



Requirements for Organization of Latin American Events

The Latin American Table Tennis Union (LATTU) and the LATTU Competition Department, in order to guarantee Latin American events in all categories: The LATTU will regulate, supervise and ratify or not the venues of the events. The countries that have obtained venues of events are obliged to fulfil the requirements that will stipulate next:

- Sports implementation:

- 1.- Eight (8) to ten (10) table of competition Approved by the ITTF of 25 mm.
- 2.- Eight (8) Tables for training (minimum), same brands and characteristics, Approved by the ITTF.
- 3.- (Nets) Approved by the ITTF, the net assembly need be in good condition.
4. Eight (8) to ten (10) score indicators, depending how many tables will use in the tournament. (It is recommended to have extra score indicators).
5. – Twenty (20) Towel Box for all areas, which could be baskets, if there were not an official towel boxes.
- 6.- Eight (8) to ten (10) umpires tables (**not big tables, not white or orange tables, no plastic tables like as restaurant tables**).
7. – In the Field of play need to has two (2) chairs for umpires (plastic or wood, or other material), plus eight (8) chairs for each area for players and coaches in the Teams event and two (2) chairs for each area for the Singles event. The chairs cannot be a similar colour to the ball.
8. – The areas need to use all the surrounds about 75cm high necessary to cover the Field of play, the surrounds cannot be a similar colour to the ball.
9. – Floor according for the table tennis competition, “shall not be light-coloured, brightly reflecting or slippery “, we recommend to use a brand and type of rollable synthetic material (example Taraflex) or wood. (Cannot be of brick, ceramics, concrete or stone).
10. Competition Balls 40+ ***, minimum 2 grosses. White colour.
11. - Medals: Gold, Silver and Bronze, and Trophy.
12. - Special scoreboards for the Teams event (Big score), one per table, these need has printer the name of the countries or Team.
- 13.- One table of table tennis (two half), in the call area for the ball selection.
- 14.- Table for umpires in the call area with the correct numbers of table.



- **No sport implementation:**

- 1.- For Draw and meeting the OC need provide a **projector**, the projector need to be available all the time.
- 2.- Free internet in the Venue for players, coaches, delegates with sufficient reception capacity on the Router. **“MINIMUM CAPACITY FOR 200 PEOPLE”**
- 3.- Free and good quality of internet for the control desk (Competition Manager, Volunteers, Press, Referee, Photographer).
- 4.- If the tournament has streaming, the OC need to provide a special internet line with minimum 4G for Upload, this internet need to be different to the other people explained in the points 2 and 3.
- 5.- Laptops in the Control Desk for the volunteers that will work with the results in the event.
- 6.- Laser Printer with replacement ink, is recommended have a scanner.
- 7.- Is recommended have a Wall Clock.
- 8.- Complete Audio equipment with a Computer and microphone, one person need be in charge of the music and the equipment all the time.
- 9.- Podium, Flags, this ceremony need to prepare with the protocol team
- 10.- Banners with the Logos Brands (Back Podium), these need to have the structure easy to move to other place if is necessary (the banner cannot be similar to the colour of the ball)
- 11.- Information Wall (Billboards) for players and public; is recommended use two different Information wall and the results need be updated all the time.
- 12.- Pigeon holes for results and information for the teams, it need be in good condition.
- 13.- Fruits, Cookies, sports energy bar, drink in all rooms (Juice, soda, water).
- 14.- Permanent water in the venue (FOP and practice area) starting 2days before of the competition until the end.
- 15.- Accreditation for all players, delegates, coaches, officials, administrative officials with all restriction for the tournament.

Note: Is an obligation for all cadets tournaments make the streaming with one camera and is necessary to use the LATTU YouTube channel, the video need to have the score with the ITTF program or with one small box with the score with the name of the player, for the Junior and Senior events, the ITTF will send the requirements for the transition.

The LATTU recommended for the Events of the Olympic Cycle, try to make TV production following the ITTF recommendation for the Team finals and the last day of Competition.



- Office Material:

- . Sufficient Paper Ream
- . Stapler
- . Scotch tape
- . Marker
- . Rackets Envelopes
- . Envelopes for control table
- . 16 small A4 boards for umpires.

- Official Accommodation

- The Organizer Committees need to guarantee to the Participants Associations that take the Official Packet the next conditions:

1.- Hotel minimum 3 stars, approved by the LATTU Competition Department and in the Pan-American Championships by ITTF.

2.- Feeding will consist in::

a) Buffet Breakfast: Time 7:00 – 10:00

b) Lunch: Time 11:00 – 14:30 and,

c) Dinner: Time 18:00 – 22:00

Lunch and Dinner must be consisting in:

Salad, Proteins (2 options), carbohydrates, Drinks (water and/or juices) and desert (sweet)

3.- Free Internet it is possible (free charge) in the hotel for the participants and Officials.

4.- Internal transportation from and to the airport to the Hotel,

5.- Internal transportation from the venue to the Hotel and from the Hotel to the venue each 3 hours as minimum.

6.- Free Internet (free charge) in the hotel for the Competition Manager (**Obligatory**).

- Sports venue, conditions and spaces:

1.- Toilet for Men and Women, participants

2.- Toilet for Men and Women, spectator

3.- Rest Room for players in good condition with free internet, sofa and Armchairs (if possible TV in this area).

4.- Rest Room for umpires with Sofa and tables.

5.- VIP area.

6.- Call Area in the Venue, in the area will make the all checking by the umpire to the players.

7.- There should not be light entry.



- 8.- Room for Delegate meeting in perfect condition y suitable for the situation, with decorate table, chairs in good condition and the condition to project imagines, this room must to have tables and chairs for the delegates and journalists.
- 9.- Room for draw; is important this room be inside or near to the venue, in good condition and suitable for the situation.
- 10.- Main Table for Referee, press, volunteers, Competition Manager, etc. with good space for work.
- 11.- The light intensity, measured at the height of the playing surface, shall be at least 1000 lux uniformly over the whole of the playing surface.
- 12.- Stage ceiling in perfect condition with no lights entry, no leaks.
- 13.- The background of the wall will generally be dark, it is recommended that it be dark blue.
- 14.- Seats for the public and players.
- 15.- A room for the Control Racket.
- 16.- An aerated space for gluing the racket.
- 17.- A space for first aid, where have the necessary medicines and implements for a doctor.
- 18.- Office for LATTU and Office for ITTF.

- Work staff at the events

- 1.- The umpires must be Local, LATTU, ITTF Basic and ITTF, the last three approved by the URC LA, for all events the URC LA make an open invitation to International umpires. The minimum amount of umpires in a competition will be double of umpire of the number of tables in the competition plus 4 (8 tables x 2 umpires = 16 umpires + 4 umpires = 20 umpires).
- 2.- One (1) ITTF Referee y one (1) ITTF Deputy Referee y one (1) Local Deputy Referee, The Organizer Committee will cover the travel expenses (for the U11 & U13 and Cadet Latin American Championship the OC just need to call one ITTF Referee and one Local Deputy Referee).

Important: At least 1 (one) of the three (3) Referee must to be foreigner, if the Host have one (1) or more ITTF Referee actives, these can be named as Referee or Deputy Referee; **These people must be approved by the URC LA.**

3. - One (1) Competition Manager assigned by LATTU. The OC will cover the Travel expenses.
- 4.- One (1) Professional Photographer, who will need to follow the ITTF and LATTU recommendation, this person need to send the pictures to: Romina Concha (LATTU) and Ian Marshall, ITTF Publications Editor



- 5.- One (1) journalist who need to send daily information with the players interview to: The Director of Promotions of the LATTU (Romina Concha) and to Ian Marshall (ITTF).
- 6.- Two (2) volunteers for Control desk and one (1) volunteer minimum for help to publish the results on the wall and in the pigeon holes.
- 7.- Cleaning staff and support staff to set up the venue (this staff will be different from the referees).
- 8.- One (1) Professional Announcer Full Time for the final days.
- 9.- One (1) person in charge of the music all the time..
- 10.- One (1) Volunteer for Live Streaming, this person is very important in the Senior events (ITTF Pan-American Championship, ITTF Pan-American Cup and ITTF Pan-American Junior Championship), for the other events this person need be in charge for the Streaming when be available.
- 11.- One (1) team of paramedics and/or permanent doctor in the venue, for first aid.

Important: Each person must fulfil their functions and not do two at a time other with the exception of the announcer who can control the music.

- Protocols

- 1.- One (1) personal of protocol in the airport and in the Official Hotels (The important thing is that all the time one person be in the airport always checking the arrivals time and the same in the hotels).
 - 2.- One (1) personal of protocol for departing (The important thing is all the time one person be in the hotels checking the departure).
- Note:** These people need to guarantee the luggage arrive to the destination (airport)
- 3.- Protocol in the delegate meeting with invitation to local authorities, press, etc. This team need to guarantee a nice meeting.
 - 4.- Protocol for Award ceremonies, this team need to work with the Competition Manager and guarantee a nice show.
 - 5.- Anthems for the gold medallists.
 - 6.- Different Awards Ceremonies, after Team and after singles event (Doubles and Singles).
 - 7.- All the delegates and authorities to will participate in the Awards ceremonies, must to be with formal or semi-formal clothes.



- Honorarium Technical Staff

1) Honorarium and needs of match officials:

a) Competition Manager Latin American events:

The Organizer Committee must to cover the next expenses: \$100 usd per day, from two (2) days before of the event until the end of the event, Hospitality in 3 (Three) start Hotel in Singles Room Transportation hotel – airport and airport – hotel, internal transportation from the venue to the Hotel and from the Hotel.

Note 1: From 2014 a Competition Manager was be present in the next event: Latin American Cadet & Junior Championship and Latin American U11 & U13 Championship, from 2016 a Competition Manager is working in the Latin American Veteran Championship.

Note 2: Fort the: ITTF Pan-American Championship , ITTF Pan-American Cup and ITTF Pan-American Junior Championship; The International Table Tennis Federation assign the Competition Manager and the ITTF cover the travel expenses and the honorarium, the OC need to cover the hospitality.

Note 3: The LATTU Competition Department assign the Competition Manager for the next events: Latin American Cadet Championship, Latin American U11 & U13 Championship and Latin American Veteran Championship and the LATTU will inform it the Organizer Committee 4 month before of the event, The Organizer Committee will covered all the expenses.

For Sports Games of the Olympic Cycle, the Competition Manager will receive as pocket money the values established by the organizing committee for all sports of that competition, as well as hotel hospitality from two days before until one day after the event ends, transfer Hotel - airport, airport - hotel, internal mobilization, travel expenses to and from the country of origin..

b) Referee:

\$50 usd minimum per day, from one (1) day before of the event until the end of the event; The Organizer Committee need to pays all the travel expenses ask stablish the International Table Tennis Federation in the rules; Free hospitality in Hotel from 2 days before until the end of the competition in single room, transfer Hotel - airport, airport - hotel, Internal transportation from the venue to the Hotel and from the Hotel..

The Referees need to be ITTF IR (actives) and will select in conjunction with the URC LA.

For Sports Games of the Olympic Cycle, the Referee Team will receive as pocket money the values



established by the organizing committee for all sports of that competition, as well as hotel hospitality from two days before until one day after the event ends, transfer Hotel - airport, airport - hotel, internal mobilization, travel expenses to and from the country of origin.

c) International Umpires:

\$25 usd minimum per day of competition, free hospitality in Hotel from 1 day before until the end of the competition in double room, transfer Hotel - airport, airport - hotel, internal transportation from the venue to the Hotel and from the Hotel.

La National Association or the umpire will cover all the Travel expenses to and from the country of origin.

For Sports Games of the Olympic Cycle, the umpires Team will receive as pocket money the values established by the organizing committee for all sports of that competition, as well as hotel hospitality from one day before until one day after the event ends, transfer Hotel - airport, airport - hotel, internal mobilization, travel expenses to and from the country of origin.

Important:

The payment must to be the second day (2nd) of the competition and need be in American Dollars (USD).

2) Umpires per Tournament:

The Organizer Committee need to guarantee the double of umpires to the amount of table in the tournament, plus 4, example: (8 tables x 2 umpires = 16 umpires + 4 umpires = 20 umpires).

Taking into account the requirements in tournaments of this magnitude and international assessments.

- LATTU President or Representative of the president

The Organizer Committee needs to cover the travel expenses and the hospitality during the tournament to the LATTU President or Representative of the president that is participant in the event.

- Executive Committee

The Organizer Committee of the Pan American Championship where the Ordinary Assembly of the ULTM is held, must cover the full hospitality to the members of the Executive Committee of the LATTU for two nights, as established in the bylaws of the Latin American Table Tennis Union.



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Recommendations: The main hall must to be ready for the official practice 24 hours before of the tournament after the inspection of the Competition Manager and the warm up area must to be ready 48 hours before of the competition.

Competition Department
Latin American Table Tennis Union