



## PROSPECTUS

### COPA COSTA RICA 2015 FACTOR 40 ITTF PTT TOURNAMENT 15<sup>th</sup> – 20<sup>th</sup> Dec 2015 San José, Costa Rica

**1. AUTHORITY:** The COPA COSTA RICA 2015 will be organized by the Costa Rica Table Tennis Federation (FECOTEME) in association with Domingo Argüello, under the auspices and authority of the International Table Tennis Federation (Para Table Tennis Division).

**2. DATE AND PLACE:**

December 15-20, 2015, San José, Costa Rica  
December 15 – Arrival of Delegations  
December 16-17 – Singles Events  
December 18-19 – Team Events  
December 20 – Departure of Delegations

**VENUE:** Costa Rica Tennis Club, Sabana Sur, San José, Costa Rica.

**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.

#### 4. SCHEDULE:

Official Arrivals:	Dec 15 <sup>th</sup> All Delegations
Practice days:	Dec 15 <sup>th</sup> (10:00h – 20:00h)
Technical meeting:	Dec 15 <sup>th</sup> , at 20:30h (Venue)
Opening ceremony:	Dec 16 <sup>th</sup> , at 19:00h (Venue)
Competition days:	Dec 16 <sup>th</sup> - 17 <sup>th</sup> - 18 <sup>th</sup> - 19 <sup>th</sup>
Closing ceremony:	Dec 19 <sup>th</sup>
Farewell Party:	Dec 19 <sup>th</sup> at 20:30 h (Hotel)
Departures:	Dec 20 <sup>th</sup>
Tourist Day:	Dec 20 <sup>th</sup> (For those who want to stay: <b>SEE INFO</b> )
Dates for the singles events:	Dec 16 <sup>th</sup> - 17 <sup>th</sup>
Dates for the team events:	Dec 18 <sup>th</sup> - 19 <sup>th</sup>

#### **IMPORTANT INFO:**

##### **- TRAINING CAMP:**

There is going to be a training camp previous the tournament from the 9th to 14th of December.

The cost per person per day full board in double room (2 sharing) is 100 Euros.

The cost per person per day full board in single room is 120 Euros.

The official date for arrivals for the training camp is Dec 9th.

Training days with double session are going to be 10, 11, 12, 13 and 14 of December.

The Head Coach in charge of this training camp is going to be Mr. Gorazd Vecko.

##### **- TOURIST DAY:**

We are planning the **Tourist Day** on Dec 20 for those who want to stay one or more days in Costa Rica for vacations.

It is going to be a trip to two important tourist attraction 1:00 hour drive from San José, and 100% wheelchair accesible! The extra cost is **€150 EUR** per person including the extra night, transportation, guide tour and all meals.

The One Day Tour is going to be:

# DOKA COFFE TOUR + LA PAZ WATERFALL GARDEN

**Doka Estate coffee** is one of Costa Rica's highest quality coffees. The Doka Coffee Estate is located on the fertile slopes of the Alajuela Poas Volcano, the rich soil and the ideal altitude and climate have made the Santa Eduvigis farm famous because of its excellent coffee.

The main objective of the Coffee Tour is to educate and inform the local and international population with regard to the whole production process as well as the processing of coffee. The tour takes place on the Doka Estate, where you can learn about the production, the harvesting, the processing plant and the roasting of the grain.

**La Paz Waterfall Gardens** is the #1 Most Visited Privately Owned Ecological Attraction in Costa Rica featuring the best hiking near San José, the most famous waterfalls in Costa Rica, rescued wildlife preserve with over 100 species of animals and an environmental education program

150 Eur p/p

**One Day Tour Includes:**

- Transportation
- Tour Leader
- Doka Coffe Tour entrance fee
- Coffe tasting
- La Paz Waterfall garden entrance fee
- Lunch at La Paz Waterfall garden
- Hotel and Full Board



**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: Sponex (ITTF approved)

- 20 in Warm up and Training Area
- 20 in Competition Hall

Nets: Sponex

Balls: Xushaofa 3 Stars White

Floor: Tinsue Red

*Note:* All 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 ORGANIZER**

Name: FECOTEME / Domingo Arguello  
Physical/postal address: San José  
E-mail: [copacostarica@gmail.com](mailto:copacostarica@gmail.com) / [info@copacostarica.com](mailto:info@copacostarica.com)  
Homepage: [www.fecoteme.com](http://www.fecoteme.com)  
Phone: +506 25490939 or +506 83849584 Mobile  
Fax: +506 25490940 / +506 22731704  
Tournament Directors: Domingo Argüello /Alexander Zamora

## **9. TECHNICAL DELEGATE FOR THE EVENT**

Name: Gorazd Vecko (SLO)  
Email: [gorazd.vecko@gmail.com](mailto:gorazd.vecko@gmail.com)

Deputy TD: Ales Letonja

## **10. REFEREES**

Referee: Francesco Nuzzo (ITA)  
Deputy Referee: Silvia Garro (CRC)

## **11. CLASSIFIER**

Name: Norma Angelica Patino Marquez

## **12. CLASSIFICATION**

No classification in FA 40 Tournaments.

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

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 organizers 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 this system of entry).

All players must bring with them a valid passport which will be copied for the ITTF database.

The first entry (entry by number) deadline is: **Sep 20<sup>th</sup> 2015**  
The second entry (entry by name) deadline is: **Nov 7<sup>th</sup> 2015**

All entries must be sent to the organisers and Georgios Seliniotakis:  
[gselinio@gmail.com](mailto: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 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 to “ITTF PTT Directives for 2015 events”

**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 Dec 15<sup>th</sup>, 2015 at 20:30 hours in the Venue.

**18. DRAWS**

The draws will be done for the singles events on Dec 15<sup>th</sup> and for the team events on Dec 17<sup>th</sup>.

**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 organisers as set out below:

**Entry to be submitted with the first entry:**

**€150 EUR** per person sharing (2 in a room) - Dec 15th to 20th

**€200 EUR** per person (single room) - Dec 15th to 20th

**Entry to be submitted with the second entry:**

**€440 EUR** per person sharing (2 in a room) Dec 15th to 20th

**€550 EUR** per person sharing (single room) Dec 15th to 20th

**€720 EUR** per person (2 in a room) – Dec 15th to 21st including Tourist Day

**€900 EUR** per person (single room) - Dec 15th to 21st including Tourist Day

**Total Entry fee:**

**€590 EUR** per person sharing (2 in a room) - December 15th to 20th

**€750 EUR** per person (single room) - December 15th to 20th

**€80 EUR** per person sharing per extra night FULL BOARD (2 in a room)

**€100 EUR** per person per extra night FULL BOARD (single room)

**PLEASE NOTE - VERY IMPORTANT INFO:**

- For those teams wishing to make their own accommodation and transport arrangements, the entry fee will be **200 EUR** per person. Please note that you will have to provide your own meals and water.

- For Classes 1, 2 and 11 assistants there it is a **100 EUR discount** on their Entry Fee.

-For the Gold Medalists of Copa Costa Rica 2014 there it is a **100 EUR discount** on their Entry Fee.

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

- For those interested in stay more days or arrive early for tourism we can give you good ideas and tours with special rates.

**Payments should be made as follows:**

Name of organisation:	FECOTEME
Bank name:	BANCO NACIONAL
Address:	Av 1 and 3, Street 4, Head Office, San José, Costa Rica
Account name:	COPA COSTA RICA
Account number IBAN:	100-02-078-600697-8

SWIFT: BNCRCRSJ  
Specification of Payment: COPA COSTA RICA 2015 + **Name of Country**

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

**PLEASE NOTE THAT BANK CHARGES MUST BE INCLUDED IN THE ENTRY FEES PAYMENT AND ARE NOT INCLUDED IN THE ENTRY FEE !**

## **21. OFFICIAL HOTELS**

The hotels for teams are:

### **1 - PARK INN HOTEL**

Physical/postal address: Ave. 6, Calles 28 y 30, B Don Bosco, San José  
E-mail: [info@parkinncostarica.com](mailto:info@parkinncostarica.com)  
Phone: +506-22571011  
Fax: +506-22571012  
Website address: [www.parkinncostarica.com](http://www.parkinncostarica.com)

#### **General Info:**

- Free Wi-Fi Internet
- Indoors Free Parking
- 24/7 Fitness Center
- Outdoor pool with jacuzzi in 3<sup>rd</sup> floor
- Graffiti Pool Lounge & Bar
- Business Center
- Travel Agency
- Laundry Service
- Restaurant Bar & Grill RBG
- Mini Market

#### **Rooms Info:**

AC  
WI-FI Internet  
Plasma TV  
Clock with Ipod connector  
Hair Dryer  
Security Box  
Iron  
Mini Bar (Not Free – Have to pay for consume)

#### **Info for Wheelchair users:**



Room door is 90cm,  
Bathroom door is 74cm and if needed we can make it  
84 cm  
All bathrooms are with WC + wash basins equipped  
+ large wheelchair accessible shower.  
A shower house exists and the wash basin is under  
mobile.  
All rooms have a lot of space to move in wheelchairs.  
We have 18 special rooms for Class 1 and 2 Players  
with more space in bathroom doors and special chair in  
shower.

## **2 - CROWNE PLAZA COROBICÍ**

Physical/postal address: North Side of La Sabana Park, San José, Costa Rica  
E-mail: [pamela.vega@corobicicp.co.cr](mailto:pamela.vega@corobicicp.co.cr)  
Phone: +506-25436010 ext 269  
Fax: +506-22316063  
Website address: [www.crowneplaza.com/cpcorobici](http://www.crowneplaza.com/cpcorobici)

### **General Info:**

- Free Wi-Fi Internet
- Outdoors Free Parking
- Fitness Center
- Outdoor pool
- Concierge
- 24 hours room service
- Indoor Bar
- Business Center
- Travel Agency
- Laundry Service
- Japanese and International Restaurants
- Souvenir Market

### **Rooms Info:**

AC  
WI-FI High Speed Internet  
Plasma TV  
Clock with Ipod connector  
Hair Dryer  
Security Box

Iron  
Mini Bar (Not Free – Have to pay for consume)

**Info for Wheelchair users:**

Room door is 90cm,  
Bathroom door is 74cm and if needed we can make it 84 cm  
All bathrooms are with WC + wash basins equipped + large wheelchair accesible shower.  
A shower house exists and the wash basin is under mobile.  
All rooms have a lot of space to move in wheelchairs.  
We have 18 special rooms for Class 1 and 2 Players with more space in bathroom doors and special chair in shower.

## **22. TRANSPORTATION**

The organizers will provide transportation for teams and officials from and to Juan Santamaría Intl Airport (SJO) to the Hotels and viceversa.

**\* Every person needs to pay \$29 USD of Airport Taxes at Departure**

## **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 abiding 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 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**

Your team members might need a visa for your stay in Costa Rica. Also if you are going to travel using USA as transit. Please ask your government or the embassy in your country if you require one or both 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 Costa Rica Government's jurisdiction and the association must fulfil all requirements in order to get a visa in time.

## **27. COMPLEMENTARY INFORMATION:**

Average high temperature expected: ~ 30° Celsius

Average low temperature expected: ~ 16° Celsius

Average temperature ~ 22° Celsius

Humidity expected 70%

Average rainfall expected: ~ 10cm<sup>3</sup>

## **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
- 28.1.3 second entry form:
- 28.1.4 singles and team entry forms by name
- 28.1.5 second entry payment form
- 28.1.6 transport form
- 28.1.7 rooming list
- 28.1.8 special Diet needs (Vegetarian, Halal, etc.....)
- 28.1.9 tournament indemnity form (to be signed by all participants)

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

## **29. OTHER INFORMATION**

- 29.1 Distances:
  - Airport → San José Downtown ~ 19 km
  - Airport → Hotel ~ 18 km
  - Hotels → Sports hall ~ 1 km
  - Hotel → Big Shopping center ~ 5 km
  - Hotel → City Centre ~ 1 km
  - Sports hall → City Centre ~ 3Km

Costa Rica Tourism official website: [www.visitcostarica.com](http://www.visitcostarica.com)

**And soon you can look our website of the tournament:**

[www.copacostarica.com](http://www.copacostarica.com)

You can find the Tournament Page on Facebook by “Copa Costa Rica”