



COPA COSTA RICA PTT FACTOR 20 TOURNAMENT San José, Costa Rica 04-08 December, 2018

1. AUTHORITY: the COPA COSTA RICA 2018 will be organized by the Federación Costarricense de Tenis de Mesa together with Domingo Argüello under the auspices and authority of the International Table Tennis Federation (Para Table Tennis Committee).

2. DATE AND PLACE

Date: 04-08 December, 2018
City: San José, Costa Rica
Venue: Gimnasio Nacional. La Sabana, San José

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 organizers 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

ITTF officials arrivals:	December 4 th
Practice Day:	December 4 th
Technical Meeting:	December 4 th
Classification Days:	December 3 rd - December 4 th
Opening Ceremony:	December 5 th
Competition Days:	December 5 th - December 7 th
Dates for the singles events:	December 5 th - December 6 th
Dates for the team events:	December 6 th - December 7 th
Closing Ceremony:	December 7 th
Departures:	December 8 th

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: Donic
Nets: Donic
Balls: Raise 3 Stars White
Floor: Tinsue Red

7. ELIGIBILITY

The event is open to players who are eligible to represent their national association according to the ITTF Handbook 2018.

8. OFFICIAL ORGANIZER

Name: FECOTEME / Domingo Argüello
E-mail: copacostarica@gmail.com / info@fecoteme.com
Phone: (+506) 83849584
Tournament Director: Domingo Argüello

9. TECHNICAL DELEGATE FOR THE EVENT

Name: Edimilson Pinheiro (BRA)
E-mail: edimilson.pinheiro@hotmail.com

10. REFEREE

Name: Fernando Moleda (URU)
E-mail: nachomoleda@hotmail.com

Deputy referee:

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

11. CLASSIFIERS

ITTF PTTC will nominate classifiers, on time

12. CLASSIFICATION

All new players should be present in time for classification on DECEMBER 3rd at 12:00 hours. 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.

No Classification for class 11 and NO re-evaluation and protest!

12.1 Requirements for classification

ITTF-PTT classification rules state that Athlete Evaluation will take place during international competitions. All athletes to be classified internationally in 2018 need to fill in the following documents:

- [Consent Form](#) (to be read and signed by Athlete. If the Athlete is under 18 or has an Intellectual Impairment, an additional signature by coach or guardian is required)
- [Medical Diagnostics Form](#) (to be filled, dated and signed by a certified health professional)

These are the steps to be followed by a NA (National Association) so that an athlete will be included in the list of athletes to be classified in a tournament.

1. Once the NA has sent the first entry for a player in an international tournament, scanned copies of both documents mentioned above have to be sent to classification@ittf.com (no later than one month before the beginning of the competition).
2. Athlete will give the original signed documents to the chief classifier at the beginning of the Athlete Evaluation process that takes place 2 or 3 days before the beginning of the competition.
3. If the Athlete has any additional medical documents available that could help classifiers to understand better the nature of the impairments, he or she will show that medical information to classification panel during the Athlete Evaluation process.

The needed forms and complete information about classification can be found at <http://www.ipttc.org/classification/documents.htm>

13. PARTICIPATION QUOTAS

For Fa20 events, the maximum number of entries per association per class is 6.

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.

In class 11 only players already classified can participate!

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).

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

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

The first entry (enter by number) deadline is: **15/9/2018**

The second entry (enter by name) deadline is: **30/10/2018**

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 be sent to the organizers copacostarica@gmail.com and to ITTF: (ittfparaevents@gmail.com).

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. A team shall consist of 2 or 3 players. The order of play shall be:

1. Doubles
2. Single 1 (A-X)
3. Single 2 (B-Y)

All players shall be selected from those nominated for the event. Before a team match the right to choose A, B or X, Y shall be decided by lot and the captains shall name their teams to the

referee or his representative, assigning a letter to each singles player. All names must be nominated before start the team match.

Individual matches are played best of 5 games.

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/teams in an event, only one bronze medal awarded. If there are 4 players/teams in an event, no bronze medal is awarded. If there are 3 players/teams in an event no medals are awarded. Medals are awarded only to a player in a team event, if he/she plays at least in one match in the event.

16. SEEDING

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

17. TECHNICAL MEETING

The technical meeting will be held on **December 4th** around 20:00 hours in the Park Inn Hotel.

18. DRAWS

The draws will be done for the singles events on December 4th and for the team events on December 5th. The draw will be done before the technical meeting, during the meeting we will give only the paper.

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. CLOTHING

Please note that with effect from 1 January 2014, all players are expected to wear shirts with their name and 3 letter association code on the back of their playing shirts.

21. ENTRY FEES

For PTT events, the entry fees include accommodation and capitation fees (25€). The entry fees have to be paid in **US Dollars** to the organizers as set out below:

\$ 650 Per person in double room

\$ 850 Per person in single room

\$ 550 Special price for class 1 and 11 players' escort sharing room with the athlete

\$ 100 Fee for the extra night per person in a double room (All meals)

\$ 150 Fee for extra night in single room (All meals)

\$ 600 Per person in triple room

Entry to be submitted with the first entry:

\$ 200 Per person in double room

\$ 250 Per person in single room

Entry to be submitted with the second entry:

\$ 450 Per person in double room

\$ 600 Per person in single room

\$ 350 For class 1 and 11 players' escort sharing room with the athlete

PLEASE NOTE: It is possible to take part only in the tournament. Then no Hotel, no meals, no transport are enclosed. Fee: \$300 (It includes the farewell party)

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

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

NOTE: In case of early arrivals or late departures we provide transportation from and to Juan Santamaría International Airport only if the extra nights are paid to organizers. If not, we can give you options to pay by your own.

Payments should be made as follows:

Bank name:	Banco Nacional de Costa Rica
Account name:	Federación Costarricense de Tenis de Mesa
Account number:	100-02-078-600697-8
SWIFT CODE:	BNCRCSJ
Branch Address:	Av 1 and 3, Street 4, Head Office, San José, Costa Rica
Specification of payment:	Copa Costa Rica 2018 + Country

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

22. OFFICIAL HOTEL

The hotel for teams is: PARK INN HOTEL
Website address: www.parkinncostarica.com
Phone: +506 22571011
Physical Address: Ave 6, Calle 28 y 30, B. Don Bosco, San José

General Info:

Free Wi-Fi Internet
Indoors Free Parking
24/7 Fitness Center
Outdoor pool with jacuzzi
Tavel Agency
Laundry Service
Restaurant Bar & Grill RBG
Mini Market

Info for Wheelchair Users:

Room door is 90 cm
Bathroom door is 75 cm and if necessary 84 cm
Bathrooms with WC +wash basins equipped + large
wheelchair accesible shower
All rooms have enough space to move in wheelchairs
We provide one bath chair for each room

23. TRANSPORTATION

The organizers will provide transportation for teams and officials from and to Juan Santamaría International Airport.

24. 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.

25. 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 organizers. All associations, teams and individual players agree to be abide 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 organizers.

26. 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 organizers 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.

27. VISAS

Should you need assistance to apply for a visa (e.g. a letter of invitation), please provide the organizers with the following details:

- Full name as in passport
- date of birth
- Function in the team
- Passport number and expiration date:
- copies of the passports of participants for whom a visa is needed.

Note: the requirements for visas are not under the control of the ITTF or the organizers but under the Government's jurisdiction and the association must fulfill all requirements in order to get a visa in time. In supplying this information, the person understands and acknowledges that data covered by data protection legislation will be shared in order to facilitate the application for a visa.

28. COMPLEMENTARY INFORMATION:

Temperatures expected: 16 Celsius (night) to 30 Celsius (day)

Humidity: 70 %

29. DOCUMENTS ATTACHED

Together with this Prospectus, attached are the following documents:

28.1 entry form:

28.1.2 entry fee payment form

28.2.1 singles and team entry forms by name

28.2.3 rooming list

28.2.4 tournament indemnity form (to be signed by all participants)

28.2.5 transport form

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