



PROSPECTUS

**Para Table Tennis Spanish Open
-El Prat de Llobregat-
Factor 20
19th to 23rd June 2014
El Prat de Llobregat, Barcelona, Spain**

1. AUTHORITY: the **Para Table Tennis Spanish Open** will be organized by the **Spanish Table Tennis Association** under the auspices and authority of the International Table Tennis Federation (Para Table Tennis Division).

2. DATE AND PLACE: (dates of event arrival and departure)

Date of arrival: **19th of June 2014 (18th for those players who need classification or re-classification)**

Date of departure: **23rd of June 2014**

CEM ESTRUCH (Av. Pare Andreu de Palma, n° 9, El Prat de Llobregat, Barcelona)

3. EVENTS: the following events will be played:

Men's singles (class 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)

Women's singles (class 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)

Men's team (class 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)

Women's team (class 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)

Note 1: depending on the entries, the organisers and the Technical Delegate reserve the right to combine classes as may be necessary.

Note 2: the singles events will be played first, followed by the team events.

Note 3: as there will be no classification for class 11, entries only from class 11 who have a confirmed status, will be accepted.

4. SCHEDULE:

Arrivals: **19th of June 2014 (18th for those players who need classification or re-classification)**

Practice days: **19th of June 2014**

Classification seminar:

Classification: **18th of June 2014 (afternoon) and 19th of June 2014 (morning)**

Technical meeting: **19th of June 2014 (evening)**

Competition days: **20th, 21st and 22nd of June 2014**

Awards ceremonies: **21st and 22nd of June 2014**

Departures: **23rd of June 2014**

Dates for the singles events: **20th and 21st of June 2014**

Dates for the team events: **21st and 22nd of June 2014**

5. RULES: the event will be conducted in accordance with the current Laws of Table Tennis, the Regulations for International Competitions and specific PTT directives (which may be amended from time to time).

6. EQUIPMENT: the following equipment will be used:

Tables: **Butterfly**

Competition (number): **12**

Warm up and training (number): **6**

Nets: **Butterfly**

Balls: **Butterfly**

Floor: **Wood**

Note: **12** tables will be wheelchair accessible.

7. ELIGIBILITY

The event is open to players who are eligible to represent their national association according to the ITTF Handbook 2013-2014.

8. OFFICIAL ORGANISER

Name: Real Federación Española de Tenis de Mesa

Physical/postal address: C/ Ferraz, nº 16, 1º izquierda, 28008 Madrid

E-mail: direccion.deportiva@rfetm.com

Phone: (+34) 915477726

Fax: (+34) 915423387

Tournament Director: Isabel Molina (Catalan Table Tennis Federation)

fctt@fctt.org

Phone: (+34) 93 280 03 00

Fax: (+34) 93 280 35 42

9. TECHNICAL DELEGATE FOR THE EVENT

Name: **Georgios Selionotakis**

Email: gselinio@gmail.com

10. REFEREE

Name: **Carlos Silva**

Email:

11. CLASSIFIER

The chief classifier is **AAAAAAAAAAAA** and the classifier is **BBBBBBBBBB** (Fa20).

12. CLASSIFICATION

All new players and players who are to have their classification reviewed should be present in time for classification. This means that all players needing classification should arrive by **18th of June 2014** i.e. the day before the classification is scheduled. *This is very important, as players not present on*

time may not be classified. Please note that those players not requiring classification may arrive later.

All players should bring with them their medical diagnosis and any other medical information, relevant to their classification in English. They should report to classification with these documents, dressed as if they are going to play a match and with all their table tennis equipment including sports chairs. All players and support staff are expected to cooperate fully in the classification process failing which, players will not be classified (not allocated a sport class or sport class status) and will not be able to compete in the event.

13. PARTICIPATION QUOTAS

A player may only play in the class indicated on his or her international classification card unless, due to the low number of players, his or her class is combined with the next class or classes. Then they may play in the next higher class event.

The minimum entry for a singles class to be played is 4 players.

- For Fa20 events, the maximum number of entries per association per class is 6 plus 2 extra juniors.
- For Fa40 events, the maximum number of entries per association per class is 4 but the host association may enter up to 6 players.
- For Fa50 events, the maximum number of entries per association per class is 3. However, where 2 classes are combined, there may be 4 players per association provided that no more than 3 of the 4 players are in the same class. If there are 3 classes combined, up to 5 players per association may be entered provided that no more than 3 players are in the same class.
- In World Championships, a maximum of 3 players per class per association may enter (after the selection process is completed by PTT).

The minimum entry for a team event to be played is 4 teams with 2, 3 or 4 players forming a team.

- In Fa40 events, each Association may enter a maximum of 2 teams but the host may enter 2 teams per class.
- In Fa20 events, a maximum 2 teams per Association may be entered where all players are from the same Association.

Players from different countries may form a team in the team event in Fa40 and Fa20 competitions, but if there are 3 players in the same event from the same Association, only the 3rd lowest ranked player may form a team with a player from another Association.

- In Fa50 events, only 1 team per association per class (or combined class) may be entered in the team event with a maximum of 4 players forming the team regardless of whether 2 or 3 classes are combined in the singles event.
- In World Championships, a maximum of 1 team per class per association with a maximum of 4 and a minimum of 2 players may enter (after the selection process is completed by PTT).

All other persons wishing to accompany a team (i.e. who are not members of the team) are subject to special charges and should contact the organisers for further information. These packages are limited and subject to availability of places in the official hotels. Priority will be given to the Official Party of all the delegations.

14. ENTRY PROCESS

Only entries submitted by or endorsed by the national association will be accepted (national Paralympic committees are advised to contact the national association urgently to confirm their entries).

All new players must bring with them a valid passport which will be used to check information on eligibility for the ITTF online entry system. For new players participating for the first time in a PTT event, please send to Georgios Seliniotakis one copy of a valid passport (see email address below).

The first entry (entry by number) deadline is: **1st of April 2014**

The second entry (entry by name) deadline is: **1st of May 2014**

There is a limit of **115** players for this event so please enter early to avoid disappointment.

All entries must be sent to the organisers and Georgios Seliniotakis: gselinio@gmail.com

In order to secure full participation, national associations failing to confirm their participation according to deadlines will be removed from the list of participants.

15. SYSTEM OF PLAY

Singles events: the first stage will be played in a round-robin basis in groups of even numbered players but there shall not be less than 3 and not more than 5 players in a group and priority will be given to groups of 4 players. If there are 5 or less players, the event will be played as a round-robin without knock-out. Two players advance from each group to the second stage which will be played in a knock-out format.

Team events: the first stage will be played in a round-robin basis with priority given to groups of 3 teams with the winner and runner-up in each group advancing to play in the knock-out rounds. If there are 5 or less teams, the event will be played in a round-robin format without knock-out.

Teams will play as follows: A vs X; B vs Y; Doubles; A vs Y; B vs X

General:

The numbers of groups will be decided by the referee and TD in cooperation with the organising committee. If the number of groups in an event is decided not to be a multiple of 2 (e.g. 2, 4 or 8 etc.), winners from the groups with the

highest ranked seeded players shall have byes in the first round of the second stage, in ranking order.

All matches will be played to the best of 5 games.

Medals will be awarded for gold (1st), silver (2nd) and bronze (3rd) places i.e. there is no play off for bronze medals in all PTT events except in singles where there are only 4 or 5 players and/or teams.

16. SEEDING

Seeding for all the events will be done according to the latest ITTF PTT rating list at the time of the draws.

17. TECHNICAL MEETING

The technical meeting will be held on **19th of June 2014** at a time and place announced on your arrival.

18. DRAWS

The draws will be done for the singles events on **19th of June 2014 (evening)** and for the team events on **21st of June 2014 (morning)**.

19. PERSONS ON THE BENCH

The following persons on the bench are permitted:

- 19.1 In singles events, 1 seat for a coach on the playing field (behind the surrounds).
- 19.2 In the team events 5 seats for one (1) coach and up to 4 players of the team playing the match.
- 19.3 No other players or personnel may have access to the area behind the surrounds or the playing area. Special provisions and seating areas will be made for medical personnel.

20. CLOTHING

Please note that with effect from 1 January 2014, all players are expected to wear shirts with their name and 3 letter association code on the back of their playing shirts.

21. ENTRY FEES AND ACCOMMODATION

For PTT events, the entry of **490 €** fees include accommodation and capitation fees. The entry fees have to be paid in Euros to the organisers as set out below.

If an association wishes only to pay an accreditation fee, this will be **190 €** per person but does not include any transport, meals or accommodation which should be organised by the respective association.

Accommodation

Name: **Centre Esplai Hostel**

Physical/postal address: **C/ Riu Anoia, n° 42-54, El Prat de Llobregat**

E-mail: **info@albergueesplaibarcelona.com**

Phone: **(+34) 934747474**

Fax:

Website address: <http://www.albergueesplaibarcelona.com/en/>

Cost per person: **610 €** in single room

Cost per person: **490 €** (2 or 3 people sharing a room)

Cost per person: **450 €** in quadruple room

Cost per person per extra night **100 €** (in single room)

Cost per person per extra night **75 €** (2 or 3 people sharing a room)

Extra meals **15 €**

Should there be any spectators or supporters, they should contact the organisers to enquire if a package is available for them.

Payments should be made as follows:

Account name: Federació Catalana de Tennis de Taula

Bank name: Banc Sabadell

Bank address: Nicaragua, 137-139 08029 - Barcelona

Account number: 0081 1697 6900 0100 0111

SWIFT code: BSABESBB

IBAN: ES40 0081 1697 6900 0100 0111

Notification (name of national association) is required

All bank charges are for the cost of the party making the payment.

22. TRANSPORTATION

The organisers will provide transportation for teams from and to **Centre Esplai Hostel** and **Barcelona** airport, and **shuttle bus service from and to the hall**.

The organisers will provide transportation for officials from and to **Best Western Hotel** and **Barcelona** airport, and **shuttle bus service from and to the hall**.

23. OBLIGATIONS

All players entered must compete against any other participating player and by entering, agree to be bound by the ITTF Anti-Doping, Anti-Harassment, Classification Illegal Betting and Corruption policies and procedures during the event. The entry forms contain an undertaking to be signed by a responsible official of the nominating association and the team member covering these matters and no entry will be accepted unless such an undertaking has been given.

Similarly, it is the responsibility of the association, player or team member to ensure that he or she has adequate medical, travel and other appropriate insurance.

24. TELEVISION, MOTION PICTURE AND INTERNET COVERAGE CONDITIONS

By entering the event, all participants agree to abide by all ITTF rules and by the rules and regulations of the organisers. All associations, teams and individual players agree to be abide by the rulings of the ITTF and its agents in all matters concerning television coverage, video, internet web casting, motion picture coverage, and photographic coverage of any kind. Participants release all rights, or rights held by their agents or sponsors, in all matters relating to television and web casting coverage, vide oand motion picture coverage, and photographic coverage of any kind; and hence accept such coverage during the event. Any participant, when called upon, must appear promptly to press conferences or medal presentations and follow the procedures set by the ITTF and the organisers.

25. CANCELLATION POLICY

The policy applies as follows:

25.1 cancellations after the first entry but before the second entry: the first entry fee is forfeited.

25.2 cancellations after the second entry: the first entry fee plus an additional 30% of the entry fee is forfeited i.e. a total of 60% of the total entry fee.

25.3 cancellations within 10 calendar days of the arrival date will be decided by the organisers in consultation with the TD.

This is provided that the player is not able to prove circumstances beyond his or her control e.g.admission to hospital.

26. VISAS

Should you need assistance to apply for a visa (e.g. a letter of invitation), please provide the organisers with the following details:

- Full name as in passport
- Function in the team
- Passport number
- Passport expiry date

Note: the requirements for visas are not under the control of the ITTF or the organisers but under the Government's jurisdiction and the association must fulfil all requirements in order to get a visa in time. In supplying this information, the person understands and acknowledges that data covered by data protection legislation will be shared in order to facilitate the application for a visa.

27. COMPLEMENTARY INFORMATION:

Average high temperature expected: **30°** Celsius

Average low temperature expected: **20°** Celsius

Average rainfall expected: XXcm³

WE WILL ALSO ORGANIZE A TRAINING CAMP FROM 16 TO 19 JUNE 2014 AND FROM 23 TO 26 JUNE.

YOU CAN SEE HIGH PERFORMANCE CENTER WHERE IT WILL TAKE PLACE:

<http://www.car.edu/en>

Further information will be sent soon.

28. DOCUMENTS ATTACHED

Together with this Prospectus, attached are the following documents:

28.1 first entry form:

- 28.1.1 entry by numbers
- 28.1.2 first entry fee payment form

28.2 second entry form:

- 28.2.1 singles and team entry forms by name
- 28.2.2 second entry payment form
- 28.2.3 rooming list
- 28.2.4 tournament indemnity form (to be signed by all participants)
- 28.2.5 transport form

Otherwise, you can download the documents from the ITTF PTT website, <http://www.ipttc.org/calendar/index.htm>.