



PROSPECTUS

2nd Belgian Open

Friday October 30th – Tuesday November 3rd, 2015

Sint-Niklaas, Belgium

- 1. AUTHORITY:** the 2nd Belgian Open will be organized by the Belgian Table Tennis Federation under the auspices and authority of the International Table Tennis Federation (Para Table Tennis Division).
- 2. DATE AND PLACE: Friday 30th October – Tuesday 3rd November 2015**
31st October - 1st November – Singles Event
1st November - 2nd November - Teams Event

[Sporthal de Witte Molen](#)

Azalealaan 29

9100 Sint-Niklaas - BE

- 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: only classified players for class 11 will be allowed to play since there will be no classification for class 11.

4. SCHEDULE:

Early arrivals (**needed for classification**): 29 October 2015 morning

Arrivals: 30 October 2015

Classification: 29 October 2015 all day - 30 October 2015 morning before 12:00

Technical meeting: 30 October 2015 – 21:00 in Van Der Valk Hotel Beveren

Competition days: 31 October 2015 - 2 November 2015

Single Events Medal Ceremony: 1 November 2015

Team Events Medal Ceremony: 2 November 2015

Tournament closing Party: 2 November 2015 in Van Der Valk Hotel Beveren

Departures: 3 November 2015

Proposed dates for the singles events: 31st October 2015 - 1st November 2015 morning

Proposed dates for the team events: 1st November 2015 afternoon - 2nd November 2015

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).

CLOTHING: Please note that all players are expected to have their name and the 3 letter association code on the back of their playing shirts.

6. **EQUIPMENT:** the following equipment will be used:

Competition Hall: 16 tables, blue Tibhar Smash 28

Training hall: 12 tables, blue Tibhar Smash 28

Nets: Tibhar
Balls: New plastic ball
Floor: Wood
Lighting: 1.100 lux

Note: at least 10 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 2014-2015.

8. OFFICIAL ORGANISER

Name: Belgian Paralympic Table Tennis Foundation
Physical/postal address: Nijverheidsstraat 29, 9100 Sint-Niklaas - BE
E-mail: belgianttopen@gmail.com
Phone: +32 487 38 13 05
Website: <http://www.belgianttopen.be>

Tournament Chairman: Nico Vergeylen
Tournament Director: Allegra Roccato

9. TECHNICAL DELEGATE FOR THE EVENT

Name: Wim Kivits

Email: wkivits.wk@gmail.com

Phone: +31 654 73 82 29

10. REFEREE

Name: Isabelle Beumier

Email: bisabelle@hotmail.com

DEPUTY REFEREE

Name: Carlos Silva

Email: paraiso.silva@gmail.com

11. CLASSIFIERS

Ingrid Hegge (NED) andTBD

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 should arrive by **29 October before 12:00 am**.

Classification will start in the morning of **29 October** and ends **30 October at 12.00 am**.

*Please note: players who are not present on time **may not be classified**.*

All players should bring with them their medical diagnosis and any other medical information relevant to their classification. 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.

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.

The maximum number of entries per association per class is 6 plus 2 extra juniors.

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

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 this system of entry).

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: **19th July 2015**

The second entry (entry by name) deadline is: **15^h September 2015**

All entries must be sent to the organizers and to 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.

The limit on the number of entries is **180 players**.

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 TD and the referee 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 according the "ITTF Directives for Hosting ITTF Para Table Tennis Events" published at 27/1/2015 in <http://www.ipttc.org>

16. SEEDING

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

17. TECHNICAL MEETING

The technical meeting will be held on **30th October 2015 at 9:00 pm** in **Van Der Valk Hotel Beveren**

18. DRAWS

The draws will be done for the singles events on 30th October and for the team events on 31st October in the afternoon.

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. ENTRY FEES

For PTT events, the entry fees include accommodation and capitation fees.

The entry fees have to be paid in Euro to the organizers as set out below:

535,00 € per person (for 4 nights) (double room)

660,00 € per person (for 4 nights) (single room)

95,00 € per person per extra night (double room)

135,00 € per person per extra night (single room)

Special price for class 11 players : **460,00€** per player sharing the room with an escort/coach

Non-residential fee (no accommodation, no local transport and no meals included): **200,00 €**

Entry fee to be submitted with the first entry is 235,00 € per person.

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.

Payments should be made by bank transfer as follows:

Name : Belgian Paralympic Table Tennis Foundation

Bank : BNP Paribas

Iban : BE27001684373573

BIC/SWIFT : GEBABEBB

Reference : Belgian Open – *your country code*

All bank charges are to be paid by the country which makes the payment.

Only after full payment of all charges, you can be assured of participation to the tournament.

21. OFFICIAL HOTELS

Van Der Valk Hotel Beveren ****

Gentseweg 280 - 9120 Beveren

Tel +32 3 775 86 23

Website: <http://www.hotelbeveren.be>

Best Western Hotel Serwir ****

Koningin Astridlaan 57 - 9100 Sint-Niklaas
Tel +32 3 778 05 11
Fax +32 3 778 13 73
Website: <http://www.serwir.be/en/>

Hotel Ibis ***

Hemelaerstraat 2 - 9100 Sint-Niklaas
Tel +32 3 231 31 41
Fax +32 3 231 71 91
Website: <http://www.ibis.com/nl/hotel-7211-ibis-sint-niklaas-centrum/index.shtml>

Please note that the first official meal covered by the Organizing Committee will be the dinner on October 30th and the last official meal will be the breakfast on November 3rd.

The meals, excluding the first and last dinner which will be organized in one of the hotels, will be served in a dedicated catering area in the Sport venue.

22. TRANSPORTATION

The organizers will provide transportation for teams and officials from and to **Brussels International Airport (Zaventem)** and **Brussels South Airport (Charleroi)** airport or from and to Antwerp railway station.

Note: special transport requests, out of the tournament days as indicated in this prospectus (29th October – 3rd November), will be charged separately.

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 and Classification 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, video and 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.
- 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
- Nationality
- Passport number
- Passport expiry date

Keep in mind that a VISA letter will be issued only after the first entry form payment is received.

Note: the requirements for visas are not under the control of the ITTF or the organisers but under the Belgian Government's jurisdiction and the association must fulfil all requirements in order to get a visa in time. Please keep this in mind and **submit your request no later than 15 September 2015.**

27. COMPLEMENTARY INFORMATION:

Average high temperature expected: 15° Celsius

Average low temperature expected: 6° Celsius

Average rainfall expected: 60mm3

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>.