

PROSPECTUS INFORMATION

- 1 Authority** The 2014 World Team Table Tennis Championships will be hosted and organized by the Japan Table Tennis Association (JTТА) under the auspices and authority of the International Table Tennis Federation.
- 2 Date and Place** The Championships will be held from Monday 28 April to Monday 5 May 2014 at Yoyogi National Gymnasium and at Tokyo Metropolitan Gymnasium in Tokyo, Japan.
- 3 Events** The following Championship events will be played:
 Event 1: Men's Team, for the Swaythling Cup
(Holder: China)
 Event 2: Women's Team, for the Marcel Corbillon Cup
(Holder: China)
- 4 Provisional Schedule (Subject To Change)** The venues will be open for practice from 25 April at 10:00 h (practice halls) and from 26 April at 10:00 h (competition halls).
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|------------------|--------------------------------------|
| 28 April | Opening Ceremony |
| 28 April – 1 May | Group matches Men's and Women's Team |
| 2 May | Round of 16 Men's and Women's Team |
| | Quarterfinals Men's Team |
| 3 May | Quarterfinals Men's and Women's Team |
| 4 May | Semi-finals Men's and Women's Team |
| 5 May | Finals Men's and Women's Team |
- 5 Rules** The Championships will be conducted in accordance with the current Laws of Table Tennis, the Regulations for International Competitions and the Special Regulations for World Championships.
- 6 Equipment** The following equipment will be used:
Tables, Net and Post: Butterfly / SAN-EI
 Model – Sunrise 2014 (show court tables)
 TOKYO 2014 / Absolute 2014
 (general court tables)
 Color - blue
(All ITTF approved models with different brands)
Ball: Double Happiness *** (white)
Sports flooring: Gerflor/Taraflex (red)

All racket coverings must be of a type currently authorized by the ITTF.

7 Eligibility

The Championships will be open to Associations whose membership subscriptions have been paid up to and including those for 2013 (see Regulation 4.1.3.1 and 1.16.3.3).

Nominated players have to be eligible to represent their Associations according to Regulation 4.1.3 in the 2013-2014 ITTF Handbook.

Associations with outstanding fees from previous World Championships will be required to pay the amount to the ITTF before their entries are accepted.

8 Fees

The entry fees will be as follows:

Men's Team Event	10,000 JPY
Women's Team Event	10,000 JPY

9 Submission of Entries

All entry forms must be duly filled and submitted to the ITTF before the deadline dates.

ITTF accepts only on-line entries (both for preliminary and final) by using National Association's password to register on the ITTF web-site (ITTF.com).

9.1 Preliminary entries

The intention to enter a delegation will be the first step on the **ITTF** on-line entry system. The closing date for the receipt of this information is **Saturday 28th December 2013**.

9.2 Final entries

Entries must be submitted on the ITTF on-line entry system by providing all necessary information. In order to go through the entry process successfully, each field has to be completed properly. Final entries will be open from Thursday 2 January 2014 (when Preliminary entries are over) and entries must be sent to the **ITTF** not later than **Friday 28th February 2014**.

No additional entry is allowed after the final entry deadline (28 February 2014), only changes or cancellations are accepted in case of all accredited persons. These modifications can be done online until Sunday 16 March 2014. **The on-line system will be closed after Monday 17 March 2014.**

9.3 Modifications

Modifications after Monday 17 March 2014 to accepted entries (entries received by the deadline) must be made according to item 4.1.6 of the ITTF Handbook **using the appropriate form** for that purpose ("Modifications to Entry Form").

An Association may nominate up to 5 players and a non-playing captain for a team event.

The size of each "**Official delegation**" (*Form A1*) will be limited to a maximum of: 2 coaches, 1 doctor, 2 physiotherapists, 1 chief of delegation, the President of the Association, 1 professional Press Officer, 2 AGM delegates (including the President if nominated as a delegate) plus the number of players selected by the Association and eligible for the competition.

All the "**Other persons**" (*Form A2*) of the Delegation must be listed separately and dealt with separately by the Organizing Committee especially concerning the visa request.

The Organizing Committee guarantees that members of each "**Official delegation**" will stay in the same hotel and its annex.

Please note that the preliminary and final entries must be submitted on-line ONLY to the ITTF.

9.4 On-line entry forms on ITTF web-site

Starting Thursday 2 January 2014 until Friday 28 February 2014 all Associations can submit their entries on-line, on the ITTF web-site, through the following URL address:

www.ittf.com/entries/2014

9.5 Travel and accommodation information

Accommodation details have to be sent together with the final entries before **Friday 28th February 2014**.

Travel details can be added on-line until **Sunday 16 March 2014**.

Each Association has a login and a password to access the on-line entry system. (The code and the password is the same as was/is used at previous WTTC and at World /Pro/ Tour events.)

An acknowledgment of the receipt of entry forms and any updates will be sent by e-mail. If this confirmation has not been received, the ITTF should be notified by e-mail (dleroy@ittfmail.com).

9.6 Visa application deadline

Based on the ITTF Executive Committee decision the organizers identify deadline indicating the date after which they cannot guarantee that the visa process will be concluded on time before the WTTC. For this reason it is in the vital interests of all participating Associations to submit all necessary information for getting the invitation letter and to get into contact with their closest Embassy/Consulate within the deadline (**visa application deadline**). Furthermore delegation members of several associations have to attend visa application interview also within a certain deadline to be sure to get the visa on time (**visa interview deadline**).

Please make note that the application process can start from Thursday 2 January 2013.

Visa application deadline is set to Friday 7 March 2014
Visa interview deadline is set to Sunday 16 March 2014

Check the list of nationals who need and do not need visa to stay in Japan on this link:

http://www.mofa.go.jp/j_info/visit/visa/index.html

Check address and contact to the nearest Embassy and Consulate for visa applications on this link:

http://www.mofa.go.jp/about/emb_cons/mofaserv.html

10 Copy of Passport and Photographs

As part of the entry process, photocopy of passport and an accreditation photograph (4cm x 3cm) have to be provided for visa and accreditation purposes. In order to avoid delays at the Accreditation Centre, Associations providing all required information and payment in advance will have priority during the accreditation process.

11 Obligations

The entry will contain a statement that players nominated are willing to compete against any other participating player and that the participants respect and acknowledge the ITTF Anti-Harassment Policy and Procedures (page 153 of the 2013-2014 ITTF Handbook). This statement must be confirmed by a responsible official of the nominating Association and no entry form will be accepted unless such an undertaking has been given.

12 Liability

- By entering the Championships, participants agree to abide by all ITTF rules and by the rules and regulations of the Organizing Committee. All entered associations, pairs and individual players agree to be under the auspices 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 World Championships. A participant's refusal of above listed coverage may be subject to suspension or dismissal from the competition. Any participant, when called upon, must appear promptly to press conferences or medal presentations and follow the procedures set by the ITTF and the Organizing Committee.

- By entering the World Championships, each association must ensure that all delegation members confirm that they know that their personal data will be shared with the Organizers and ITTF who, in turn, undertake not to share it with any unauthorized person in any way.

- In the context of betting, participants in the World Championships shall follow the ITTF Code of Conduct on Sports Betting (page 139 of the 2013-2014 ITTF Handbook). They shall not, by any manner whatsoever, infringe the principle of fair play, show unsporting conduct, or attempt to influence the course or result of a competition, or any part thereof, in a manner contrary to sporting ethics. Any violation of this principle shall be disciplined according to provisions of ITTF regulation 3.5.3.

- By entering the World Championships, all delegation members undertake to abide by the ITTF's anti-doping rules (page 85 of the 2013-2014 ITTF Handbook).

- By entering the World Championships, each association must ensure that all delegation members have medical insurance for the duration of the Championships.

13 Draw

The draw for the Championships Division and Division 2, 3 will be made under the supervision of the ITTF Technical Commissioner in Tokyo on the date, place and time to be communicated later. For Division 4 and possible Division 5 the draw will be made at 11:00 h. on 26 April 2014.

14 Delegations (Jury) Meeting

The Jury will meet with Organizing Committee's representatives, Referees and Team Managers in Tokyo at 18:30 h on 27 April 2014 at a place to be communicated later. The Jury will meet on subsequent occasions during the Championships, if required. An Association directly affected by a matter under consideration at a Jury meeting is entitled to be represented at that meeting.



15 Umpires And Referees

All matches will be controlled by qualified umpires and referees, in accordance with the Directives for Match Officials at World Title Competitions (page 157 of the 2013-2014 ITTF Handbook).

16 Awards

The winning Associations will be entitled to hold the appropriate trophies until 31 December 2015.

In addition to the Championship trophies the winning players and captain will receive a gold medal, the losing finalist will receive a silver medal and the losing semi-finalists will receive bronze medals.

All players taking part will receive a certificate of participation.

17 Meetings

A General Meeting of members (AGM) will be held on **Wednesday 30 April 2014** at Grand Prince Hotel Takanawa in Tokyo. Each Association, whose membership subscriptions have been paid up to and including those for 2013, is entitled to be represented by two delegates at the Meeting.

The ITTF recommends that at least one delegate should be a woman.

The ITTF Board of Directors will meet on **Friday 2 May 2014** at Grand Prince Hotel New Takanawa in Tokyo.

Details in writing of business and propositions to be dealt with at the AGM and Board of Directors must reach the ITTF Secretariat **not later than Thursday 30 January 2014**.

18 Free Hospitality

Free accommodation and meals will be provided from lunch on 27 April to breakfast on 6 May 2014 for

- Three (3) men and three (3) women players nominated by an Association (on double occupancy basis);
- One (1) delegate to the General Meeting from each Association if he/she is not already included in the nominated players listed above;
- Members of the ITTF Board of Directors, the Olympic and Paralympic Commission and full members of Committees including Para TT Division.
- Personal Honorary Members;
- President's Advisory Council Members;
- Four (4) members of the Doping Control Panel appointed by the Sports Science & Medical Committee;
- Members of the Athletes' Commission not already included in the nominated players listed above;
- All the International Umpires, Referees and Other Officials from other Associations invited in accordance with the



Directives for Match Officials issued by the ITTF.

- 8 members of the ITTF staff.

19 Hospitality for Charge

Players and officials who are listed on Associations' official entry forms but who are not entitled to free hospitality can take the official hospitality package including meals, transport and admission, at a charge of **19,600 JPY** per person per day in a twin/double room or **26,400 JPY** per person per day in a single room.

20 Payment

Associations are requested to pay their entry fees, extra hospitality costs and hospitality costs for those persons not entitled to free accommodation and meal.

Payment should be made in **Japanese Yen currency** by direct Bank Transfer **before Tuesday 18 March 2014** to the following account:

Account Holder: Organizing Committee for the 2014 World Team
Table Tennis Championships in Tokyo
Account Address: 1-6-6 JINNAN, SHIBUYA-KU, TOKYO,
JAPAN

Bank Name: MIZUHO BANK LTD.

Branch Name: SHIBUYA BRANCH

Branch Number: 210

Account Number: 1534858

Swift: MHCBJPJT

Bank Address: 1-24-16 SHIBUYA, SHIBUYA-KU, TOKYO, JAPAN

Telephone: +81-(0)3-3400-5111

Fax: +81-(0)3-3407-0624

Payment has to be made by covering all bank fees in connection with the bank transfers after receiving the pro-forma invoice from the organizers.

The Organizing Committee will make hotel reservations and pick-up arrangements only for Associations that have completed their payments.

Cancellation

Reimbursement of cancellation will be done upon request only if the cancellation has been announced before Thursday 20 March 2014

For cancellation of accommodation for members of Delegations after the deadline of the Final Entries, the cancellation fee will be as follows:

Before Tuesday 25 March 2014 - no cancellation fee.
From Wednesday 26 March 2014 onward - 90% cancellation fee
of the total costs for each person not having
free hospitality.

The Organizing Committee should not cancel the rooms of the persons taken in charge by them except if they receive official information from the associations concerned.

The Organizing Committee should not cancel the rooms of the persons not taken in charge by them if:

- they have received the full payment in advance or
- they have received the confirmation of date and time of arrival or
- they have received an official confirmation of the flight tickets by the company or the travel agency.

If the Organizing Committee does not receive any of these 3 above confirmations on time they are free to cancel the rooms.

21 Arrival Information

The deadline to provide travel details is **Sunday 16 March 2014**. Participating delegations **must** inform the WTTC Competition Manager, Didier Leroy (dleroy@ittfmail.com) and the Organizing Committee of any change on their arrival date and time at least three days prior to their arrival and no later than 23:59 h. (local time) on 25 April 2014. Delegations not providing travel details before 23:59 h. (local time) on 25 April 2014 will not have their team included in the draw.

The Organizing Committee provides pick-up service from and to **Tokyo – Narita (NRT)** and **Tokyo – Haneda (HND)** International Airports.