

**COMMONWEALTH TABLE TENNIS FEDERATION (CTTF)**

**ANNEX No. 1 - APPLICATION FORM - OPTION TO HOST FUTURE  
COMMONWEALTH TABLE TENNIS CHAMPIONSHIPS FOR  
YEAR \_\_\_\_\_**

**1. Stadium/Playing Venue**

- 1.1 Name of Stadium \_\_\_\_\_.
- 1.2 Address \_\_\_\_\_  
\_\_\_\_\_.
- 1.3 Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_.
- 1.4 Number of tables to be used in playing area: \_\_\_\_\_.
- 1.5 Make of tables: \_\_\_\_\_ Age of tables: \_\_\_\_\_.
- 1.6 Size of each court (ITTF minimum of 14 m x 7 m)  
(minimum height 5m) \_\_\_\_\_.
- 1.7 Number of courts planned: \_\_\_\_\_.
- 1.8 Provide details of lighting (ITTF min 600 LUX required per court)  
\_\_\_\_\_
- 1.9 The light reading in the playing area is: \_\_\_\_\_
- 1.10 Brand of nets and posts: \_\_\_\_\_
- 1.11 Make of scoring machines: \_\_\_\_\_
- 1.12 Number of scoring machines to be used for each court (ITTF min. is two)  
\_\_\_\_\_
- 1.12.1 In early rounds single \_\_\_\_\_
- 1.12.2 From Quarter finals five (5) min. \_\_\_\_\_
- 1.12.3 For finals five (5) min. \_\_\_\_\_
- 1.13 Brand of table tennis balls (ITTF approved) adopted for event \_\_\_\_\_

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1.14 Is stadium air-conditioned? \_\_\_\_\_.

**2. Practice Tables**

2.1 Practice tables should be located in the venue, within a reasonable distance from the competition area.

2.2 The number of practice tables should be 50% of the total used in playing courts.

**3. Referees/Deputy Referees and Umpires (full names required)**

N.B. "Appendix No. 10 stipulates that there should be two (2) Deputy Referees - preferably three (3), one will be allocated to replace the former Chief Umpire duties".

**3.1 Referee/Deputy Referees:**

3.1.1 Name of Referee \_\_\_\_\_

3.1.1.1 Qualification of Referee: \_\_\_\_\_

3.1.1.2 Country of Residence: \_\_\_\_\_

3.1.2 Name of Deputy Referee \_\_\_\_\_

3.1.2.1 Qualification \_\_\_\_\_

3.1.2.2 Allocated Duty \_\_\_\_\_

3.1.2.3 Country of Residence \_\_\_\_\_

3.1.3 Name of Deputy Referee \_\_\_\_\_

3.1.3.1 Qualification \_\_\_\_\_

3.1.3.2 Allocated Duty \_\_\_\_\_

3.1.3.3 Country of Residence \_\_\_\_\_

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3.1.4 Name of Deputy Referee \_\_\_\_\_

3.1.4.1 Qualifications \_\_\_\_\_

3.1.4.2 Allocated Duty \_\_\_\_\_

3.1.4.3 Country of Residence \_\_\_\_\_

3.2 Number of Umpires Available (certified at the following Levels)

3.2.1 International: \_\_\_\_\_

3.2.1.1 An International Umpire must officiate in each match as either an Umpire, or, as an Assistant Umpire.

3.2.1.2 No Umpire shall officiate at a match which has an athlete participating from home country.

3.2.2 National: \_\_\_\_\_

3.2.3 Club: \_\_\_\_\_

3.2.4 Other: \_\_\_\_\_

Note: Umpires must be certified "International" to officiate during matches, others will assist in capacity to be determined by the Deputy Referee allocated to that duty.

3.3 Location of office for Referee/Deputy Referee in stadium \_\_\_\_\_

3.4 Number of International certified umpires to be invited from other countries. \_\_\_\_\_

4. **Press**

4.1 Provide complete details on facilities to be available for press (phone/fax - local and international): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**5. Transport**

5.1 Provide information regarding plans for transport to be arranged : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**6. Sponsors**

6.1 Provide information regarding sponsorship negotiated to underwrite expenses: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**7. TV Coverage**

7.1 Describe arrangements made for TV: \_\_\_\_\_

\_\_\_\_\_

Local: \_\_\_\_\_

National: \_\_\_\_\_

International: \_\_\_\_\_

**8. Spectators**

8.1 Amount of seating available for spectators: \_\_\_\_\_

8.1.1 Early Rounds \_\_\_\_\_

8.1.2 From round of 16 \_\_\_\_\_

8.1.3 For semi-finals and finals \_\_\_\_\_

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**9. Change Rooms**

9.1 Provide details for change rooms and showers at the playing venue for athletes. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. Canteen Facilities**

10.1 Provide full details as to where meals will be available for players and related officials:

10.1.1 Breakfast: \_\_\_\_\_

10.1.2 Lunch: \_\_\_\_\_

10.1.3 Dinner: \_\_\_\_\_

10.1.4 Any other information: \_\_\_\_\_  
\_\_\_\_\_

**11. CTTF Administration**

11.1 Provide details for office facilities required for CTTF Secretary and Officers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11.2 Location of Office: \_\_\_\_\_  
\_\_\_\_\_

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11.3 Facilities available - Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Computers/printers \_\_\_\_\_ E Mail \_\_\_\_\_  
Photocopier \_\_\_\_\_ Paper \_\_\_\_\_  
Any other services \_\_\_\_\_  
\_\_\_\_\_

11.4 Will any staff assistance be available to the CTTF? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. **Hotels**

12.1 Can subsidized hotel rates be provided? \_\_\_\_\_  
12.2 Do hotel rooms have bath/showers available? \_\_\_\_\_  
12.3 What ratings do hotel(s) have (3,4,5 star)? \_\_\_\_\_  
12.4 Will meals be served at hotel (s)? \_\_\_\_\_  
12.5 Will lunch be available in hotel(s) for officials, guests, or players  
if desired? \_\_\_\_\_  
\_\_\_\_\_

12.6 Provide an indication of cost of rooms at hotel(s) for players, officials, or  
guests which are **not** covered in the free hospitality to visiting teams:  
Single: \_\_\_\_\_ Double (twin beds) \_\_\_\_\_  
Triple: \_\_\_\_\_ Quad: \_\_\_\_\_  
Other Information: \_\_\_\_\_

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12.7 Distance from hotel(s) to playing venue: \_\_\_\_\_  
\_\_\_\_\_

12.8 Details for transport: \_\_\_\_\_

12.8.1 To and from airport: \_\_\_\_\_

12.8.2 To and from playing venue: \_\_\_\_\_

12.8.3 Frequency of transport to and from venue: \_\_\_\_\_

12.9 Names of hotels (include phone and fax numbers): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**12. Provide Information for Ceremonies:**

13.1 Opening: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13.2 Closing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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13.3 Award Presentations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13.4 Provide any plan for a final function: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. **Program**

14.1 Do you plan to prepare a souvenir program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. **Biennial General Meeting (BGM)** (in accordance with Constitution and Regulations): \_\_\_\_\_  
\_\_\_\_\_

15.1 Does official hotel have a special room to meet requirements for BGM?  
\_\_\_\_\_

15.2 If so, will room be available for use on 3<sup>rd</sup> day (preferred) or 4<sup>th</sup> day of Championships? \_\_\_\_\_

15.3 Will your Association plan to host a luncheon for delegates and officials attending the BGM during the noon break? \_\_\_\_\_  
\_\_\_\_\_

15.4 If meeting room has to be located elsewhere, will transport to and from be available? \_\_\_\_\_



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15. **Management Committee Meetings**

16.1 Two (2) days required (please X confirmed):

1.6.1.1 First meeting to be held on the day **prior** to the BGM: \_\_\_\_\_

1.6.1.2 Second meeting to be held one or two days **after** BGM: \_\_\_\_\_

16. **Visa and Health Requirements**

17.1 The Association will check with the appropriate government organization requesting that visa charges be waived.

17.2 Add any pertinent health information which may be applicable: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

17. Provide full information as to your Association regarding the Organizing Committee and its members. Contact details such as phone/fax, and any other information that will assist the commonwealth Table Tennis Federation (CTTF) to assess your application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Submitted by (please print name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position in Association: \_\_\_\_\_

19. Please include any other information you may wish along with this application.

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**Mail completed copy of application form to:**

**Chairman:** Commonwealth Table Tennis Federation

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Must be submitted at least four (4) months prior to the date of the BGM.**