

International Table Tennis Federation – Para Table Tennis Division

Report on the Site Inspection of the Factor 40 Tournament to be held in Taipei in July conducted on 26th -28th February 2010

Background

Appointed as the Technical Delegate for the Taipei Factor 40 Tournament at the Para Table Tennis Division meeting in Lausanne of Switzerland on 30th January, 2010 I immediately contacted the Chinese Taipei Sports Federation for the Disabled for making the site visit, as I expected that there shall be more 200 players to compete in the Tournament. The visit was scheduled on 26-28 February.

The Venue is Taipei Gymnasium, the one being used for the 2002 World Championships, the 2007 IWAS Games and the Deaflympic Games in 2009. The Venue was nicely renovated and fully accessible to wheelchair players. The Federation will also use the same hotel, the Sunworld Dynasty Hotel which was also the official hotel for the above events.

Mr. Chang Chao-Shen (張昭盛), a senior member of the Federation and Mr. Chen Chin-Jung (陳金榮), the Secretary-General accompanied me for the visit and also for a meeting where Ms Grace Hwang (黃郁涵) of the Federation and Ms Lisa Ma (馬維清) of the Venue jointed us for discussion.

1. Confirm Endorsement & Support by the Taipei Table Tennis Association in the Application as ITTF rules require

- This was confirmed and they agreed to send me a copy of the signed document for record at the soonest;

2. Appointment of Technical Officials

- 2.1 Referee - Ms Cindy Leung
- 2.2 2 Deputy Referees - Mr. Steven Lee, the other Deputy nominated by from the Taipei Federation is Mr. Chen Ching-chin (陳井金);
- 2.3 Umpires (for 20 tables, we need 64 umpires; 40% from overseas, ie 26)
- 2.4 Computer Officials in charge - Mr. Yang Zheng-Long (楊正隆)
- 2.5 Ball boys - To be recruited from among students in secondary schools

and training will be provided to them by the Federation.

3. Organizing Committee Officials

- 3.1 Chairman -Mr. Lai Fou-Hwan (賴復寰)/Ms Linda Chen
- 3.2 Organization Manager -Mr. Chang Chao-Shen (張昭盛)
- 3.3 Tournament Director -Mr. Kim Guang-Xi (甘光熙)
- 3.4 Accommodation & Transportation Manager -Ms Chen Mei-Yu (陳美如)
- 3.5 Venue Manager -Mr Chen Chin-Jung (陳金榮)

4. Programme & Schedule of the Competition

- 4.1 Events : Open, Singles and Teams
- 4.2 4 Competition Days from 19-24 July, as follows :
- 4.3 July 19 (Mon) – Arrival of Teams/Practice/Technical Meeting & Draws
- 4.4 July 20(Tue) – Open events
- 4.5 July 21(Wed) & 22(Thu)– Singles Events & Team Events
- 4.6 July 23 (Fri) – Team Events and Closing
- 4.7 July 24(Sat) – Departure of Teams

(A total of 6 day-5 nights from July 19-24)

5. Dates of 1st and Final Entry

5.1 To be uploaded to the ITTF PTT Website once approved after the TD Visit. Deadline for the 1st Entry is 15th May, while the final one is on 15th June, 2010;

5.2 Invitation of overseas umpires also in PTT Website at the same time.

6. Competition Venues

(**Taipei Gymnasium**, a multi-storey sports complex with 1st floor for wheelchair play, 4th floor for standing play while practice on 7th floor, 2 large lifts will serve all the playing halls, with an additional goods lift for use if necessary)

- 6.1 Area Size –should be at least 40m x 40m, large enough for 10 tables on each of the 1/F and 4/F;
- 6.2 Floor Nature -wood, yet 1/F with mattress Gerflor Taraflex of dark red;
- 6.3 Spectator seats 906 on 1/F, 798 on 4/F, with retractable seats up to 1500 on each floor;
- 6.4 Lighting -1000 lux, good for TV coverage, if any;
- 6.5 Air Flow -good;
- 6.6 Control Table during competition for Officials & Computer Operators all in the playing halls; Umpires area shall be arranged next to the Table;
- 6.7 Official Rooms : TD & Referees Room on 1/F, Umpires Rest room in Media room on 1/F, Results Room on 1/F, Meeting Room for Teams on 3/F, Players Rest Area on 4/F with mattress, Medical/ First Aid on each of 1/F and 4/F; Glue Area on 1/F and 4/F; VIP Room on 2/F;
- 6.8 Players Marsh area in the corridor adjacent to the halls;
- 6.9 Wheelchair accessible toilets with shower facilities at least 2 on each floor plus other toilets newly renovated;

7. Equipments

- 7.1 Tables - Donic, blue
- 7.2 Nets - Donic
- 7.3 Balls - Nitaku +++ white
- 7.4 Scorers - Chanson
- 7.5 Surroundings - Donic (to be confirmed), blue
- 7.6 Umpires Tables - Chanson
- 7.7 Towels Support - use green baskets

8. Accommodation

(Sunworld Dynasty Hotel, with over 700 rooms. The Hotel is very friendly and willing to make minor alterations to suit our use)

- 8.1 No. of Rooms accessible to wheelchair players - most rooms are accessible. Room doors are 85 cm wide while doors in bath rooms are 71 cm which can be taken down if needed to make it 75.5 cm wide as agreed by the hotel management. A strong plastic chair be provided for use in the bath room as they were used for the IWAS Games in 2007;

- 8.2 Dining Area for Breakfast, Dinner - on ground floor, and if needed also on 1/F;
- 8.3 Lifts available - 4, with 2 more if needed. Each is big enough to carry 3 wheelchairs at a time;
- 8.4 Meeting Room - on 1/F for the Tournament and for teams;
- 8.5 Organizers Office - on 1/F
- 8.6 Electricity Supply - 110V, adaptors and transformers are available if needed.
- 8.7 Internet Service - available at cost of local dollar 300 per 24 hours (negotiation with the Hotel is made to reduce the cost);
- 8.8 Currency Exchange - available in Hotel 24 hours;
- 8.9 Dual Room Capacity - Teams can book limited single rooms at Euro 40 per day; For extra stay, Organizer will charge at Euro 80 per day per person (including breakfast) if teams come early than 19th July or stay on 24th July and after;

9. Transportation

- 9.1 No. of Buses/Vans accessible to wheelchair users and Capacity - shall be sufficient and they shall be converted to meet wheelchair use;
- 9.2 Arrival and Departure Pick-up for Teams - shall be scheduled upon more information on arrival of teams;
- 9.3 Transportation Schedule during Tournament - shall be scheduled for unforeseen situations like rainy days, normally from Venue and Hotel will only take 5 minutes walk;
- 9.4 Distance from the Airport to Hotel - some 45-50 minutes by bus;
- 9.5 The Metro Rail Transit system in Taipei is wheelchair accessible for teams tours after competitions;
- 9.6 The Organizer can help to arrange tours for teams if sufficient notice be given, say, 2 days beforehand. Teams are to meet all the costs

10. Meals Arrangements

- 10.1 Breakfast - in Hotel in buffet style;
- 10.2 Lunch - in Venue in lunch boxes;
- 10.3 Dinner - in Hotel, and arrangement for late dinner can be arranged upon special request when the competition schedule is finalized;

10.4 Drinking Water for Players during Tournament - drinking fountains are available at the venue; Hotel will also provide free drinking water of 2 bottles per room;

10.5 Muslim food - shall be available;

11. Ceremonies

11.1 Opening Ceremony - shall be organized dependent on the competition schedule;

11.2 Closing Ceremony - shall be organized together with the Farewell Reception on 23rd July;

12. Expenditure to be born by the Organizing Committee shall be as follows :

12.1 Capitation fees of Euro 25 per person to ITTF PTTD upon receipt of Invoice from PTTD Office after TD send Participation details to PTTD Office on the day of Technical Meeting when all team delegates are confirmed.

12.3 Travel Expenses for overseas Officials (TD, Referees, Umpires) and also local umpires if travel costs incur

12.4 Daily Allowance for TD, Referees (Euro 15 per day from 18th July to 24th July. Totaling 7 days, Euro 105 each), and Umpires (Euro 15 from the first day to the last day of competition, totaling 4 days, Euro 60 each)

12.4 Accommodation and Meals to all Officials

12.5 Accommodation and Meals for 2 ITTF PTTD Executives or staff during Tournament, if they come.

12.6 Travel expenses for overseas umpires are to be borne by themselves or by their NPCs/NFs.

13. **Insurance** – all teams are to cover their own medical and accident insurance during their stay in Taipei. The Organizer will only cover the Tournament with Public Liability;

13. **Entry Fee per Participant** for 6 day-5 night stay in Taipei - be recommended to be in the region of Euro 550 per person, inclusive of the capitation fee of Euro 25 per person, as living standard in Taipei city is one of the highest in Asia;

**14. Contract to be signed with ITTF upon approval of the
Tournament;**