should be kept up to date with the IPC;
- following Silas' resignation as treasurer, he would complete the payment process for the Bonn meeting.

4.8 change from dollar to euro: this had become necessary as the IPC now worked in euros.

The SAEC resolved to:

- accept Silas' resignation as treasurer and, in so doing, to thank him for his work;
- appoint Øivind as treasurer with effect from 1 April 2004;
- ratify the purchase of a PC for Silas;
- approve the change in currency for all fees charged by IPTTC from US dollars to euros and to keep its accounts in euros;
- approve the budget outlined in 4.4 above.

The SAEC asked:

- all to submit to Nico the required information for the asset register to be lodged with the IPC on 22 March 2004;
- Øivind to develop a new financial system including budget and line items, a quarterly payment process to relevant SAEC members, taking account of any tax issues, and tracking payments from grant and capitation funds;
- all SAEC members to present proposals for a 2-year plan from 2005 to 2006 to Øivind before the next meeting to enable him to develop a 2-year budget.

5. SECRETARY GENERAL'S REPORT: the SAEC noted the Secretary General's report including:

5.1 communication:

- ITTF magazine [service rule, change in name, history, cooperation]: the deadline for submission of articles was the 20th day of even months;
- IPC Newsletter: articles should be sent to Alison and the deadlines were:
 - 8 April;
 - 30 April;
 - 21 May;
 - 11 June;
 - 2 July;
 - 23 July;
 - 13 August;
 - 3 September;
 - 24 September;
 - 15 October;
 - 5 November;
 - 26 November;
 - 17 December;
- Paralympian: articles should be sent to Alison and the deadlines were 18 July and 1 November 2004;
- website: information was updated on a regular basis;

5.2 multi-sport events including table tennis, Commonwealth Games: which now included the open women's sitting event for 2006;

5.3 IPC awards:

- these could include a certificate of appreciation for SAEC members as suggested at the last SAEC meeting;
- besides the Paralympic Order and sports award, there were other awards that the IPC coordinated including the GAISF Fair Play Award and the Laureus Sportsman with a Disability of the Year Award;

5.4 accommodation and accreditation for four SAEC members for Athens 2004:

- the accommodation cost was €200 room and one breakfast per day for Christian, Jiri, Leandro and Gaël;
- the dates would be from 17 to 28 September 2004;
- refreshments during the event should be available in the VIP areas;

5.5 volunteer form for the website with job descriptions (classifier, referee, umpire and TD):

- some job descriptions were outstanding explaining how and at what level to get involved;
- there should be follow up of all requests to get involved and if this did not happen, it would damage the IPTTC's reputation;

5.6 increasing participation of women in table tennis: consideration should be given to meeting the requirements of the IPC General Assembly resolution to have 30% women involved at all levels by 2009.

5.7 Slovak protest: no progress had been made;

5.8 report on the strategic planning meeting with IPC:

- the sports department looked at providing excellent sports administration to constituents:
 - programme areas namely projects;
 - sport operations covering sports assemblies, Sports Council Management Committee, Sports Council, Paralympic Games (winter and summer 2004 to 2012);
 - policies covering technical rules, regulations, finance, education, classification;
 - Championships with assessments, organisation, fees, education, contracts and regulations;
 - stakeholder relations with NPCs, regional Paralympic committees; IOSDs, ITTF (in the case of table tennis), sponsors, suppliers and local organising committees;
- the attitude of the headquarters to sport seemed to have changed dramatically;
- a strategic plan should be developed for all sports;
- it could be based on the IPC's vision and mission and that of the Sports Department;
- forward planning for 2 or 3 years should be done in each area of the IPTTC's operation;
- thus the cost: benefit of each option could be assessed;
- the buy-in process of stakeholders would be time-consuming.

The SAEC asked:

- a) Raül to write the article about the service rule;
- b) Alison to write about the change in name to IPTTC;
- c) Aart and Silas to write about the history of IPTTC;
- d) Alison, Raül and Øivind to write about the proposed cooperation between ITTF and IPTTC;
- e) those still needing to do job descriptions and an explanation of how to get involved at the appropriate level should do so as soon as possible;
- f) all to make proposals in their reports on how to increase the sustained involvement of women at all levels at IPTTC:

g) Alison to follow up with Margita and David about the Slovak protest.

6. ITTF-ITTC LIAISON REPORT: the SAEC noted the ITTF-ITTC Liaison's report including:

- 6.1 meeting with ITTF: having met Adham Sharara, a group from the ITTF had been established to work with the IPTTC made up of Neil Harwood, Raúl Calín and Aldor Gaspar Pinto Acevedo.
- 6.2 incorporation of ITTC rules in the ITTF rules: this would be included in the process.
- 6.3 ITTF umpires certification to include ITTC rules: this would be included in the process.
- 6.4 inclusion of an "introduction to classification" in the ITTF umpires seminar: this would be included in the process.
- 6.5 cooperation on training coaches including an understanding of disability: this would be included in the process.
- 6.6 further discussions on integration with ITTF, including a review of the ITTF constitution: this would be included in the process.
- 6.7 TD education plan including handbook, selection section, examination, an application form, a checklist and explanation of items on the checklist: as part of the qualification process, after one TD seminar passed, the candidate would become a trainee TD and go on to the second TD seminar.

The SAEC agreed to establish a group of Øivind (leader), Christian and Vincent to work with the ITTF and should there be a disagreement, the issue would be escalated to the Presidents of IPC and ITTF.

The SAEC asked Øivind, Nico, Raúl, Christian and Jiri to get the TD education programme in place by the end of 2004 and the handbook to be available in 2005.

7. DEVELOPMENT OFFICER'S REPORT: the SAEC noted the Development Officer's report including:

- 7.1 representative of Africa-Middle East and women: Alison would fulfill this role.
- 7.2 database and coaches education, handbook, certification and teaching resource: this was almost complete, Christian would manage the diploma process and Leandro had successfully applied for funding from the IPC for a coaches' seminar in June 2004.
- 7.3 TD and tournament organiser education and handbook: this was in process.
- 7.4 referee education: this was in process.
- 7.5 umpire education, guide and video: this was in process.
- 7.6 player education on the rules: Vincent had begun to write a summary for the use of players.
- 7.7 classifier education: this was in process.
- 7.8 development of women and the severely disabled in all areas: Vincent had made contact with Ann Cody, the chairperson of the Commission on Women in Sport, in Turin. Some women were interested in getting involved. A tetra competition was being organised.
- 7.9 the funding allocated from the capitation tax of €20 000,00: € 500 for TD education, €1 000 allocated to Tajikistan for equipment and €5 000 for the AME had not been used.
- 7.10 projects: creating a communication tool to promote table tennis, encouraging elite able-bodied versus disabled playing in any tournament should be discussed with the ITTF and cooperation with Handicap International on land-mine victims.

In respect of the coaches' seminar, education seminars and manuals should be created and the coaching committee should offer courses.

The SAEC asked:

- a) Christian and Leandro to develop a proposal for the process to achieve identified outcomes for the Development Committee to consider.
- b) Vincent to develop proposals for 7.10 above;
- c) Øivind to include the elite able-bodied versus disabled playing in any tournament proposal in discussions with the ITTF.

8. ATHLETE REPRESENTATIVE'S REPORT: the SAEC noted the Athlete Representative's report including:

- 8.1 database for athletes with the identification numbers of athletes fitting into the rating system ID numbers and IPC database, NPCs to send in ATHOC forms, ATHOC information: nothing to report.
- 8.2 Laureus Award: this should remain Vincent's responsibility.
- 8.3 athlete of the year for 2003: only regional players had been recognised.
- 8.4 video footage from Athens: the footage from Sydney was in London with the company appointed by the IPC which would send information to Vincent once it had been stored electronically. The footage from Athens would be available for promotion of the sport if production costs were paid by the sport.
- 8.5 allocation of development funding by the IPC.

The SAEC asked:

- a) Alison to contact the IPC about the unique ID for athletes;
- b) Alison to put the criteria for the Laureus Award on the website.

9. TOURNAMENT OFFICER'S REPORT: the SAEC noted the Tournament Officer's report including:

- 9.1 tournament information on the website (application forms, information on hosting events, pro forma entry forms, sanction and capitation fees, open and closed events, database of TDs, TD and chief classifier for events): the first entry form was not on the website.
- 9.2 the 2006 World Championships in Montreux and the proposed test event: Nico had written to Montreux about the test event. The appointment of a TD should include language and experience, women and disabled and possible appointment for 2008.
- 9.3 progress on regional championships in 2005: Jesolo would host the European Championships, a site visit to Cairo would be done in July 2004 for the AME Championships and there was no certainty about the ASP and Americas Championships.
- 9.4 World Singles Cup and the use of open ranking points: the Cup had been well-organised. Places 9 to 16 had been played but no ranking points allocated.
- 9.5 competition management software (Raúl, Nico and Dr Wu): this would be dealt with under item 10.
- 9.6 Regional Team Cups 2004: the financial requirements should be reviewed or a sponsor found.
- 9.7 World Team Cup 2005: similarly, the financial requirements should be reviewed or a sponsor found.

- 9.8 review of TDs not being appointed from the host nation: the advantage of appointing from the host nation would be knowledge of language and the organisers versus respect for the TD. The NPC may ensure that TDs were educated if they could be appointed for local tournaments. Bringing TDs from other nations put the costs of the tournament up.
- 9.9 the combination of teams in tetra class 1 and 2, women's class 5 in all tournaments and open singles and doubles in Fa 50 tournaments: currently, if there were not enough players in singles class 5 or 10, it was not possible to combine classes. If the classes were not combined, it could draw attention to the issue of standing players in class 5 and the selection slot from regional tournaments would not be taken up. Classes could be cancelled on the basis of the second entries.
- 9.10 sanctioning procedure for Fa 10 to 40: these should remain in place and applications should be sent to Stephanie (Rhodora) and Jiri should check that the NPC had endorsed the application to host the event. For Fa 10 to 40, these events would not require doping control and therefore would be part of the approval process. For Fa 50 to 80 events, these would be sanctioned indicating that doping control would be required for 10% of the players and these events would be governed by an IPC contract.
- 9.11 number of nations necessary to be able to organise a tournament and an event: the TD should advise the organising committee about the viability of the event in terms of the regulations i.e. a minimum of 2 nations.
- 9.12 number of players necessary to be able to organise a tournament and an event including approval by the TD: the minimum was 6 players per event i.e. event = standing men, standing women, sitting men and sitting women with a minimum of 2 nations.
- 9.13 the need for accessible accommodation, venues and restroom facilities: this would be covered by the checklist.
- 9.14 ranking points from world championships and Paralympic Games when a player is inactive for 30 months: this was agreed for those players with 0 ranking points and would be removed from the ranking list.
- 9.15 training for results officials: this was not addressed.
- 9.16 numbers of umpires from foreign nations at tournaments: 60% of umpires for a tournament should be from the host nation and 40% from foreign nations but this rarely was achieved.

The SAEC asked:

- a) Alison and Leandro to work on the checklist for hosting events including accessibility;
- b) Raúl to finalise the pro forma entry forms for the website;
- c) Nico to give Gaël the names of classifiers for events to be put on the website as well as the classification list for the event so that nations could see if they could make teams and check classification;
- d) Jiri to present at the next meeting a list of possible deputy TDs for Montreux;
- e) Aart to find out the minimum access requirements;
- f) Vincent and Silas to define the "table tennis code" of minimum requirements to host a successful event and submit to Alison by the end of May 2004;
- g) Nico to communicate with Gaël the removal of players with 0 points inactive for a period of 30 months.

The SAEC agreed:

- i) to appoint Nico as the TD for the world championships in 2006;

- ii) that below the quarter-final, no ranking points should be allocated in the World Singles Cup and in the other matches, ranking points should be allocated in terms of open singles matches;
- iii) that the Tournament Officer could appoint a TD from the host nation in exceptional circumstances for Fa 10 and 20 tournaments provided that the TD was not part of the organising committee;
- iv) that in Fa 10 to 30 tournaments, if the organising committee had not received the entry fee, the organising committee should inform the TD who may cancel the event/s as appropriate informing participants via the website;
- v) that in Fa 10 to 30 tournaments, if a singles class 5 or 10 does not have a minimum of 3 entries, the TD may, in exceptional circumstances, combine this with the next lower class (i.e. three classes may not be combined);
- vi) that the organising committee must invite up to 40% of the umpires necessary for the tournament from participating nations but should a participating nation not send an umpire, the host nation should appoint replacement umpires from its own ranks while maintaining the ratio of 50% IPTTC certified umpires and 50% nationally certified umpires;
- vii) that in Fa and 20 tournaments, 2 extra junior players per class per nation should be allowed;
- viii) that the new regulations should become effective 1 January 2005;
- ix) that the Tournament Officer would appoint the TDs for the regional championships.

10. TECHNICAL OFFICER'S REPORT: the SAEC noted the Technical Officer's report including:

- 10.1 updated handbook: Part 1 (rules and ranking which the Assembly may amend) and Part 2 (regulations which the SAEC may amend): Maurice Poole, together with Delano lai Fatt, would update these documents by 20 April 2004 for the IPC to approve. The rules (part 1) would include the rules of play and classification. The regulations (part 2) would be those governing tournaments.
- 10.2 translation of the handbook French, Spanish, Chinese and Russian: volunteers had been found, except for Russian, to do the translations.
- 10.3 database update for referees and umpires on the website: including name and country would be on the website by 20 April 2004.
- 10.4 umpires' education seminars: 6 seminars had been held.
- 10.5 plan for referees' seminars: the ITTF referees had not met IPTTC's needs and a workshop should be held to develop the handbook by the end of 2004.
- 10.6 mixed gender events (with Rating Committee): no progress had been made.
- 10.7 ITTF official liaison: no progress had been made.
- 10.8 the need for "recovery time" to be included in the rules: this was assessed as necessary.
- 10.9 need for RR and KO forms: this should be included in the budget for software for competition management.
- 10.10 motion for team event men class 1 for tournaments with factor 30 or more: it should be possible to build teams with players of different nations.

Rationale:

- physical differences between class 1 and class 2 players were too extreme and prevent a fair and equal competition.
- many countries had just one class 1 player so it should be possible to take part in a team event.
- a mixed team would give class 1 event a higher value as the number of participants would increase with new players being motivated to take part.

- with mixed teams would make sure that there was the necessity for teams to play class 1 team events.
- if class 1 team event was included, more players would come to the tournaments because it was more lucrative when they could take part in more events.

The SAEC asked:

- a) Raúl to investigate whether an umpires' seminar was held in Jordan;
- b) Raúl to follow up with Cindy about certificates for the umpires' seminar held in Shanghai;
- c) Raúl to make proposals about age limits at the next meeting;
- d) Raúl to follow up with the ITTF about appointing an official liaison with IPTTC;
- e) the Technical Committee and Vincent to propose a rule for "recovery time".

The SAEC resolved that:

- i) class 1 players in Fa 30 events may play with a player/s of other nations in the team event;
- ii) for Fa 20 to 100 events, the maximum pool could be 5 players and for Fa 10 events, the maximum pool could be 6 players.

11. MEDICAL OFFICER'S REPORT: the SAEC noted the Medical Officer's report including that Aart had spent 104 days abroad in 2003 and further that:

- 11.1 classification account and auditing: for 2002 and 2003: 11 seminars yielded € 613,30 income and 6 seminars €984,59 expenditure with a balance of €2 628,71.
- 11.2 classification cards (new format, indication of limits on serve): this still had to be finalised and Raúl offered to assist with the card format.
- 11.3 classification handbook: this was to be used at seminars and the terminology used should be consistent across the IPTTC.
- 11.4 proposal to change the system for sitting players: some TT5 players made use of their legs during play therefore they should play the ball while maintaining contact with the cushion, the height of which should be limited. Leather had to be checked by the classifiers as an addition to the chair. The 5 sitting classes should still be reduced to 4.
- 11.5 proposed minimum eligibility definitions, standing players to play in standing classes: this was in process and would be presented as a motion.
- 11.6 database for classifiers: this was already on the website with the classifier's name, country, level (which was explained) and gender.
- 11.7 INAS-FID classification: no contact from INAS-FID had been received since the last SAEC meeting. INAS-FID was responsible for developing the eligibility/classification system which had to be sport-specific. For Athens, the women's competition could take place but the men's was pending.
- 11.8 numbers of classifiers for events with 200+ (5) players and 200- players (3): after the Paralympic Games, 5 classifiers would be necessary due to the number of new players to be classified. Five classifiers would be needed for protests.
- 11.9 code of conduct: the code adopted by the IPC would be adapted if necessary to be used by table tennis classifiers.
- 11.10 "shadow classifiers": this would need a motion for the Assembly.
- 11.11 1 sitting and 1 standing athlete to serve on the Medical/Classification Committee: no progress had been made.

- 11.12 players list on the website: this needed to be updated.
- 11.13 clarity on “contact of wheelchair player with cushion” in the rules: this had been covered in 11.4.
- 11.14 use of “Medical” vs “Classification” Officer: the job mostly entailed classification and very few medical issues.
- 11.15 seminars in Americas and ASP: these had been badly organised resulting in missed opportunities.

The SAEC resolved to:

- a) appoint Ton Brouwer to serve on the CP-ISRA sports technical committee;
- b) appoint Aart as the liaison with CP-ISRA;
- c) ask Jiri to provide Aart with the requirements for a ranking event that CP-ISRA would need to meet for the world games to be held in the USA in 2005;
- d) ask Nico to fax to David Grevemberg the classification account statements;
- e) ask Christian to ensure consistent definitions in the classification manual with coaching terminology at the coaches’ conference and to send back to Nico to finalise and put on the website;
- f) ask Aart and Nico to define “contact”, the maximum height of the cushion, minimum eligibility criteria and “shadow classifiers” for motions for the Assembly;
- g) ask Nico to make contact with INAS-FID about progress;
- h) incorporate in the regulations that at the discretion of the TD, in consultation with the chief classifier, the number of classifiers may be reduced at Fa 50 tournaments;
- i) Vincent to discuss on the forum nominations of 1 sitting and 1 standing player to serve on the Classification Committee;
- j) Nico to send the list of players classified to nations to ask them to indicate those players still active internationally and those not;
- k) Aart to contact Andy Parkinson for the lists he had received from nations for the Paralympic Games;
- l) Aart to consider the appropriate title as either Medical or Classification Officer.

12. SELECTION OFFICER’S REPORT: the SAEC noted the Selection Officer’s report including:

- 12.1 Athens 2004, applications for wild cards, TTP, team selections and board of protest:
 - the selection committee had met to allocate 11 wild cards and 13 TTP slots;
 - the TTP had been used to ensure the minimum number of teams predicted would participate;
 - new nations and those with a small number of players received wild cards;
 - Britain and Norway had rejected their ranking selections and these had been re-allocated to the next ranked player or alternate;
 - the final number of teams would be finalised on 23 April 2004;
 - there was a player from Costa Rica which was currently suspended by the IPC;
 - similarly, Bangladesh had been expelled and was not likely to be re-admitted in time for selections;
 - 4 nations would provide 15 players from AME nations to participate in the Paralympic Games, 5 nations would provide 44 players from ASP, 7 nations would provide 19 players in the Americas and 27 nations would provide 162 players in Europe;
 - there were several players selected in 1996, 2000 and 2004.

- 12.2 doping violation: on appeal to the IPC Executive, the sanction of 2 years had been reduced for a player to 3 months with no wild card being allocated and the feedback from athletes was that they were unhappy with the reduction.
- 12.3 seedings: the ranking list issued on 1 July 2004 would be used for seedings at the Paralympic Games.
- 12.4 possible selection process for 2008 and motion for the Assembly: if the selections for 2004 had been done for teams first, there would be 41 regional places and 42 team places for the men and 19 regional and 13 team places for the women with no standing women selected.

The SAEC asked:

- a) Leandro to contact Costa Rica to inform them that they could not participate in any tournament until the country's suspension had been lifted by the IPC but that they could submit a protest;
- b) Nico to consider the best options for the 2008 selection process as this had to be finalised by November 2005 and this would determine the need for a certain number of slots.

The SAEC agreed that:

- i) if, at the time of first entry, a nation was not in good standing, the entry would have to be rejected;
- ii) the Selection Officer should attend the regional championships to oversee the playing system which must be the same in each regional championship;
- iii) the relevant SAEC members should consult about the possibility of using an official position (TD, deputy TD, classifier) to reduce the costs for the organisers and/or the SAEC.

13. REPORT ON THE 2004 PARALYMPIC GAMES: the SAEC noted the TD's report, together with various Executive members, including:

- 13.1 appointment of officials and reduced numbers (TD, assistant, chief classifier, 2 classifiers, 2 referees, 2 deputies, 56 referees):
- the ITTF had recommended 3 people for racket control for the IPTTC to consider but no finality had been received;
 - 22 foreign and 32 Greek umpires would be needed;
 - ATHOC had suggested that the SAEC pay the travel costs of one of the classifiers;
 - the 32 Greek umpires would be trained and if they were not qualified, more umpires from Europe would be invited;
 - the second TD inspection would be in June 2004.
- 13.2 accreditation of officials: the forms for the TD, assistant and classifiers had been completed and submitted.
- 13.3 competition schedule and format of play:
- the next competition schedule had been received and Øivind and Nico would be involved in its further development;
 - the medal ceremonies would be evenly spread throughout the event;
 - the draw would be done with the team leaders and coaches;
 - access to the competition tables would be allowed the day before competition began;
 - training would be possible from 10 to 16 September 2004;
 - play would be in groups of 4 players;
 - athlete presentations would be shorter than in Sydney;

- special awards would be made after the final medal ceremony;
- 13.4 walkie-talkies and mobile phones: walkie-talkies would be available for those working at the event and mobiles would also be available;
- 13.5 Assembly: this had been dealt with under item 2.3 above.
- 13.6 venue:
- this had been completed in January 2004 except for the parking area which would be complete by May 2004;
 - the players would have access to spectator seating on the ground floor, wheelchair players to the field of play and athletes from other sports to the spectator seats on the first floor;
- 13.7 equipment:
- the tables would be blue – 16 training and 12 competition;
 - the balls would be white;
 - the floor would be burgundy red;
 - the layout would be 4 tables for standing play, 4 for sitting and 4 would be adaptable.
- 13.8 travel: the TD would have a dedicated car, the assistant and chief classifier would have access to the T3 car pool.

The SAEC asked:

- a) Øivind to confirm with ATHOC that they were responsible for the travel costs of all three classifiers;
- b) Øivind to discuss with David Grevemberg the travel costs incurred by ATHOC for the TD and assistant TD to go to Athens for the first TD inspection;
- c) Raúl to follow up urgently on the accreditation forms for the racket control officials, referees and the umpires;
- d) Øivind to check with ATHOC the functionality of the score-board and the light in the venue;
- e) Alison to clarify with the IPC the position if a player refused to play another for religious or political reason;
- f) Øivind to check on the accreditation entitlements for the SAEC.

The SAEC agreed to invite Raúl to be an ITO at the Paralympic Games.

14. REGIONAL REPORTS: the SAEC is asked to note the regional representatives' reports that:

14.1 Americas:

- a seminar had been held in Chile;
- the election of players to receive awards had generated publicity in 2001 and 2002;
- voting had taken place to elect the best male and female players and coaches;
- Mexico had complained that seminars were being held in South America only (Buenos Aires and Chile);
- Leipzig University sent teachers to other countries to run seminars as part of "DAAD";
- Mexico, Venezuela and Argentina had expressed an interest in the regional championships in 2005 but no confirmation had been received from the NPC.

14.2 Africa-Middle East:

- a Fa 10 tournament would be held in Cairo from 7 to 12 July 2004 and used to assess whether the regional championships could be held there in 2005;
- the regional assembly had decided that the championships should alternate between Africa 2005 and the Middle East 2007;

- the funding from the Dutch for tennis and other sports was probably a once-off and wild cards had been allocated by the respective sport to increase participation of nations at the Paralympic Games.

14.3 Europe:

- at the next SAEC, the host for the regional championships for 2005 would be appointed. Jesolo, Italy was a possibility, Emmen, Netherlands may be possible for 2007;
- Jesolo had possible problems with transport as accommodation was 20km from the halls and there were 2 halls, 2km apart with different playing conditions;
- the Italian NPC was the main organiser and Asha Fox, the host club was part of the organising committee.
- there was better cooperation with nations from the old USSR but language and communication problems existed.
- the EPC has still not paid IPTTC €2000,00 for the first TD education in LaCoruña;

14.4 Asia and South Pacific:

- the new committee had been appointed in 2003;
- the change in name to Asia and South Pacific instead of FESPIC had been adopted by IPC and the IPTTC should follow;
- in May 2004, a seminar for classifiers and umpires would be organised in Kuala Lumpur together with an ASP meeting;
- the FESPIC Games would be held in Malaysia in 2006;
- Silas would discuss events being sanctioned as many players preferred to go to Europe for competitions;
- Hitomi had been invited to the ASP meeting in April 2004 so INAS-FID was part of the system;
- the APC was part of IPC but FESPIC was not;
- a task group had been formed of ASP and FESPIC to ensure there was no duplication;
- there was a question of whether countries formerly part of the USSR should be part of Europe or Asia;
- the FESPIC Games were mostly IPC sanctioned therefore the capitation fee of €36,00 for athletes only should be collected and then divided as appropriate;
- 19 umpires had been certified;
- Malaysia was interested in hosting the regional championships in 2005.

The SAEC asked:

- a) Vincent to follow up possible development funding for Africa with the President of the French NPC;
- b) Alison to contact the EPC again about the repayment of €2 000 for the TD seminar in Spain.

The SAEC agreed that the regional representatives would be responsible for the organisation of the Assembly, the awards, TD education, the formal representation of IPTTC during regional championships.

15. GENERAL

15.1 Ranking and rating system including the ranking factor system, two-year cycle, doubles matches: no progress report was available.

Encouraging participation in events: the SAEC agreed to have an open junior ranking list effective 1 January 2005.

15.2 IPC logo included in the ITTC logo: the SAEC asked Alison to contact the IPC about organising a competition for schools to develop a new logo.

15.3 Structure of the SAEC and succession planning: according to the IPC constitution, the composition of the SAEC should be 8 members i.e. chairperson, the Medical/Classification Officer, an athletes' representative and up to 5 other members as determined by the Sports Assembly and the Chairperson selected the secretary. This would currently have to include the 4 regional representatives. The current needs were for 10 members i.e. plus the Technical and Selection Officers. The current situation was:

- Chairperson, Medical/Classification Officer and athletes' representative elected till 2004
- 4 regional representatives elected till 2005
- Vice-Chairperson, Technical Officer and Selection Officer elected till 2006

The sport needed people with knowledge who were committed to working and currently the SAEC was very efficient with each committee acting as a working group producing very good work.

The SAEC agreed to recommend to the IPC that the by-law be amended to allow the Table Tennis SAEC to have 10 elected people and asked Alison to follow up the possible extension of the current SAEC's term of office.

16. NEXT MEETING: during the Athens Paralympic Games on the rest day.

There being no further business, the meeting ended at about 18h00.

READ AND CONFIRMED AT THE MEETING

HELD ON

CHAIRPERSON

AMB/

18 April 2004