



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

SPORTS ASSEMBLY EXECUTIVE COMMITTEE: 1/2005

Minutes of meeting of the Table Tennis held on Friday 14 at 14h50, Saturday 15 at 08h15 and Sunday 16 January 2005 at 08h10 in Bonn, Germany.

PRESENT: Christian Lillieroos (Chairperson), Vincent Boury, Alison Burchell, Raúl Calín, Jiri Danek, Aart Kruimer, Leandro Olvech, Nico Verspeelt

IN ATTENDANCE: Øivind Eriksen

APOLOGIES: Linda Chen, Silas Chiang

BY INVITATION: Xavier Gonzalez (for 2.6, 9.2, 11.5, 14), David Grevemberg (for 2.1, 2.2, 2.4, 2.6, 6, 12.5), Helene Lehmann-Richter, Georg Schlachtenberger (both for 4)

WELCOME: the Chairperson welcomed all members to the meeting, including David for the start of the meeting.

1. CONFIRMATION OF MINUTES: of the meeting held on 22, 26 and 28 September 2004 in Athens were confirmed and signed.

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

2.1 budget allocation from the IPC following its review:

- the budget for 2005 would probably be the same as 2004 with a small increase;
- the letter to the sports about the budget allocation would be sent out in the week of 17 January 2005;
- new allocations would be made in 2006 based on the sports' strategic plans.

2.2 marketing of and sponsorship for IPTTC:

- the contracts for the regional championships in 2005 and 2007 and the world championships in 2006 should promote sports-specific marketing rights;
- the IPC had developed a model contract for world championships;
- in a meeting with Donic that morning, proposals were considered, in terms of development using the Waldner table (not ITTF approved as Donic had not applied for approval) together with surrounds, umpires tables etc, where Donic would offer the tables to IPTTC at the same price as its large distributors;
- the equipment would then be sent to the relevant nation (the IPC would investigate agreements with transport companies);
- the NPC would have to investigate import duties as some governments waived this for disability organisations;
- a travel agency wanted to organise trips for family and friends of players to attend larger tournaments;
- in order to do this, the agency would advertise on our website;
- costs for some website advertising were:

US\$450 per month for banner adverts (8 000 hits on home page), US\$150 per month per square, US\$200 per month for the players or results pages, US\$300 per month for the ranking or calendar pages (2 000 hits on the calendar page and 1 000 on the ranking page).

2.3 report of the Sports Council:

- Carol Mushett had resigned from the IPC and therefore as Technical Officer;
- the position of a Vice-Chairperson for the Sports Council in the new IPC structure had been supported;
- the Sports Council would meet 17 to 20 February 2005;
- the Sports Department had appointed Ruby Gualberto to the sports manager's post;
- the IPC would develop individual agreements for each sport outlining the services provided by IPC;
- there were service agreements for staff employed by the sports but working within IPC.

2.4 Islamic Women's Games Federation:

- 31% of the athletes in Athens were women which was an increase of 5% over 2000;
- this was due in large part to the universality wild cards;
- the IPC supported this Islamic Women's Games Federation as it provided increased competition opportunities.

2.5 dispute between CTPC and Sheng Wu: the relationship had improved following meetings held in Athens.

2.6 future elections, Assembly and postal vote:

- by the end of January 2005, the postal vote structure would have been completed by the IPC;
- the table tennis postal vote could be sent out in the beginning of February 2005;
- the qualification process for the Paralympic Games was decided by the IPC Executive on the recommendation of the SAEC and this had to be amended in the IPTTC handbook;
- the rules were the rules of play and classification and the balance were regulations;
- the motions for the postal vote were:
 - minimum eligibility for standing players;
 - minimum eligibility for sitting players;
 - the implementation of the rating system for one test event in each region in a tournament Fa 10 to 30 in 2005 and 2006;
 - extending the term of office of the Chairperson, Athlete Representative and Medical Officer.

2.7 criteria for best coach: no progress.

2.8 exhibition matches in the 2005 ITTF world championships: was a possibility if followed up urgently.

The SAEC agreed to:

- i) establish a partnership with Donic for development using the lowest possible price.
- ii) support the inclusion of table tennis in the Islamic Women's Games subject to a post-Games review.

The SAEC asked:

- a) the TDs for the regional 2005 and world championships (except Europe as the equipment contract had been signed) to make contact with the organisers to investigate the possibility of

- using Donic ITTF approved equipment including the Delhi table which was wheelchair-friendly;
- b) the IPC to investigate using its charity status to assist IPTTC and Donic in purchasing equipment;
 - c) the IPC to investigate agreements with transport companies to include table tennis equipment;
 - d) the Development Committee to investigate, consulting the ITTF equipment committee, approval procedures for the Waldner table within the month;
 - e) Christian to discuss with the IPC the draft contract for advertising for a year where payments were made monthly;
 - f) Vincent to discuss developments with the website with Gaël;
 - g) Nico to attend the last day of the Sports Council if Christian was not able to do so and to attend the session on developments with INAS-FID;
 - h) the IPC to write to the NPCs outlining the decision process for qualification for Paralympic Games;
 - i) Christian to circulate the proposed postal vote documents to the SAEC for approval before they were sent to the IPC for distribution to NPCs;
 - j) Christian to contact the organising committee for the ITTF world championships about an exhibition event as a matter of urgency.

3. VICE-CHAIRPERSON'S REPORT: the SAEC noted that there was no report from the Vice-Chairperson and that:

3.1 liaison with IWAS (ISMWSF and ISOD): nothing to report.

3.2 protocol and promotion including:

- the criteria for awards for the best regional male and female players as well as best newcomer had been drafted by Leandro;
- gifts: no further progress had been made;
- jackets/golf shirts for the SAEC: Øivind had organised golf shirts from the IPC.

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: the SAEC would consider nominations annually for one of a player, coach or team.

The SAEC agreed to the criteria for best regional male and female player and best newcomer.

The SAEC asked:

- a) Christian to make contact with Linda;
- b) Alison to consider gift ideas;
- c) Gaël to consider ideas for the hall of fame;
- d) TDs to submit motivations for fair play awards for 2005 for consideration.

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

4.1 sanction and capitation fees:

2003 fees outstanding		2004 fees outstanding	
Bilbao, Spain	€3 790	Jesolo, Italy	€3 370
FESPIC, China	€5 004	Cairo, Egypt	€1 580
Agrigento, Italy	€ 579	Catania, Spain	tbc

Agrigento, Italy	tbc
Toluca, Mexico	tbc
Buenos Aires, Argentina	tbc

- 2002, four organisers had not paid and in 2005, up to 29 tournaments would be organised.

4.2 report on the 2003 budget:

- on 1 January 2003, the balance was €28 117 not €64 000 as previously thought and this had a knock-on effect for 2004;
- income for 2003 was €103 666,90;
- expenses were €41 164,09;
- the IPC Finance Department would investigate the discrepancy and report to the Treasurer within two weeks.

4.3 report on the 2004 budget:

- the balance on 1 January 2004 was €90 619,81;
- income to 16 December 2004 was €33 434,21;
- expenses were €31 107,40;
- the balance at 16 December 2004 was €92 946,62.

4.4 budget for 2005:

<u>income</u>		<u>expenditure</u>	
balance end 2004	€ 99 000,00	chairperson (representation)	€ 1 000,00
IPC grant for 2005	€ 15 000,00	vice-chairperson (gifts)	€ 500,00
estimated capitation fees	€ 84 600,00	treasurer (travel)	€ 1 200,00
estimated classification income	€ 3 000,00	ITTF liaison (meeting €3 000)	€ 3 000,00
estimated sanction fees (25 x €250)	€ 6 250,00	SAEC (Bonn €8 600; Mar del Plata €7 500)	€16 100,00
2005 development grant	€ 5 000,00	development officer & athlete representative	€13 700,00
interest	€ 4 000,00	(admin €200; meetings €3 500; seminar	
classification account 2004	€ 2 500,00	€7 000; equipment €3 000)	
TOTAL INCOME	€219 350,00	tournament officer	€ 6 900,00
		(admin €800; TD €6 100)	
		technical officer	€ 5 250,00
		(admin €250; software meeting €2 000;	
		seminars €3 000)	
		medical/classification officer	€ 6 400,00
		(admin €1 000; seminars €1 000;	
		meeting €4 400)	
		selection officer	€12 500,00
		(admin €7 200; meeting €1 300;	
		tournaments €4 000)	
		regions	€11 100,00
		(ASP €2 000, Americas €4 900; AME	
		€2 000; Europe €2 200)	
		webmaster/ranking director	€ 1 000,00
		racket control (travel)	€ 2 000,00
BALANCE 31 December 2005	€138 700,00	TOTAL EXPENDITURE	€80 650,00

- the budget for 2006 would be prepared at the next meeting after forms had been completed;
- SAEC members worked between 10 and 60 hours per week on IPTTC business;
- in 2004, one member had been away from home of 105 days;
- it was not possible to pay members a salary due to tax implications but it was possible to compensate them for valid out of pocket expenses.

4.5 asset register lodged with IPC: had been misplaced.

- 4.6 rights to footage of Paralympic table tennis: can be used as long as production costs were paid.
4.7 classification account and audit: was incorporated into the IPC audit.

The SAEC resolved to:

- i) waive the outstanding fees from 2002;
- ii) request all organisers of tournaments for 2005 to pay the sanction fee before the tournament could be approved;
- iii) ensure that all potential organisers pay the sanction fee at the time that the application to host a tournament was submitted from 1 January 2006 before the tournament was approved.

The SAEC asked:

- a) all members to submit as soon as possible their receipts for 2004 otherwise they would fall into their 2005 budgets;
- b) Jiri to follow up with the respective TDs to contact organisers of tournaments with outstanding fees from 2003 and 2004 to request payment;
- c) Jiri to follow up with the TDs for 2005 tournaments to contact the organisers of tournaments to request them to pay the sanction fees before the tournament was approved;
- d) Jiri to remind TDs to complete the participant report form at the beginning of the tournament and submit to the IPC so that invoices could be issued timeously as this was a TD responsibility;
- e) Øivind to monitor the income from tournaments;
- f) the IPC Finance Department to re-invoice organisers for outstanding fees for 2003 and 2004 and copy Jiri;
- g) the IPC Finance Department to investigate the discrepancy in the balance as at 1 January 2003 as well as some expenses put against the IPTTC account which were wrongly allocated;
- h) the IPC Finance Department to submit to Øivind regularly statements of account so that control could be exercised;
- i) the IPC Finance Department to allocate funding in advance to Jiri and Nico who would then submit receipts as required;
- j) all members to submit original receipts or invoices to the IPC Finance Department who would then get authorisation from Øivind for payment;
- k) all members to re-submit the necessary information on the IPTTC assets to the IPC Finance Department who would investigate insurance especially to cover assets when travelling;
- l) all members to prepare their 2006 budgets for the next meeting.

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): this would be followed up and articles submitted for the Table Tennis News;
- IPC Newsletter: articles should be sent to Alison and the deadlines were:
 - 27 January;
 - 17 February;
 - 10 March;
 - 31 March;

- 21 April;
 - 12 May;
 - 2 June;
 - 23 June;
 - 14 July;
 - 4 August;
 - 25 August;
 - 15 September;
 - 6 October;
 - 27 October;
 - 17 November;
 - 8 December;
 - 29 December;
 - Paralympian: articles should be sent to Alison and the deadlines were a week before the IPC deadlines of 4 February, 6 May, 5 August and 5 November 2005;
 - website: information was updated on a regular basis;
- 5.2 IPC awards:
- these include a certificate of appreciation for SAEC members;
 - 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;
- 5.3 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.
- 5.4 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 and discussion would be held when updating the strategic plan.
- 5.5 strategic plan: would be updated for the next meeting, could include issues relating to appointing a media officer, considering areas of weakness from the Paralympic programme review and should be discussed at the regional and world championships.
- 5.6 Paralympic plan review process: all had been given an opportunity to contribute and none, other than Nico had done so and as a result, the SAEC had to support the submission made.
- 5.7 code of conduct for tournaments: this was to regulate SAEC members' behaviour at tournaments but should also include declarations of interest, the process of appointing members to tournament positions which should be published to manage (mis)perceptions.

The SAEC asked:

- a) Raül to inform Alison about the deadlines for submission of articles for the ITTF magazine and other publications;
- b) Raül to write the article about the service rule;
- c) Alison to write about the change in name to IPTTC;
- d) Aart and Silas to write about the history of IPTTC;
- e) Øivind to write about the proposed cooperation between ITTF and IPTTC;
- f) 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;

- g) all to make proposals in their reports on how to increase the sustained involvement of women at all levels at IPTTC;
- h) all to write news articles for the website and send to Gaël and copy Alison;
- i) Alison to contact the IPC about certificates for SAEC members;
- j) Alison to update the strategic plan;
- k) Alison to draft a general code of ethics including SAEC members attending tournaments.

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

6.1 meeting with ITTF:

- having met Adham Sharara, ITTF President, during the Paralympic Games, information had been exchanged and positive feedback received;
- the ITTF President had agreed that the IPTTC should join the ITTF without changing any of the SAEC structures;
- the possibility of employing a part-time person was discussed funded 50% by ITTF and 50% by IPTTC located as appropriate;
- for marketing, there seemed to be no conflict in terms of an IPTTC specific sponsor;
- representation would probably be through ITTF member nations;
- thus changes to IPTTC would probably only happen in 2006 following the Assembly with implementation being in 2008;

6.2 incorporation of IPTTC rules in the ITTF rules: in order to integrate the IPTTC rules into the ITTF rules, a motion would be presented at then next ITTF Assembly in April 2005 and ITTF umpires would be educated in these rules.

6.3 ITTF umpires certification to include IPTTC 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:

- a meeting after the SAEC meeting would look at completing the handbook including a 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;
- seminars would be held in each regional championship;
- a process of selecting candidates would be discussed.

The SAEC asked:

- a) David to send it a draft of the letter sent to the UCI (transfer of governance) to adapt to send to the ITTF from the IPC President as the ITTF Executive would meet on 19 February 2005 so that the letter included attending the ITTF world championships, access to accreditation, assistance with accommodation and a short presentation to the ITTF Assembly;
- b) Christian and Vincent to attend the ITTF world championships.
- c) regional representatives to nominate candidates for the TD seminar by the end of March 2005 ensuring that they understand the costs would be for their own account;

- d) regional representatives to consider nominating women and disabled persons;
- e) regional representatives to contact the regional Paralympic committee for financial support for these candidates.

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

7.1 coaches education, handbook, certification and teaching resources:

- the ITTF coaching personnel must be included in the coaching seminar;
- a coaching committee could be established separately from the development committee or could remain part of the development committee to develop coaches;
- the development committee should focus on finding funding to assist new table tennis nations;
- the best coaches in the world would be invited to help develop the coaching system after the Norwegian tournament held from 10 to 12 June 2005;
- classification should form part of the coaching seminar and courses.

7.2 IPC development grant:

- a report had been submitted for the rating system and no further funding was available;
- the coaching seminar had not taken place in Toluca for various reasons;
- the IPC Development Department had agreed to carry the grant forward into 2005 but required an updated application.

7.3 Tournament organiser education and handbook:

7.4 referee education: this was in process and should be the Technical Officer's responsibility.

7.5 umpire education, guide and video: this was in process and should be the Technical Officer's responsibility.

7.6 player education on the rules: Vincent had begun to write a summary for the use of players and would discuss with Cindy Shultz-Leung.

7.7 classifier education: this was in process and should be the Medical Officer's responsibility.

7.8 development of women and the severely disabled in all areas: this should be considered as part of the Development Officer's new mandate.

7.9 promotional video and CD: this was in process, should be ready for the ITTF Assembly with sponsorship being sought.

7.10 certificates for coaches trained in Malaysia: this had been sorted out.

7.11 equipment:

- a development package of equipment plus basic education was being considered where a new table tennis nation was selected with a fa 10 tournament being organised;
- therefore airfares for those involved in referee/umpire, classification, TD/coach education would be included;
- equipment for eight courts would be considered;
- the full package would be worth about €5 000;
- regional representatives would be involved in identifying the new nation;
- perhaps universities should be involved to assist the sustainability of the project.

The SAEC agreed to accept the change in venue for the coaching seminar from the Americas to Norway.

The SAEC asked:

- a) Vincent to submit to Alison by the end of January 2005 the updated proposal for the coaching seminar;
- b) Vincent to make proposals for his new mandate which could include finding funding, assisting new table tennis nations with equipment and facilitating education, recreation, social activities leading to elite player development;
- c) Vincent to submit criteria for selection of a new table tennis nation.

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: nothing to report.

8.2 Laureus Award 2004: candidates were considered.

8.3 criteria for best player: were considered:

- regional best players would be elected by players in the regional championships in elections overseen by the regional representative;
- in the years of the world championships and Paralympic Games, the chairperson would be responsible to oversee the selection of the best player;
- the SAEC would select the best player of the year from the regional elections the previous year;
- the overall best player would be nominated for the Laureus Award annually.

The SAEC agreed to nominate Mathieu Loicq for the Laureus Award.

The SAEC asked:

- a) Alison to submit the nomination of Mathieu Loicq (class 8 who won two gold medals in Athens and a silver medal in the Deaflympic Games);
- b) Leandro to send the criteria for the best player Gaël to publish on the website.

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

9.1 tournament information on the website:

- the first entry form was now on the website;
- the checklist to organise a tournament was on the website;
- the tournament calendar still had to add the chief classifier for each tournament;
- referees for each tournament would be added;
- TD database would be added.

9.2 progress on regional championships in 2005 and 2007:

- a deputy TD had to be appointed for the European Championships;
- the site inspection for the AME Championships would be done in February 2005;
- the ASP Championships were well underway although communication was difficult and dates, entry forms were outstanding;
- the site inspection for the Americas Championships had been done and the dates for the event were dependent on the facility being available;
- for selection purposes, there was no difference between IPTTC championships and multi-sport games serving as championships;

- IPC would sign agreements with the organisers of multi-sport events which would ensure that the sports rules and regulations were applied;
 - IOSD Games would need to be managed in a similar way and these Games would need to go through a transition where they happened in the third year of the Paralympic cycle;
 - Algeria was to host the All Africa Games in 2007 and this could also be the AME Championships as governments paid for the team's participation;
 - the Netherlands and possibly Belgium were bidding for the European Championships in 2007;
 - the Americas Championships would be in Brazil in 2007;
 - the ASP Championships still had to find potential organisers but South Korea had expressed an interest.
- 9.3 World Singles Cup and the use of open ranking points: places 9 to 16 may be played but no ranking points would be allocated.
- 9.4 Regional Team Cups 2006: no potential organisers had been found.
- 9.5 World Team Cup 2005: this should be cancelled.
- 9.6 tournament organisers' checklist, minimum requirements to host a tournament and level of organisation: the checklist was approved for the website subject to sanction fees being paid before the tournament being approved.
- 9.7 nominations for the deputy TDs for the World Championships: were considered and appointed.
- 9.8 number and dates of tournaments:
- IWAS had declined to change the dates of their Games which clashed with the European Championships;
 - there was also a clash of the Hong Kong and Dublin tournaments;
 - the dates for the Slovak Open and the CP-ISRA Games clashed and the Slovak Open applied first;
 - this could possibly affect the personnel available for these tournaments;
 - once the dates for the regional championships were set, the next priority should be the IOSD Games;
 - all approvals had been done in line with the current regulations.
- 9.9 factor allocated for IWAS and CP-ISRA Games: as these events had a restricted entry, they could unfairly affect the ranking lists in the year where selections for World Championships were done.
- 9.10 improved format of events for Fa 50 to 100: this was discussed under 12.5.
- 9.11 doping control: this had been discussed under 9.2.
- 9.12 questionnaire on tournament organisation: this was referred to the Tournament Committee.
- 9.13 limit of two tournaments per month: this was referred to the Tournament Committee.

The SAEC agreed:

- i) to pay for the travel of the racket controllers to the four regional championships;
- ii) that it would still be possible to organise the World Team Cup if the Regional Team Cups were not organised;
- iii) to cancel the World Team Cup in 2005;
- iv) to appoint Silas and Leandro as the deputy TDs for the World Championships;
- v) to allocate Fa 30 to the CP-ISRA and Fa 20 to the IWAS Games;
- vi) to discuss the principles of the ranking factor allocated to IOSD Games at the next meeting.

The SAEC asked:

- a) Raúl to pursue the excel format for the entry forms and see if they can be linked to the draw and results;
- b) Alison to include racket control in the 2005 regional contracts not signed as well as in the 2007 contracts;
- c) Alison to contact the AAG 2007 organisers about a site visit;
- d) Raúl to recommend racket controllers for the regional championships;
- e) Jiri to review the world team cup system but to leave the provisions in the regulations;
- f) Jiri and Margita to emphasise to applicants to host a tournament that they need to pay the sanction fee at the time they apply to host the tournament;
- g) Raúl and Leandro to finalise the checklist and put it on the website;
- h) Aart to check the accessibility checklist before it was put on the website;
- i) Nico to negotiate two deputy TDs with the World Championship organisers;
- j) Jiri to be wary of approving tournaments where there was a clash of dates;
- k) Alison to contact the IPC to include, in the proposed contracts between IPC and the IOSDs, a provision for consulting affected sports before dates were set;
- l) Alison to contact IWAS to clarify which disability groups were included in their Games;
- m) Jiri to discuss the questionnaire on tournament organisation and a possible limit of two tournaments per month with the Tournament Committee.

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

10.1 updated handbook:

- Part 1 (rules which the Assembly may amend - rules of play and classification) had not changed;
- Part 2 (regulations governing tournaments which the SAEC may amend) would be updated to include that the selection process for Paralympic Games would be approved by the IPC Executive on the recommendation of the SAEC and the selection process for the World Championships would be approved by the SAEC;
- the capitation fee for Fa 40 tournaments should be €40 per person;
- for Fa 20 tournaments, there should be one nationally certified umpire per table;
- for Fa 10 to 30 tournaments, a TD and classifier/s must be present at the event.

10.2 translation of the handbook French, Spanish, Chinese and Russian: volunteers had been found to do the translations once the handbook had been simplified.

10.3 database update for referees and umpires on the website: had been done and was with Gaël.

10.4 umpires' education seminars (Jordan 2003, certificates for Shanghai 2003), age limits, certificates and criteria for best umpire:

- Shanghai had received the certificates;
- the certificates for Jordan would be sent out;
- no limits on age were recommended for umpires;
- no criteria for umpires were recommended.

10.5 plan for referees' seminars: two seminars would be held in each of Americas and ASP in 2005 and AME and Europe in 2006.

10.6 mixed gender events (with Rating Committee): a new system was needed.

10.7 ITTF official liaison: this was Raúl.

10.8 competition management software: Raúl would meet Dr Wu to finalise in line with 9a) above.

- 10.9 the need for “recovery time” to be included in the rules: Raúl would discuss with Vincent.
- 10.10 appointment of referees: was in process for tournaments in 2005.
- 10.11 ranking penalty points: if a player did not play a match as scheduled or withdraw before the draw to schedule the relevant matches without a medical certificate, penalty points would be deducted.
- 10.12 US\$25,00 for the ranking list: this should be removed as the ranking list was freely available.
- 10.13 changing the regulations: regulations could only be amended, removed or adopted by a majority of the SAEC.

The SAEC asked:

- a) Raúl to request Delano Lai Fat to update the handbook, simplifying the rules and regulations so that it could be sent out for final approval by email to the SAEC;
- b) Raúl to follow up mixed gender events;
- c) Raúl to finalise the competition software with Dr Wu as soon as possible;
- d) Raúl and Vincent to propose a rule for “recovery time”;
- e) Raúl to draft a rule for ranking penalty points to present as a motion to the Assembly;

The SAEC resolved that:

- i) the selection process for Paralympic Games would be approved by the IPC Executive on the recommendation of the SAEC and the selection process for the World Championships would be approved by the SAEC;
- ii) the capitation fee for Fa 40 tournaments would be €40 per person;
- iii) for Fa 20 tournaments, there should be one nationally certified umpire per table;
- iv) for Fa 10 to 30 tournaments, a TD and classifier/s must be present at the event;
- v) regulations could only be amended, removed or adopted by a majority of the SAEC

11. MEDICAL OFFICER’S REPORT: the SAEC noted the Medical Officer’s report including that:

- 11.1 classification cards (new format, indication of limits on serve): this still had to be finalised but the equipment had been purchased except for the camera and software programme.
- 11.2 classification handbook and consistent terminology: this had to be done with the coaches.
- 11.3 proposal to change the system for sitting players: this had been prepared for the 2006 Assembly and it would be explained at the regional championships.
- 11.4 proposed minimum eligibility definitions, standing players to play in standing classes, “shadow classifiers”, “contact”, the maximum height of the cushion:
 - the minimum eligibility would be presented as part of the postal vote;
 - standing players to play in standing classes would be presented as part of the postal vote;
 - “shadow” classifiers had to be discussed further;
 - work still had to be done on contact and height of the cushion.
- 11.5 INAS-FID classification:
 - the IPC was driving the process;
 - the criteria for intellectual disability had to be defined fundamentally so they were reliable, watertight etc as well as comparable;
 - a parallel process of participation could be agreed to test the ID classification;
 - at this moment, INAS-FID did not form part of IPC competitions;
 - the Sports Council meeting in February 2005 would clarify the process;

- there would be no exhibition events at the Paralympic Games;
 - IPC and INAS with the sports had to develop a plan and system where each sport would decide if participation was part of the plan to test the proposed classification system.
- 11.6 1 sitting and 1 standing athlete to serve on the Medical/Classification Committee: no progress had been made.
- 11.7 players list on the website: the ranking and classification numbers should be the same for players and when the IPC numbering system was working, to link the IPTTC to the IPC unique ID numbers.
- 11.8 liaison with CP-ISRA: the CP-ISRA Games should apply IPTTC rules and classification systems.
- 11.9 use of “Medical” vs “Classification” Officer: Medical/Classification Officer was agreed.

The SAEC asked:

- a) Nico to email the classification handbook to Christian to edit to ensure consistent terminology;
- b) Aart to explain the proposal to change the sitting classes at the regional championships;
- c) Aart to present proposals on “shadow” classifiers, “contact” and height of the cushion at the next meeting and then the Assembly incorporating the rules from the IOSDs as necessary;
- d) Xavier to email the IPC definition of an athlete representative to the SAEC;
- e) Vincent to nominate a standing and sitting athlete to serve on the Medical/Classification Committee for Aart to consider and the SAEC to ratify;
- f) Nico and Gaël to ensure that the ranking and classification numbers for players were the same;
- g) Aart to follow up with Ton Brouwer about progress with CP-ISRA;
- h) Aart and Nico to send the resolution below to the President and TT chairperson of INAS-FID with a copy to the IPC Classification and Anti-Doping Director as the resolution was subject to final approval by IPC and to seek support for the resolution from INAS-FID.

The SAEC agreed, noting that this resolution was subject to the final approval of the IPC:

- i) that the regional championships would not be used for selection of class 11 for the World Championships;
- ii) to request strongly the organisers of the regional championships to include class 11 events;
- iii) to suggest to INAS-FID that it work closely with IPTTC to encourage its member nations to participate;
- iv) to sanction Touars for selection and seedings for the World Championships subject to the IPTTC and IPC being satisfied with the progress of the classification system till then;
- v) if a regional championships organiser declined to invite class 11 players, the IPTTC and INAS-FID would investigate alternatives at INAS-FID’s cost (e.g. covering the costs of the IPTTC nominee to attend the relevant event).

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

- 12.1 Athens 2004: 239 players of 240 had participated with one withdrawal in a class where it was not critical to the event.
- 12.2 IPC Special General Assembly: the new IPC structure was approved, the motion on INAS-FID had been changed by the IPC Executive, a development conference held and minutes or a report on the above had been distributed.

12.3 role in regional championships: as the Selection Officer would be present at each championship, assistance could be given to umpires, classifiers, results and work with class 11 players.

12.4 the 2006 World Championships in Montreux, proposed test event, 2 deputy TDs, guests to be invited, number of players, playing system, selection process:

- the test event had been set for November 2005;
- Silas and Leandro had been appointed deputy TDs and Nico would discuss this with the organisers;
- 2 racket controllers had to be appointed as well as deputy referees;
- 15% of players in the World Championships and 10% in the regional championships had to undergo doping control tests at an estimated cost of €300 per test;
- the organisers should approach Raúl to appoint deputy referees and racket controllers;
- guests from the IOC, IPC and ITTF would be invited;
- the total number of players would be 350;
- selection should be:
 - the gold medalist in the class singles in each class played in the regional championships including combined classes;
 - the two best players in each gold medal team in each class played in the regional championships if not already selected through the class singles;
 - if a regional slot was rejected, it would be transferred to the wild cards;
 - the balance of the slots would be allocated from ranking lists to ensure 6, 12, 18, 24 players in an event;
 - in *singles*, the winner of the group matches would proceed to the next round;
 - in *team events*, the format would be knock-out;
 - this would ensure more matches in the regional championships as these were more developmental in nature and fewer matches at the World Championships which were elite in nature;
 - the regional championships would be played as per the regulations;
 - the selection deadline for the World Championships would be 1 January 2006 and 1 July 2006 for seedings.

12.5 possible selection process, number of players, playing system and number of matches for 2008: this had been discussed under 12.4 above.

The SAEC noted Christian's objection to using different proposed formats of play in the regional and World Championships.

The SAEC asked:

- a) Nico to attend the part of the Sports Council meeting related to INAS-FID to be held in February 2005 and any other part of the meeting that Christian could not attend;
- b) Alison to contact the Director of Sport about including racket control in the world championship contract;
- c) Jiri to advise organisers for the regional championships to contact their national anti-doping organisation about sponsorship for the doping control tests to be done;
- d) Nico, Jiri, Raúl, Vincent and Øivind to discuss the format for the World Championships for the SAEC to approve at its next meeting.

The SAEC agreed that:

- i) the costs of the Selection Officer attending the regional championships should be included in the IPTTC budget;
- ii) the Selection Officer should attend the regional championships to oversee the playing system which must be the same in each regional championship.

13. REPORT ON THE 2004 PARALYMPIC GAMES: the SAEC noted the TD's report, including:

- the reports from the referees, racket controllers as well as the TD were on the website;
- an increase in the number of umpires for 2008 had been proposed based on the number of matches played in 2004;
- two sessions with a break as done in other sports would be a better schedule;
- it would be better to have 8, 12, 16 players per event, fewer round robin matches moving more quickly to the finals;
- more electronic scoreboards should be provided;
- there should be one more referee to manage the umpires, another to manage the draws and another the field of play;
- the 2004 format was boring for spectators not used to table tennis;
- umpires had warned players for shouting when they won a point contrary to the spirit of the game;
- there was a long wait after ball selection.

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

14.1 Americas:

- the site inspection for Mar del Plata had been done with several hotels of a different standard;
- no entry fee would be paid by nations for the 2007 regional championships in Rio de Janeiro;
- some concerns from Brazil had been discussed in Athens and would be followed up in Mr del Plata;
- the aims of the seminar funded from IPC development funds had changed after the application had been approved;
- in 2004 the best players had been elected by their peers and the award would be made in 2005;
- there were three important languages in the Americas viz. English, Spanish and Portuguese;
- the ATTC website would be developed;
- a seminar was planned for the year.

14.2 Africa-Middle East:

- there would be a site visit for Cairo to host the regional championships;
- Cape Town may host another open later in 2005;
- organisers should understand that NPC funding cycles started afresh after the Paralympic Games and it was therefore not always easy to participate in tournaments early in the year;
- an ASCOD meeting would be held in March 2005 and entries for 2005 and 2007 would be discussed;

- Algeria would host the AAG in 2007 and so governments paid all costs for participation;
- entries submitted by the Nigerian NPC were the only ones that could be accepted, organisers should define when payment was due and this problem should be discussed with ASCOD and in the AME regional assembly;
- following an IPC decision, Africa was separate and the Middle East transferred to a new Asia.

14.3 Europe:

- three NPCs had been transferred from Europe to ASP viz. Tajikistan, Turkmenistan and Uzbekistan;
- the EPC had still not paid IPTTC €2000,00 for the first TD education in La Coruña as they had apparently not received a proposal;
- a meeting to develop the sport would be held in the former Eastern Europe and once a date was set, some IPTTC representatives would be invited.

14.4 Asia South Pacific:

- the written report was noted with the sensitivity of merging the ASP from FESPIC;
- three formerly European and several Middle East NPCs had been transferred to Asia;
- some currently ASP NPCs had been transferred to South Pacific (Oceania);
- the dates of the ASP Championships were 16 to 23 June 2005;
- class 11 should be included if the organisers agreed and the IPC supported the SAEC's proposal (11).

The SAEC asked:

- a) Leandro to check with Gaël the rankings for juniors;
- b) Leandro to discuss with Gaël the possibility of having an Americas page on the IPTTC website;
- c) the regional representatives to include progress with the discussions with ITTF on the assembly agenda;
- d) the regional representatives to discuss the mechanism of moving to the IPC's continents for the 2007 regional championships and to make recommendations to the next SAEC meeting;
- e) Alison to contact the EPC again about the repayment of €2 000 for the TD seminar in Spain;
- f) ask Nico to send Alison the proposal he wrote for the EPC to fund the TD seminar in Spain;
- g) ask Raúl and Delano Lai Fatt to check that the regulations for selection applied to Fa 50 tournaments including regional championships and regional games in the year before the Paralympic Games;
- h) Alison to contact Silas about the dates for the ASP Championships.

The SAEC agreed to:

- i) include in the postal vote the proposal to extend the term of office of the regional representatives to the regional assembly in 2007 where elections would be held;
Rationale: more nations would be present at the regional games in the year before the Paralympic Games. This would assist continuity as six SAEC members would be elected at the World Championships and the four (or five) regional representatives a year later.
- ii) apply the new IPC continents to its operations for 2007;

- iii) request the organisers of the ASP Championships to invite Tajikistan, Turkmenistan and Uzbekistan to participate;
- iv) leave the AME Championships in its current format for 2005;
- v) write off the outstanding amount from the EPC for the TD seminar in Spain.

15. GENERAL

- 15.1 Ranking and rating system: this had been discussed under 7.2 and was ready for implementation once approved.
- 15.2 IPC logo included in the ITTC logo: once the IPC manual on use of the IPC logo was available at the end of January 2005, this could be discussed further.
- 15.3 Structure of the SAEC and succession planning:
 - the IPC was reviewing its bye-laws between now and November 2005 and would consider the issue of the composition of the SAEC;
 - this would be discussed as part of the strategic plan;
 - the work of the SAEC should be considered and then jobs defined;
 - new people should be trained in subcommittees to take over on the SAEC.
- 15.4 Spirit of Sport Award: there were no nominations.

16. NEXT MEETING: in Mar del Plata during the Americas Championships on a date to be finalised. The SAEC was requested to present written reports before the meeting identifying problems as well a solutions so that more time could be spent on the strategic plan and the agenda should be issued a month before the meeting.

There being no further business, the meeting ended at 21h30 on Friday 14, 22h05 on Saturday 15 and 12h05 on Sunday 16 January 2005.

READ AND CONFIRMED AT THE MEETING

HELD ON

CHAIRPERSON

AMB/

24 January 2005