



**LATIN AMERICA TABLE TENNIS UNION-INTERNATIONAL TABLE TENNIS FEDERATION
Latin America Development Programme**

2016 LATTU Competition Manager's Course

Course Pre-requisites

- Experience in organising table tennis competitions and are highly motivated to be a leader in this field.
- A **written recommendation** from your national association.
- An extensive knowledge in use of **Word, Excel and Powerpoint** software.
- **Personal CV** with special attention and detail to the organization of table tennis events.
- Completed the minimum level of **ITTF Basic Referee** and have past the examination, or possess the **International Umpire** award
- You have sufficient command of **English** in order to attend the classes.
- You are in agreement with the aims and vision of the course and the aim of travelling abroad to organise tournaments.
- You can commit to **attend** both, **four days of the course** and the **home-study elements** of the programme.
- You can commit to **attend** a **National Competition** as an Appointed Competition Manager Trainer.
- You can commit to **attend** an **International tournament** as an Appointed Competition Manager Trainee.
- You have your **own laptop** with the required software for the course (laptop is needed for the course).

PROGRAMME OVERVIEW

The Latin America Table Tennis Union wishes to establish a Competition Management Group to run the Latin America and Regional Championships; the group included an Appointed Competition Manager, an International Referee and a National Referee in order to organise competitions in a smooth and professional way.

The Appointed Competition Manager Programme (ACMP) is an established as part of the Management Project in Latin America.

The ACMP helps a current and future International Umpires or National Referees to become an ACM and to become a more effective CM.

Candidates who complete the course successfully will gain qualification as an ACM accredited to LATTU.



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The programme offers a blended two months on-line mentorship (compulsory) and residential programme, including a four days course in Barbados (compulsory), alongside e-learning and on-line support to aid learning and prepare candidates for pre- and post- course assessment.

2016 COURSE DETAILS

Residential Programme dates	7-10 December 2016 (4 days) One tournament between 2017 and 2018
Applicant Places	15
Venue	Barbados Olympic Association (BOA)
Language	English

Programme

Delivered by ITTF Appointed Competition Manager for Latin America, participants will learn practical skills in the fields of Tournament Competition Manager and its necessities. Classes are a mixture of workshops, lectures, discussion groups and practical work. Participants are expected to be actively involved in all learning settings throughout. It is mandatory for all participants to take part in both activities, the on-line two months mentoring being part of the four days attendance in addition to the national tournament organization and the international competition assigned. Participants will have an opportunity to hear competition managing from various contexts and discuss accordingly.

On-line Component	Online learning is further divided into three parts: <ol style="list-style-type: none">1. Pre-course online learning-mentoring: Candidates will be working during the previous two months in different subjects in relationship with the general skills or the specific skills of the competition manager (Word, Excel, Powerpoint, Headers, Dropbox, Round Robin Group Calculation, Scheduling and Draws). Candidates will be given some presentations and tasks by email and they will need to complete and respond three times a week. They are required to complete the eight E-modules relating to the topics to attend the four days in Barbados.2. Mid-course application of learning.3. Post-course consultation and assessment: Skills gained through the course will be practised in local competitions. Participants will administer a National Competition following all step necessary to attend one international competition as Appointed Competition Manager Trainee with one ITTF-LATTU Competition Manager. Success and candidate will receive the certification as an LATTU certified Appointed Competition Manager.
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COST AND FEE

Course Fee	The course fee will be supported by the LATTU-ITTF Development Program.
Expenses to be covered by organizer at Residencial part:	1.- Accommodation from the night of the 6th of December to the night of the 10th. 2.- Meals from the dinner of the 6th of December to the breakfast of the 11th. 3.- Transportation from the airport to the hotel and from the hotel to the airport in Barbados. 4.- Local transportation for the course, if necessary.

The round flight trip from the participant's country to Barbados will be covered by each applicant.

APPLICATION PROCESS

- 1. Submit your completed application by the 7th October 2016 in the online form**
- 2. Submit your completed CV and photo by the 7th October 2016.**
- 3. Notification to candidates (both successful and unsuccessful) will be made via email on 10th October 2016.**
- 4. On-line pre-course materials will be made available to successful applicants on the 10th October 2016.**

CONTACT FOR FUTHER INFORMATION

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