



# PROSPECTUS

## 2017 PTT AMERICAN REGIONAL CHAMPIONSHIPS 29<sup>th</sup> November – 4<sup>th</sup> December 2017 San José, Costa Rica

**1. AUTHORITY:** The 2017 PTT American Regional Championships will be organized by the **Costa Rica Table Tennis Federation (FECOTEME)** under the auspices and authority of the International Table Tennis Federation (Para Table Tennis Division).

**2. DATE AND PLACE:**

**November 27<sup>th</sup> – December 4<sup>th</sup>, 2017, San José, Costa Rica**

**BN ARENA, Hatillo 2, 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:**

<b>Classification Seminar</b>	<b>November 25<sup>th</sup> – December 2<sup>nd</sup></b>
Arrivals for classification	November 27 <sup>th</sup> noon time
Official Arrivals:	November 29 <sup>th</sup>
Practice day:	November 29 <sup>th</sup> (10:00h – 20:00h)

Technical meeting:	November 29 <sup>th</sup> (20:30h at Hotel)
Classification:	November 27 <sup>th</sup> (15:00h -19:00h) November 28 <sup>th</sup> (09:00h – 19:00h) November 29 <sup>th</sup> (09:00h – 15:00h)
Opening ceremony:	November 29 <sup>th</sup> (19:00h at Venue)
Competition days:	November 30 <sup>th</sup> – December 3 <sup>rd</sup>
Closing ceremony:	December 3 <sup>rd</sup>
Farewell Party:	December 3 <sup>rd</sup> (Starts at 20:00 h)
Departures:	December 4 <sup>th</sup>
Dates for the singles events:	November 30 <sup>th</sup> – December 1 <sup>st</sup>
Dates for the team events:	December 2 <sup>nd</sup> – December 3 <sup>rd</sup>

**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

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

**Nets:** SPONEX

**Balls:** Raise 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 2017.

## 8. OFFICIAL ORGANIZER

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

## 9. TECHNICAL DELEGATES: \*\*\*

**TD**

**Name:** Edimilson Pinheiro (BRA)  
**E-mail:** edimilson.pinheiro@hotmail.com  
**Phone:** +55 21 992523988

**Deputy TD:**

**Name:** Freddy Almendariz (ECU)  
**E-mail:** freddyav16@gmail.com

**10. REFEREE TEAM**

TBD

**11. CLASSIFIERS**

The chief classifier and 4 classifiers will be appointed by PTT in due time.

**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 these players should arrive by November 27<sup>th</sup> 2017 noon time. ***This is very important as players 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.

***New Classification Review - Re Evaluation and protest for all classes***

**13. PARTICIPATION QUOTAS**

For Fa50 events, the maximum number of entries per association per class is 3. 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 class to be played is 4 teams.

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.

**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.

For new players participating for the first time in a PTT event, must send to Georgios Seliniotakis one copy of a valid passport (see email address below).

The first entry (entry by number) deadline is: **15<sup>th</sup> October 2017**

The second entry (entry by name) deadline is: **1<sup>st</sup> November 2017**

In order to secure full participation, national associations failing to confirm their participation according to deadlines will be removed from the list of participants.

All entries must sent to organizers [copacostarica@gmail.com](mailto:copacostarica@gmail.com) and to Georgios Seliniotakis : [gselinio@gmail.com](mailto:gselinio@gmail.com)

#### 14. 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. 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 the best of 5 games. The order of play shall be:

<b>First Match</b>	Doubles*			
<b>Second Match</b>	Singles	A	Plays	X
<b>Third Match</b>	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 organizing 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. There is no play off for bronze medals. If there are 5 players in an event, only one bronze

medal awarded. If there are 4 players in an event, no bronze medal is awarded. If there are 3 players in an event no medals are awarded.

All matches will be played to the best of 5 games.

Medals will be awarded according to the ITTF PTT directives for Para TT events

## **15. SEEDING**

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

## **16. TECHNICAL MEETING**

The technical meeting will be held on November 29<sup>th</sup>, 2017 at 20:30 hours in the Hotel.

## **17. DRAWS**

The draws will be done for the singles events on November 29<sup>th</sup> and for the team events on November 30<sup>th</sup>.

## **18. PERSONS ON THE BENCH**

The following persons on the bench are permitted:

18.1 In singles events, 1 seat for a coach on the playing field (behind the surrounds).

18.2 In the team events 4 seats for one (1) coach and up to 3 players of the team playing the match.

18.3 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.

## **19. ENTRY FEES**

For PTT events, the entry fees include accommodation and capitation fees. The entry fees have to be paid in ~~Euro~~ USD to the organisers as set out below:

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

300 \$ per person sharing (2 in a room) November 29<sup>th</sup> to December 4<sup>th</sup>

400 \$ per person (single room) November 29<sup>th</sup> to December 4<sup>th</sup>

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

680 \$ per person sharing (2 in a room) November 29<sup>th</sup> to December 4<sup>th</sup>

800 \$ per person (single room) November 29<sup>th</sup> to December 4<sup>th</sup>

Entry fee:

980 \$ per person sharing (2 in a room) - November 29th to December 4th

1200 \$ per person (single room) - November 29th to December 4th

120 \$ per person sharing per extra night (2 in a room)

150 \$ per person per extra night (single room)

**PLEASE NOTE:** For those teams wishing to make their own accommodation and transport arrangements, the entry fee will be \$500 per person. Please note that you will have to provide your own meals and water.

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 for tourism we can give you good ideas and with special rates.

Payments should be made as follows:

Name of organisation:	Federación Costarricense de Tenis de Mesa
Bank name:	Banco Nacional de Costa Rica
Address:	Av 1 and 3, Street 4, Head Office, San José, CR
Account name:	Federación Costarricense de Tenis de Mesa
Account number :	100-02-078-600697-8
SWIFT:	BNCRCSJ
Specification of Payment:	PARAPANAMERICANO PTT 2017

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 !**

## **20. OFFICIAL HOTEL**

The hotel for teams is:	WYNDAHM GARDEN HOTEL
Physical/postal address:	San Rafael de Escazu, West Side of EPA Store. San José, Costa Rica 10203
Phone:	+506-4031-9999
Fax:	+506-4031-9998
Contact Person:	Warner Quiros
E-mail:	<a href="mailto:wquiros@wyndhamcr.com">wquiros@wyndhamcr.com</a>
Phone:	+506-4031-9983
Mobile:	+506 8822-3955

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

**General Info:**

- Free Wi-Fi Internet
- Indoors and Outdoors Free Parking
- 24/7 Fitness Center
- Indoor heated lap pool
- 24/7 Business Center
- Free Shuttle to Local Attractions
- Laundry Service
- Restaurant Bar
- 24/7 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 provide bath chairs for wheelchair players.

## **21. 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 27 USD of Airport Taxes at Departure**

## **22. 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.

### **23. 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.

### **24. 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

28.2 second entry form:

28.2.1 singles and team entry forms by name

28.2.2 second entry payment form

28.2.3 transport form

28.2.4 rooming list

28.2.5 special Diet needs (Vegetarian, Halal, etc.....)

28.2.6 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 ~ 21 km

Hotel → Sports hall ~ 4 km

Hotel → Big Shopping center ~ 1 km

Hotel → San José Downtown ~ 4 km

Sports hall → San José Downtown ~ 4Km

29.2 Web Sites and Social Media:

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

- Facebook Fan Page: “Parapan PTT San José 2017”
- The Costa Rica NTTA web site: [www.fecoteme.com](http://www.fecoteme.com)

**IMPORTANT INFO:**

- Depending of the number of persons interested we are planning a nice trip to a National Park that is 100% wheelchair accessible for those who want to make it!
- For those who want to come earlier we have availability for training in our new National Table Tennis Hall. Also, depending on players interested we can have a training camp. Please send if you desire to take part with the Entry Form.

**Note!** They might be some small changes as for example adding another hotel depending on the number of entries. This is a previous prospectus so you can prepare for this Tournament and know dates and major information. We can have the final one as soon as we receive most of the First Entries. Thanks!