



## PROSPECTUS

### COPA COSTA RICA 2016 FACTOR 20 ITTF PTT TOURNAMENT 7<sup>th</sup> – 11<sup>th</sup> Dec 2016 San José, Costa Rica

**1. AUTHORITY:** The COPA COSTA RICA 2016 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 7-11, 2016, San José, Costa Rica**  
**December 7 – Arrival of Delegations**  
**December 8-9 – Singles Events**  
**December 9-10 – Team Events**  
**December 11 – Departure of Delegations**

**VENUE: BN ARENA, Hatillo Sports City, 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 7 <sup>th</sup> All Delegations
Practice days:	Dec 7 <sup>th</sup> (13:00h – 20:00h)
Classification:	Dec 6 <sup>th</sup> - 7 <sup>th</sup> (Should Arrive Dec 6 <sup>th</sup> at 12:00 hours)

Technical meeting:	Dec 7 <sup>th</sup> , at 20:30h (Hotel Park Inn)
Opening ceremony:	Dec 8 <sup>th</sup> , at 19:00h (Venue)
Competition days:	Dec 8 - 9 -10
Closing ceremony:	Dec 10 <sup>th</sup>
Farewell Party:	Dec 10 <sup>th</sup> at 20:30 h (Hotel)
Departures:	Dec 11 <sup>th</sup>
Tourist Day:	Dec 11 <sup>th</sup> (For those who want to stay: <b>SEE INFO</b> )
Dates for the singles events:	Dec 8 <sup>th</sup> - 9 <sup>th</sup>
Dates for the team events:	Dec 9 <sup>th</sup> - 10 <sup>th</sup>

### **IMPORTANT INFO:**

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

We are planning the **Tourist Day** on Dec 11 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.

**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)

- 12 in Warm up and Training Area
- 12 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 2016

#### **8. OFFICIAL ORGANIZER**

Name:	FECOTEME / Domingo Arguello
Physical/postal address:	Estadio Nacional de Costa Rica, La Sabana, San José.
E-mail:	<a href="mailto:copacostarica@gmail.com">copacostarica@gmail.com</a> and <a href="mailto:info@fecoteme.com">info@fecoteme.com</a>
Homepage:	<a href="http://www.fecoteme.com">www.fecoteme.com</a>
Phone:	+506 25490939 or +506 83849584 (Mobile)
Fax:	+506 25490940
Tournament Directors:	Domingo Argüello /Alexander Zamora

## 9. TECHNICAL DELEGATE FOR THE EVENT

Name: Jacky Simon  
Email: [jacky.simon@numericable.fr](mailto:jacky.simon@numericable.fr)

## 10. REFEREE

Name:  
E-mail:

## 11. CLASSIFIERS

ITTF PTT appointment on time two classifiers.

## 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 12:00 noon on December 6, 2016.**

**Classification will start on December 6 in the early afternoon and finished on Dec 7 at noon.** *This is very important as players not present on time may not be classified.* Please note that those players not requiring classification may arrive on December 7, 2016.

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.

**No Classification for class 11.**

## 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.

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

- In Fa20 events, a maximum 2 teams per Association may be entered where all players are from the same Association.

**In class 11 only players already classified are allowed to participate.**

Players from different countries may form a team in the team event in Fa20 competitions, but if there are 3 players in the same event from the same Association, only the 3<sup>rd</sup> lowest ranked player may form a team with

a player from another Association.

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: **Oct 18<sup>th</sup> 2016**  
The second entry (entry by name) deadline is: **Nov 10<sup>th</sup> 2016**  
All entries must be sent to **BOTH** e-mails of 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.

**In it event we will use double entry system, the system as use until now with manual and the online system according the guides as there are in used**

#### 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 4 teams with the winner and runner-up in each group advancing to play in the knock-out rounds for the top of tournament. If there are 5 or less teams, the event will be played in a round-robin format without knock-out.

A team shall consist of 2 or 3 players. The team event will be best of 3 matches. The first winning 2 matches win the contest. All matches will be best of 5 games. The order of play shall be:

First Match	Match	Doubles*			
Second Match	Match	Singles	A	Plays	X
Third Match	Match	Singles	B	Plays	Y
*Doubles pairing (if required) could be any two team members					

**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 PTT directives for Para TT 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 7<sup>th</sup>, 2016 at 20:30 hours in the Venue

## **18. DRAWS**

The draws for the singles events will be present to Team Leaders at the end of Technical Meeting and for the team events on Dec 8<sup>th</sup>, 2016 in the TD office.

## **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 7th to 11th

€200 EUR per person (single room) - Dec 7th to 11th

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

€400 EUR per person sharing (2 in a room) Dec 7th to 11th

€550 EUR per person sharing (single room) Dec 7th to 11th

€700 EUR per person (2 in a room) – Dec 7 to 12 including Tourist Day

€900 EUR per person (single room) - Dec 7 to 12 including Tourist Day

\* Important: Will be a discount of 10 Eur per person if the Second Entry is paid in cash at arrival in US Dollars.

### **Total Entry fee:**

€550 EUR per person sharing (2 in a room) - December 7th to 11th

€700 EUR per person (single room) - December 7th to 11th

€70 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 **320 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 **80 EUR discount** on their Entry Fee.

-For the Gold Medalists in Single Events of Copa Costa Rica 2015 there it is a **70 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:**

Bank Name:	BANCO NACIONAL
Bank Address:	Av 1 and 3, Street 4, Head Office, San José, Costa Rica
Account Name:	Federación Costarricense de Tenis de Mesa
Account Number:	100-02-078-600697-8
SWIFT:	BNCR CRSJ
IBAN:	CR2115107810026006979
Specification of Payment:	COPA COSTA RICA 2016 + <b>Name of Country</b>

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: [zulay.castillo@parkinncostarica.com](mailto:zulay.castillo@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 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 10 special rooms for Class 1 and 2 Players with more space in  
bathroom doors and special chair in shower.

**2 - WYNDHAM GARDEN SAN JOSÉ**

Physical/postal address: 200 m West Epa Store, Escazú, San José, Costa Rica  
E-mail: [yinchilla@wyndhamcr.com](mailto:yinchilla@wyndhamcr.com)  
Phone: +506-40319982  
Mobile: +506-88783341

Website address: <https://www.wyndhamhotels.com/wyndham-garden/san-jose-costa-rica/wyndham-garden-san-jose-escazu/overview>

**General Info:**

- Free Wi-Fi Internet
- Outdoors Free Parking
- Fitness Center
- Indoor pool
- Fitness Center
- Concierge
- 24 hours room service
- Indoor Bar
- Business Center
- Travel Agency
- Laundry Service
- International Restaurant
- 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 6 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”