



International Table Tennis Federation

In cooperation with

Costa Rica Table Tennis Federation (FECOTEME)



Tournament	Copa Costa Rica 2020
Factor	20
Place	San Jose, Costa Rica
Date	12 to 14 December

1. AUTHORITY: The Copa Costa Rica 2020 will be organized by Costa Rica Table Tennis Federation (FECOTEME)

under the auspices and authority of the International Table Tennis Federation.

2. DATE AND PLACE:

Dates of competition	12 to 14 December
Name and address of the venue	Gimnasio Nacional de Costa Rica Gimnasio Nacional, 27, La Sabana 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:

The general schedule for the tournament will be as follows:

Arrival day for players to be classified	10 December
Classification days	10 to 11 December
Practice days	11 December
General arrivals	11 December
Competitions dates	12 to 14 December
Departures	15 December
Proposed dates for single events	12 to 13 December
Proposed dates for team events	13 to 14 December

5. RULES:

The event will be conducted in accordance with the current Laws of Table Tennis, the Regulations for International Competitions and specific Para TT directives (which may be amended from time to time).

6. EQUIPMENT:

The following equipment will be used:

Competition tables	Donic	Number	10
Warmup tables	Donic	Number	6
Nets	Donic		
Balls	729 *** 40+ (plastic seamless)		
Floor	Tinsue Red		

7. ELIGIBILITY:

The event is open to players who are eligible to represent their national association according to the ITTF Handbook 2019.

8. OFFICIAL ORGANIZER:

Name	Fecoteme
Tournament director	Domingo Arguello
E-mail	copacostarica@gmail.com
Phone	+506 8384 9584
Fax	N/A

9. TECHNICAL DELEGATE TEAM:

Name of TD	Freddy Almendariz (ECU)
E-mail	Freddy Almendariz <falmendariz@ittf.com>
Phone	+593 98 866 9084
Name of deputy TD	N/A

10. REFEREE TEAM:

Name of Referee	Francesco Nuzzo (ITA)
Names of deputy referees	Silvia Garro (CRC), Esteban Maroto (CRC)

11. CLASSIFIERS:

The number of international classifiers for this tournament will be	2
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12. CLASSIFICATION:

Classification services for this tournaments will be the following:

New players admitted (classes 1 to 10)	16
Players for review admitted (classes 1 to 10)	0
Classification for intellectual impairment admitted (class 11)	0

Admission of players for classification or review will be done on a first come first served basis.

National Association must read the new classification procedure at :

<http://www.ipttc.org/classification/documents.htm>

One of the most important changes is that there is no automatic re-evaluation request from players. In the past, any player who asked for re-evaluation was accepted to be reviewed. Now, there are 2 possibilities for this to happen

- If the athlete's impairment has dramatically changed due to a progressive health condition or an accident, National Association (NA) should think about requesting a Medical Review.
- If the athlete's impairment hasn't dramatically changed and their opinion is that his or her class was always wrong, then, according to rule 23.1.2, your National Association should make a **documented request to ITTF**. Please, be aware that the assessment of the validity of the request is at the sole discretion of ITTF.

12.1 Requirements for classification

ITTF Para TT classification rules state that Athlete Evaluation will take place during international competitions. All athletes to be classified internationally in 2019 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 through this online form <https://paratabletnnis.typeform.com/to/Ytyf4A> (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:

There is a limit in the maximum number of players per class per gender who can participate from each country:

Tournament factor	Host country	Other countries
20	6	4
40	6	4
50	3	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.

National associations are invited to request entries for as many players as they wish but, in order to facilitate the participation of all countries, the organisation will only ensure a maximum of 8 players per national association. The host country is entitled to enter 16 players. Once the first entry deadline is over, the remaining slots (if available) will be offered to the countries which requested a number above the maximum.

Any other persons wishing to accompany a team are subject to special charges and should contact the organizers for further information. These packages are limited, and 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 table tennis association urgently to confirm their authorization). For new players participating for the first time in a Para TT event, the national association MUST send to ITTF one copy of a valid passport (see email address of ITTF entries manager below).

Deadlines	
First entry (by number)	13/10/2019
Second entry (by name)	28/10/2019
Payment	02/11/2019
Travel details	27/11/2019

First entry is required. Any entry sent after the first entry deadline may be declined. In order to secure full participation, national associations failing to confirm their second entry or payment according to deadlines will have their entry cancelled.

LOC is entitled not to provide transportation service from the airport or railway station to any national association that do not provide the travelling details before the deadline. If that is the case, no refund will be done.

The maximum number of players for this tournament will be 150.

All entries must be sent to the following emails:

Local Organising Committee	copacostarica@gmail.com
ITTF entries manager	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: 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 starting the team match. Individual matches are played best of 5 games.

In all Para TT events under the authority of ITTF, the team competition system will be organized in group system in the 1st stage 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, without team match for bronze medal.

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 Para TT rating list at the time of the draws.

17. TECHNICAL MEETING:

The technical meeting will be held on:

Date and time	11/12/2019 at 19:30
Place	Hotel Park Inn

18. DRAWS:

The draws will be done the following days

Draw for the singles events	11/12/2019
Draw for the team events	12/12/2019

The first draw will be done before the technical meeting and, during the meeting, the outcome of the draw will be delivered to team leaders.

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 where it is a combined team, (2) coaches, and up to 3 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 Para TT events, the general entry fees include transport, accommodation in full board and participation fees. The entry fees must be paid to the organizers as set out below:

Item	Nights	Description	Rooming	Price per person
General entry SR	4	Transport and accommodation in full board	single room	860 USD
General entry DR	4	Transport and accommodation in full board	double room	680 USD
General entry TR	4	Transport and accommodation in full board	triple room	650 USD
General entry QD	4	Transport and accommodation in full board	quad room	620 USD
Special entry	4	Escort sharing room with a class 1 or class 11 player	double room	580 USD
Extra night SR	1	Extra night in full board	single room	150 USD
Extra night DR	1	Extra night in full board	double room	100 USD
Extra night TR	1	Extra night in full board	triple room	100 USD
Extra night QR	1	Extra night in full board	quad room	90 USD
Entry fee only		No transport, no accommodation, no food		280 USD

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

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	BNCR CRSJ
IBAN	CR2115107810026006979
Branch address	Av 1 and 3, Street 4, Head Office, San José, Costa Rica
Specification of payment	Copa CRC 2019 + Country Code

Payment by cash upon arrivals will not be accepted. All bank charges are for the cost of the party making the payment.

22. OFFICIAL HOTELS

	Name of hotel	Postal address
Hotel 1	Hotel Park Inn	Ave 6, Calle 28 y 30, B. Don Bosco San José
Hotel 2	Best Western Irazu	Km 3 Autopista General Canas 72-1017 2000 San José
Hotel 3		

23. TRANSPORTATION:

The organizers will provide transportation for teams and officials to the official hotels from the following airports or train stations

Name of airport or train station	Code	Price per person*
San Jose Airport	SJO	0 USD

***Price per person:** Those prices apply only for persons paying the general entry. No transportation service will be provided to those paying the "Entry fee only"

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 rules, 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 abided 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:

26.1 cancellations after the first entry but before the second entry: the first entry fee is forfeited.

26.2 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.

26.3 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	28 °
Rain	Ocasionally
Humidity	90%

29. DOCUMENTS ATTACHED:

Together with this Prospectus, attached are the following documents:

29.1 entry form:

29.1.2 entry fee payment form

29.2.1 singles and team entry forms by name

29.2.3 rooming list

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

29.2.5 transport form

30. **ADDITIONAL OBSERVATIONS**

Additional information related to accommodation:

- PARK INN HOTEL is more suitable for Wheelchair Users:

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

Triple room for wheelchairs only available at Park Inn

Triple room for standing available at Park Inn limited number) and Best Western

Quadruple rooms available only for standing players at Best Western

Additional information related to transportation: