



**INTERNATIONAL TABLE SOCCER FEDERATION**

# **SPORT CODE**

**February 2008**

<b>CHAPTER 1: GENERAL PROVISIONS.....</b>	<b>4</b>
ART. 1.1 – ENFORCEMENT OF THE SPORTS CODE .....	4
ART. 1.2 - PATRONAGE.....	4
ART. 1.3 – PLAYERS ADMITTED INTO COMPETITIONS .....	4
ART. 1.4 – COMPETITION CATEGORIES AND TOURNAMENT FORMATS.....	4
ART. 1.5 - REFEREEING .....	4
ART. 1.6 – ADMISSIBLE APPLICATIONS.....	4
ART. 1.7 – CHOICE OF EQUIPMENT .....	5
ART. 1.8 – CLASSIFICATION OF SANCTIONED OFFICIAL EVENTS: ITSF TOUR .....	5
ART. 1.9 – NATIONAL CHAMPIONSHIPS .....	5
ART. 1.10 – OWNERSHIP AND DENOMINATION OF SANCTIONED CHAMPIONSHIPS .....	5
ART. 1.11 – GAME RULES .....	6
<b>CHAPTER 2: APPLICATIONS, ATTRIBUTIONS, INVITATIONS .....</b>	<b>7</b>
ART. 2.1 – SPORTS CALENDAR .....	7
ART. 2.2 – TOURNAMENT REQUESTS .....	7
ART. 2.3 – EVENT LOCATION (FOR WORLD CUP, WORLD CHAMPIONSHIPS, CONTINENTAL CHAMPIONSHIPS/CUP, WORLD CHAMPIONSHIPS SERIES).....	7
ART. 2.4 – GRANTING OF AN OFFICIAL COMPETITION .....	8
ART. 2.5 – CIRCUMSTANTIAL PROVISIONS AND COMMUNICATION .....	8
ART. 2.6 – DURATION OF A COMPETITION, NUMBER OF TABLES .....	8
ART. 2.7 – ORGANIZATION RIGHTS.....	8
<b>CHAPTER 3: RANKING, COMPETITION PROCESS .....</b>	<b>10</b>
ART. 3.1 - RANKING .....	10
ART. 3.2 – NUMBER OF PARTICIPANTS .....	10
ART. 3.3 - REGISTRATION.....	10
ART. 3.4 – ADMISSIBLE COMPETITORS .....	10
ART. 3.5 – APPROVED REGISTRATIONS.....	10
ART. 3.6 – COMPETITORS’ COMPENSATION .....	11
ART. 3.7 - EVENTS.....	11
ART. 3.8 – NATIONAL TEAMS COMPETITION DURING WORLD CHAMPIONSHIPS SERIES.....	11
ART. 3.9 - COMPETITORS QUALIFIED FOR THE FINAL STAGE .....	11
<b>CHAPTER 4: FAILURE TO APPEAR, FORFEITURE, EXPULSION, TRANSGRESSION .....</b>	<b>12</b>
ART. 4.1 – SEEDED PLAYERS FAILING TO APPEAR.....	12
ART. 4.2 - EXPULSION .....	12
ART. 4.3 - FORFEITURE.....	12
ART. 4.4 - TRANSGRESSION .....	12
<b>CHAPTER 5: GENERAL CONDITIONS OF ORGANIZATION .....</b>	<b>13</b>
ART. 5.1 – REFEREES’ AND PLAYERS’ ATTIRE, WEARING ADVERTISEMENTS FOR BRANDS.....	13
ART. 5.2 – SMOKING AND ALCOHOL.....	14
ART. 5.3 – ANTI-DOPING STRUGGLE.....	14
ART. 5.4 – MATCH SCHEDULE, PLAYERS’ COMMITMENT .....	14
ART. 5.5 – BROADCASTING THE RESULTS .....	14
<b>CHAPTER 6: MEDIA .....</b>	<b>16</b>
ART. 6.1 – BROADCASTING RIGHTS .....	16
ART. 6.2 – PRESS AND AUDIENCE INFORMATION .....	16
<b>CHAPTER 7: FORMAL PRESCRIPTIONS (WORLD CHAMPIONSHIPS SERIES, CONTINENTAL CHAMPIONSHIPS/CUPS, WORLD CHAMPIONSHIPS, WORLD CUP).....</b>	<b>17</b>
ART. 7.1 – COMPETITION MANAGEMENT .....	17
ART. 7.2 – ITSF OFFICIAL DELEGATE .....	17
ART. 7.3 - PRECEDENCE .....	17
ART. 7.4 – FLAGS AND COLOURS .....	18
ART. 7.5 - SPEECHES .....	18
ART. 7.6 – OPENING CEREMONY.....	18
ART. 7.7 – ANNOUNCEMENT OF THE MEDALLISTS .....	18
ART. 7.8 – CLOSING CEREMONY .....	19

<b>CHAPTER 8: FINAL PROVISIONS</b> .....	<b>20</b>
ART. 8.1 - TRANSGRESSIONS, DISCIPLINE AND APPEAL.....	20
ART. 8.2 - ABIDING BY THE STATUTES AND SCOPE OF THE CODE.....	20
ART. 8.3 - SAFEGUARD CLAUSE.....	20
<b>ANNEXES</b> .....	<b>21</b>
<i>ANNEX 1: NATIONS WORLD RANKING SYSTEM</i> .....	22
<i>ANNEX 2: INDIVIDUAL WORLD RANKING SYSTEM</i> .....	26
<i>ANNEX 3: GENERAL PROVISIONS FOR THE ITSF TOUR</i> .....	29
<i>ANNEX 4: OFFICIAL AND RECOGNIZED TABLES</i> .....	31
<i>ANNEX 5: TOURNAMENT REQUEST – APPLICATION FORM</i> .....	33
<i>ANNEX 6: DRESS CODE FOR THE TOP 16 PLAYERS AND OFFICIAL REFEREES</i> .....	34
<i>ANNEX 7: PROTOCOL (ORDER OF PRECEDENCE)</i> .....	36
<i>ANNEX 8: SPECIFICATIONS – ITSF TOUR, 2007-2008 SEASON</i> .....	37
<i>ANNEX 9 : RESPONSIBILITIES ON THE TOURNAMENT – SAMPLE FORM</i> .....	52
<i>ANNEX 10 : NATIONAL TEAM’S DOCUMENTS</i> .....	53

## **CHAPTER 1: GENERAL PROVISIONS**

### **Art. 1.1 – Enforcement of the Sports Code**

1. The Sports Code complements the Statutes and the regulations of the ITSF. It must be applied in all World Championships events and official tournaments recognized by or concerning the ITSF, subject to specific provisions or contrary arrangements as accepted by the ITSF Executive Committee.
2. The cases that are not foreseen by the Sports Code or cases of force majeure shall be settled by the ITSF official delegate or his/her deputy, after consulting the official delegate of the federation organizing the event and/or the tournament director. These persons also make decisions in cases of force majeure.

### **Art. 1.2 - Patronage**

1. Official events take place under the patronage of the ITSF and according to its regulations.
2. The organization of these events will be entrusted to an affiliated federation which, in turn, can pass it on to one of its clubs or other partner. However, the candidate federation shall be sole responsible towards the ITSF for a smooth running of the competition and it also shall take on the possible risks linked to event, whether financial or other.
3. Should it choose to, the ITSF may, under its own responsibility, organize an official event within the boundaries of the federations or not, either directly or in collaboration with a body recognized by the ITSF and in whichever location it chooses.

### **Art. 1.3 – Players admitted into competitions**

1. Only players recognized by the ITSF can take part in ITSF competitions, in accordance with the current statutory provisions (i.e. players holding a licence). The age limitations for Junior and Senior players are set by the ITSF Executive Committee.
2. The rules of nationality as defined in the Administrative Rules apply.

### **Art. 1.4 – Competition categories and tournament formats**

1. For an official event to be organized, the required regulations must first be approved by the Sports Commission.

### **Art. 1.5 - Refereeing**

1. It is the responsibility of the federation in the country where the competition takes place to take all required measures to provide refereeing in accordance with the regulations recognized by the ITSF, and to provide the organizer with the competent referees needed.

### **Art. 1.6 – Admissible applications**

1. Only a federation which complies with its financial obligations towards the ITSF may present an application to organize an official event or send players to such an event.

#### **Art. 1.7 – Choice of equipment**

1. To organize an official event, the federations are free to use any game equipment, within the list of ITSF sanctioned and authorized manufacturers and equipment (see annexes). This is subject to the respect of eventual sponsorship or exclusivity contracts involving the ITSF.
2. It is forbidden to use material which is not authorized or not sanctioned by the ITSF.
3. The permission to use sanctioned equipment in an official event is liable to manufacturers paying to the ITSF an annual sanctioning fee as well as specific sanctioning fees for each competition. The amounts of these fees are based on a convention passed between the ITSF Executive Committee and the concerned manufacturers; or between the ITSF Executive Committee, the associations and the concerned manufacturers. The ITSF is committed only to the contracts it has approved and countersigned.

#### **Art. 1.8 - Classification of sanctioned official events: ITSF Tour**

1. Championships and official tournaments are divided into five categories, which constitute the ITSF Tour:
  - international tournaments (Open)
  - World Championships Series
  - Continental Championships (individual) / Continental Cups (teams)
  - World Championships (individual)
  - World Cup (teams)

Open international tournaments are themselves subdivided into three categories organized hierarchically as follows:

- Level 1 = ITSF International Tournament (highest level)
- Level 2 = ITSF Master Series
- Level 3 = ITSF Pro Tour (lowest level)

**See annexes for more details relating to the different tournament categories and their characteristics.**

#### **Art. 1.9 – National championships**

1. The ITSF does not interfere with the organization of national championships. However, federations must communicate the results of all competitions held in national championships.

#### **Art. 1.10 – Ownership and denomination of sanctioned championships**

1. As the ITSF Statutes and regulations are its work and property, official events which are played under these Statutes and regulations are also the exclusive property of the ITSF.
2. Federations which organize official events must indicate properly ‘under the aegis of the ITSF’ on all official documents (posters, schedules and other printed material).  
To insert the name of the main sponsor into the title of the competition, a written agreement of the ITSF is necessary.  
The sports aspect of the event is subject to specific ITSF rules.

### **Art. 1.11 – Game rules**

All competitions under the aegis of the ITSF must unfold according to the Game Rules established by the Rules Commission.

## CHAPTER 2: APPLICATIONS, ATTRIBUTIONS, INVITATIONS

### Art. 2.1 – Sports calendar

1. The Executive Committee will review the tournament requests submitted by ITSF member federations in order to plan the ITSF Tour calendar. If it applies, it will also set the date for the Masters' Finals.
2. A date which has been assigned may only be changed exceptionally and on condition that the Executive Committee of ITSF gives its permission.
3. The sports calendar is updated and published annually on the ITSF website.

### Art. 2.2 – Tournament requests

1. Tournament requests must be sent to the ITSF Sports Commission, at the latest at a date permitting to comply with the various deadlines set by the current regulation.
2. No competition may be organized without permission.
3. The application to submit an event in the ITSF Tour must contain the following:
  - the precise name of the competition;
  - the year concerned;
  - the name of the federation in charge and the organizer, their e-mail and website address;
  - the event venue and date requested;
  - the categories of competitions and name of the table(s) to be played on;
  - related information (match format, prizes...).
4. Any application to organize an event must be submitted online using the member federations' personal access on the ITSF website [www.table-soccer.org](http://www.table-soccer.org) (see annexes).

### Art. 2.3 – Event location (for World Cup, World Championships, Continental Championships/Cup, World Championships Series)

1. The place where the World Cup, World Championships, Continental Championships/Cup or World Championships Series events take place must be tourist centres or, at least, sizeable towns with businesses and shops proper to satisfy players' needs when they are not playing as well as those of the persons accompanying them.
2. The ITSF Executive Committee is solely competent to accept or refuse the place chosen for hosting one of these events.
3. If the location where the event is to take place is not definitely secured when submitting the tournament request, the permission will be granted subject to the acceptance of the chosen place. The name of the latter shall be submitted at least 6 months before the competition is to take place.

If necessary, the federation organizing the event will submit to the ITSF Executive Committee any useful information concerning the chosen venue. If it applies, a member of the Executive Committee or a person it has appointed may be asked to visit the site, at the organizer's expenses.

4. The distance between the playing venue and the places where players, foreign delegations and ITSF official delegates will stay shall not exceed a 20-minute walk. If it does, a regular transport service shall be organized, for free or for a small fee.

#### **Art. 2.4 – Granting of an official competition**

1. In order to be granted the organization of an official event, the federation submitting the request must pay a tournament sanctioning fee to the ITSF. This fee must be paid at least 3 months before the opening date of the competition (fees differ depending on the categories of events); if the fee is not paid, the competition shall be removed from the calendar of events. In any case, this fee must be paid to and remains the property of the ITSF even if later and for whatever reason the competition is not held.

#### **Art. 2.5 – Circumstantial provisions and communication**

1. Once the request has been granted, and at least 3 months before the opening of the competition, the federation organizing the event shall forward to the ITSF Sports Commission any information useful to draw up circumstantial provisions, including in any case those mentioned in paragraph 3 below.
2. The ITSF Sports Commission shall automatically publish all the information on the ITSF website.
3. The information file must necessarily contain the following circumstantial provisions:
  - the event's title
  - the categories of competitions and the tournament format
  - the closing date of entry (if it applies)
  - the location of the event and all useful addresses
  - the designation of the site
  - the name of the table to be used
  - the date and time of opening
  - the accommodation information
  - the name of the ITSF official delegate (for the World Championships Series)
  - the reminder of the applicable provisions on anti-doping struggle
  - the obligations concerning the players' clothing

#### **Art. 2.6 – Duration of a competition, number of tables**

1. The normal duration of a competition is three to four days.
2. The organizer shall make all necessary arrangements to have a sufficient number of tables to ensure the smooth running of the competition.
3. The ITSF Executive Committee is authorized to depart from the present article's provisions in case of particular circumstances.

#### **Art. 2.7 – Organization rights**

1. The attribution of an official competition, which is under the authority of the ITSF, is definite only after the sanctioning fees, set periodically by the Executive Committee, are paid.

2. After the bill is received, the amount set must be paid to the ITSF account within the time frame allowed (3 months before the competition is to take place).
3. The paid sum remains the property of the ITSF even if, for whatever reason, the competition is not held.

## CHAPTER 3: RANKING, COMPETITION PROCESS

### Art. 3.1 - Ranking

1. Each year the Ranking Commission will determine the point allocation system for the world rankings and world rankings of nations, for the following year.

**See annexes relating to the 'Nations Ranking System' and 'Individual World Ranking System'**

### Art. 3.2 – Number of participants

1. The number of participants may be unlimited as long as the deadlines set by the organizers are respected.

### Art. 3.3 - Registration

1. Registration of national teams in an official competition must be sent to the ITSF Sports Commission (to the ITSF Head Office), with a copy sent to the federation organizing the event.
2. The registrations shall be closed within the deadline set by the Executive Committee before the opening date of an official competition so as to enable the organizers to finalize their schedule. For an open competition which accepts registration at the event venue, the registration deadline applies only to national teams.
3. Federations are solely responsible for complying with the deadlines mentioned above. Delays due to postal mail delivery cannot be accepted as a valid excuse.
4. In case of force majeure, delays of less than four days from the registration deadline may be accepted. The Sports Commission is then solely competent.
5. Registration fees are due immediately after registering, even if the player does not take part in the competition. Not showing up in the competitions after registering may be followed by other negative consequences.

### Art. 3.4 – Admissible competitors

1. Only competitors who comply with the provisions of the ITSF Statutes and whose federations are not under an ineligibility sanction are entitled to participate in official competitions.
2. Competitors will be qualified by their federations and only by them. A competitor who has been suspended by his/her federation cannot take part in any competition of the ITSF Tour.

### Art. 3.5 – Approved registrations

1. The responsibility to set the list of participants is solely given to the organizing federation under the aegis of the Sports Commission.
2. No objection against a qualification or the validity of a registration may be retained during the official competition.

3. Each objection of this kind is to be submitted in writing to the ITSF Sports Commission.
4. Any participant who believes he/she has been wronged by a decision against them may appeal through their federation to the ITSF Executive Committee. The ITSF Executive Committee decides in first instance and its decision is final.

#### **Art. 3.6 – Competitors’ compensation**

1. The organizer of an official event may pay compensation to the competitors according to the decisions of the Executive Committee.
2. The competitors ranked 1 to 3 must attend the announcement of the results for any official competition under the aegis of the ITSF.
3. In addition to paying tournament sanctioning fees, set by the Executive Committee, the organizer of an official event shall pay compensation to the players in accordance with the provisions in effect (if the case applies). It also applies to the official delegate of the ITSF.
4. If a competition is cancelled while the players and the ITSF official delegate have already set out on their journey to go there within a reasonable period of time, the organizing federation will, besides the payment of the tournament sanctioning fee which remains the property of the ITSF, pay the unnecessarily occurred expenses of the players and the ITSF official delegate, except in case of unavoidable circumstances (case of force majeure) duly checked and accepted by the ITSF Executive Committee.

#### **Art. 3.7 - Events**

1. The Singles and Doubles competitions will count towards the individual ranking of the competitors, in the Women’s, Men’s, Junior, Senior and other categories recognized by the ITSF.

#### **Art. 3.8 – National Teams Competition during World Championships Series**

1. Event organizers must pay special attention to the National Teams Competitions which take place during World Championships Series events, both in terms of sports management and media coverage.  
The ITSF, through its delegate commission, will determine the complete running of this event.  
See the World Championships Series’ Specifications in annex 8 for more details concerning this competition.

#### **Art. 3.9 - Competitors qualified for the final stage**

1. Depending on the course of the sports season and commitments with partners, either awards will be presented to the best players of the season or a final competition will be organized with the best players of the season in Singles events (Masters). In that case, awards shall be presented during this final competition, and the Competitors’ expenses shall be covered by the event organizers.

## **CHAPTER 4: FAILURE TO APPEAR, FORFEITURE, EXPULSION, TRANSGRESSION**

### **Art. 4.1 – Seeded players failing to appear**

1. During a competition that includes seeded players, if one of them doesn't attend the beginning of the competition, the official delegate of the ITSF, after consulting with the delegate of the organizing federation, fills in the vacancy at his/her discretion up to the required number of players.

### **Art. 4.2 - Expulsion**

1. If a player is expelled from a competition, all the matches played as well as future matches are cancelled. Technical results of played and cancelled matches will not be taken into account for the rankings.
2. In case a player is expelled during the competition, his/her compensation payment is fully cancelled. This also applies to money awards. If it applies, the amounts already paid to the player shall be reimbursed.

### **Art. 4.3 - Forfeiture**

1. Any player who doesn't finish a match shall lose that match as forfeit.

### **Art. 4.4 - Transgression**

1. The following are considered to be transgressions towards the Statutes and the regulations and are treated as such by the Executive Committee, when a player
  - does not respect the regulations in effect;
  - does not pay his/her registration fees;
  - fails to appear at the beginning of a competition;
  - withdraws from one or several matches;
  - is expelled from a competition.

## CHAPTER 5: GENERAL CONDITIONS OF ORGANIZATION

### Art. 5.1 – Referees' and players' attire, wearing advertisements for brands

1. The referees' dress code is set by the Rules Commission or, if not, by the organizer. It must be identical for all referees. It must include a shoulder patch specifying the referee's level (see annexes).
2. The players' clothing is set for each of them by the federation they belong to. Players from the same federation shall wear identical outfits during a National Teams Competition. Exception: in competitions for which they freely register, those players who are not designated as official representatives of a federation are personally responsible for their attire, which may be different from the attire of the federation's other players.
3. The Top16 male and female players must wear clothing that conforms to the rules and stands out through the following features:
  - player's name and country name on the back
  - player's name and country name on the front
  - an official patch worn on each shoulder (see annexes)
4. On their clothing, players may wear the logo of the federation they belong to, their champion's badges if the case applies, and, subject to the particular provisions of the present article, sponsors' logos. In individual and team championships, the advertisements worn by the players of the same federation may be different as far as personal advertising is concerned, but advertising regarding their federation or advertising supplied by the event organizer must be identical.
5. In an official event, the right of the players to wear brand advertisements exclusively belongs to the ITSF.

The players may be bound to wear brand advertising supplied by the organizer without being able to express a demand of any kind and without previous notice, even if that brand is a direct competitor of their personal sponsors or sponsors of their federation, regardless of whether they actually wear their brands or not.

The event organizer may totally or partially authorize players to wear the brand advertisements of personal sponsors or their federation's sponsors. The organizer shall set the material, financial and other would-be conditions that follow the granted right to wear advertising from their personal sponsors or their federation's sponsors. The organizer shall inform the ITSF.

6. The players or federations who wish to wear such advertising must personally and directly apply to the ITSF.

Any player wearing an advertisement other than the one supplied by the ITSF will need to ask the ITSF for a written permission; without it, that advertisement will be forbidden. The player or the federation are solely responsible for obtaining the required authorizations.

7. Players must wear their competition attire during the opening ceremony and when they are in the 'finals area'. For the award and closing ceremonies, the required clothing is set for each case, depending on the management of the event and the ceremonies themselves. Except for these obligations, players are free to select their outfits.

### **Art. 5.2 – Smoking and alcohol**

1. Neither players nor referees may smoke during the competition.

The tournament director shall remind all participants about the smoking ban in the hall at the beginning of each playing session. In case of a transgression, the ITSF official delegate can have the competition continue behind closed doors or interrupt it; while telling the organizers that the results will not be accepted; he will then leave the room.

In such circumstances, the obligation to pay compensation to the players for the whole normal duration of the competition still applies.

2. Neither players nor referees may be served alcoholic substances during their playing.
3. Any player or referee, who breaks the provisions of the present article, after the ITSF delegate made the remark to him/her, may be excluded from the competition.

### **Art. 5.3 – Anti-doping struggle**

1. Any player taking part in a competition organized by, recognized by or relating to the ITSF, as well as any person giving their support in the interest of that player, is under the obligation of respecting the instructions and prescriptions to be enforced in the field of anti-doping struggle, which form the subject of particular rules: the Anti-Doping Rules.
2. The Legal Commission of the ITSF, assisted by the Medical Commission and the Administrative Commission establishes the Anti-Doping Rules of the ITSF, which gather the administrative (functioning), and legal (repression and sanction) instructions and prescriptions. These Rules are published by the ITSF. The same applies to the list of prohibited medicines and measures. Any modification to these documents shall also be published.
3. Those associations affiliated, recognized or bound by contract to the ITSF have to include the prohibition of doping in their regulations and the provisions that apply in regards to testing and in case of transgressions.
4. Any transgression to the provisions enacted in the present article is punishable. Any infringement will be treated in accordance with the Anti-Doping Rules. Depending on the type of products used or held, resorting to penal jurisdiction is not excluded (see the Anti-Doping Rules).

### **Art. 5.4 – Match schedule, players' commitment**

1. The event organizer shall take all necessary measures for the match schedule to be respected. He/she will check that the matches start and finish at suitable times so that players can rest sufficiently, especially at night time.

### **Art. 5.5 – Broadcasting the results**

1. The organizer of an official competition shall take all necessary measures to try and obtain Internet live or differed broadcast.

Careful precautions must be taken in order to disturb the players the least possible during takes, in particular with regards to noise or light. Under no circumstances the player may refuse to be filmed and he/she shall not express demands of any kind.

2. The federation organizing an event is under the obligation to forward on a daily basis the results of matches, with the provisional ranking, to the most qualified press agency and, if possible, to ensure that these results are broadcasted on the radio, television... Likewise, these results shall be forwarded to the ITSF Communication Commission.

## CHAPTER 6: MEDIA

### **Art. 6.1 – Broadcasting rights**

1. All the advertising rights on television and in the media belong to the ITSF.  
For each particular case, an arrangement may be made with the organizer if he/she considers it necessary.
2. Players taking part in any competition organized under the aegis of the ITSF can not claim any right on their image.

### **Art. 6.2 – Press and audience information**

1. The event organizer must publish the results and the updated rankings. These must be forwarded by e-mail to the ITSF without delay.
2. In the interest of the ITSF and event organizer, the publication shall be made in the international, national and local press.
3. When the competition is broadcast on television, the organizer informs the ITSF, as soon as he/she finds out, about the broadcasting channel, and day and time of the broadcast.

## **CHAPTER 7: FORMAL PRESCRIPTIONS (WORLD CHAMPIONSHIPS SERIES, CONTINENTAL CHAMPIONSHIPS/CUPS, WORLD CHAMPIONSHIPS, WORLD CUP)**

### **Art. 7.1 – Competition management**

1. The organization committee is made up of persons appointed by the organizing federation.
2. If the organizing federation requires it and at its expenses, the ITSF Executive Committee shall delegate one of its members to ensure the direction of the event; in that case, the staff required for the smooth running of the competition shall be put at his/her disposal by the organizing federation.

The application must reach the ITSF at least 4 months before the opening date of the competition. The organizing federation shall be informed of the Executive Committee's decision at least 2 months before the beginning of the event.

3. The ITSF Executive Committee decides whether the member ensuring the direction of the event will also act as an ITSF official delegate or whether it delegates another person.

### **Art. 7.2 – ITSF official delegate**

1. The ITSF Executive Committee freely appoints an ITSF official delegate to a competition. This delegate doesn't have to be a member of the ITSF Executive Committee.

No matter whether other members of the ITSF Executive Committee attend the event, only one person designated as the ITSF official delegate carries the rights and duties set by the Statutes and regulations.

2. The name of the ITSF official delegate must appear in all published documents and announcements made by the organizing federation.
3. The opening and closing ceremonies, as well as the announcement of the medallists of the official event will be preceded by an introduction by the ITSF official delegate.
4. The task of the ITSF official delegate is also to supervise the course of the sports events. He/she must make sure that the rules in effect are complied with and he/she has full powers to take all useful measures to this end. If it applies, and after consulting the official delegate of the organizing federation he/she shall even exclude a transgressing participant.

### **Art. 7.3 - Precedence**

1. In all the ITSF events or events in which the ITSF is represented, seating precedence goes to the President of the organizing federation or to his/her representative (see annex 7).
2. In case people representing diplomatic, consular or national authorities are present, it is up to the organizers to determine everyone's place.

#### **Art. 7.4 – Flags and colours**

1. The venue where an ITSF event takes place must be decorated with flags of the ITSF, the organizing federation and the represented nations.

#### **Art. 7.5 - Speeches**

1. During the official reception, the following people may speak:
  - the President of the organizing federation or his/her representative;
  - the head of a foreign delegation, speaking in the name of all the delegations attending the competitions;
  - the official delegate of the ITSF;
  - any other person invited to do so by the organizer, while respecting the event schedule.

#### **Art. 7.6 – Opening ceremony**

1. The opening ceremony will take place in the competition venue.
2. The organizing federation's President, his/her representative or another prominent person may pronounce a few words of welcome to the participants. If it applies, one of the prominent figures attending the event may speak next.
3. The ITSF official delegate will then announce in the following terms and in one of the official languages of the ITSF or in the host country's language, the opening of the event of the competition:

“The ITSF having entrusted to the..... Federation the organizing of the ‘name of the event’ of the year....., we invite the officials, interested parties and competitors to witness the matches to be held on that occasion and in this place from ..... to .....”

“We remind you that the previous event in that category was organized in (year).... in (place)...., by the .....federation and the winner was ....., representing the ..... federation.”

“On behalf of the ITSF, we have the honour to officially announce the opening of the ‘name of the event’”.

4. Immediately, the flags of the ITSF and the organizing federation are hoisted in the venue, while the anthem of the country of the organizing federation is played.

#### **Art. 7.7 – Announcement of the medallists**

1. As soon as the first final is finished, the ITSF official delegate announces the medallists in one of the official languages of the ITSF or in the language of the host country, in the following terms:

The third ranked player is announced with these words:

“For third place in this competition representing the ..... Federation, (name of player)..... “  
The bronze medal is presented to the player.

Then, the second ranked player is announced with these words:

“For second place in this competition, representing the ..... Federation, (name of player)..... “

The silver medal is presented to the player.

Then, the winner is announced with these words:

“Finally, I am pleased to announce, on behalf of the ITSF, that the winner of the (name of the competition) is (name of player)...., representing the ..... Federation.

The gold medal is presented to the player.

2. When the three medallists stand on the podium, the national anthem of the champion’s country is played for no more than 45 seconds.

### **Art. 7.8 – Closing ceremony**

1. Immediately after the announcement of the medallists, the ITSF official delegate closes the competition in one of the official languages of the ITSF or in the language of the host country in the following words:

“We thank the ..... federation for organizing the ‘event’s name’ ....., we invite one of ITSF member federations to organize this same event in a forthcoming year and we officially announce the closing of the ‘event’s name’ ”.

2. Immediately, the ITSF and the organizing federation’s flags are brought down while the anthem of the country of the organizing federation is played.

## **CHAPTER 8: FINAL PROVISIONS**

### **Art. 8.1 - Transgressions, discipline and appeal**

1. Any transgression of the present rules during the World Cup or World Championships will be treated in accordance with the provisions relating to disciplinary action contained in the Disciplinary Rules of the ITSF (see Disciplinary Rules). Any decision made by the Disciplinary Commission may be appealed exclusively to the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland, which will reach a final decision according to the Code for Sport-related Arbitration.
2. Any transgression of the present rules during any other tournament under the aegis of the ITSF will be treated in accordance with the disciplinary regulations and laws of the organizing federation. Any decision made by the Disciplinary Commission of the organizing federation may be submitted to the ITSF Appeal Commission, made up of members appointed by the ITSF Executive Committee. The decision of the Appeal Commission of the ITSF may, in last resort, be appealed exclusively to the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland, which will reach a final decision according to the Code for Sport-related Arbitration.

### **Art. 8.2 - Abiding by the Statutes and scope of the Code**

1. The present rules are enacted by the Executive Committee and the Sports Commission of the ITSF, on the basis of the statutory provisions in effect.
2. The affiliated federations, recognized confederations, associations and clubs affiliated to member federations, and contract partners commit themselves to abide by them and have them enforced.

### **Art. 8.3 - Safeguard clause**

1. If any change/addition proves to be necessary in the short term, the ITSF Executive Committee or the Delegate on site will make the decisions until the changes are made. These decisions are transitively valid.

## **ANNEXES**

*1: NATIONS WORLD RANKING SYSTEM*

*2: INDIVIDUAL WORLD RANKING SYSTEM*

*3: GENERAL PROVISIONS FOR THE ITSF TOUR*

*4: OFFICIAL TABLES AND RECOGNIZED TABLES*

*5: TOURNAMENT REQUEST – APPLICATION FORM*

*6: DRESS CODE FOR THE TOP 16 PLAYERS AND OFFICIAL REFEREES*

*7: PROTOCOL (ORDER OF PRECEDENCE)*

*8: SPECIFICATIONS – ITSF TOUR - 2007/2008 SEASON*

*9: RESPONSIBILITIES ON THE TOURNAMENT – SAMPLE FORM*

## ANNEX 1: NATIONS WORLD RANKING SYSTEM

### 1. Awarded points

In order to rank Men's teams and Women's teams and take into account Junior and Senior players' performance in the team rankings, 3 types of rankings have been implemented:

#### 1) General Rankings for the mixed national teams which take part in the WCS team events:

**Points are awarded to ITSF member federations by adding the following:**

- Points earned by the **8 best players of each nation**, in the ITSF Rankings - points added from the Open Singles and Open Doubles competitions
- Points earned by the **6 best female players of each nation**, in the ITSF Rankings - points added from the Women's Singles and Women's Doubles competitions
- Points earned by the **3 best junior players of each nation**, in the ITSF Rankings - points added from the Junior Singles and Junior Doubles competitions
- Points earned by the **3 best senior players of each nation**, in the ITSF Rankings - points added from the Senior Singles and Senior Doubles competitions
- Points earned by **national teams at the World Cup and at the World Championship Series** (National Teams Competition) – *see chart below*

#### 2) Men's Rankings for the Men's national teams which take part in the World Cup:

**Points are awarded to ITSF member federations by adding the following:**

- Points earned by the **8 best male players of each nation**, in the ITSF Rankings (this corresponds to the number of players in a standard Men's team) - points added from the Open Singles and Open Doubles competitions -
- Points earned by **national Men's teams at the World Cup and mixed teams at the World Championship Series** (National Teams Competition) – *see chart below*

#### 3) Women's Ranking for the Women's national teams which take part in the World Cup:

**Points are awarded to ITSF member federations by adding the following:**

- Points earned by the **6 best female players of each nation**, in the ITSF Rankings (this corresponds to the number of players in a standard Women's team) - points added from the Women's Singles and Women's Doubles competitions -
- Points earned by **national Women's teams at the World Cup and mixed teams at the World Championship Series** (National Teams Competition) – *see chart below*

#### Points earned at World Cup and World Championship Series events

Rank	WCup	WCS
1	3000	1500
2	2600	1300
3	2200	1100
4	1800	900
5-8	1400	700
9-16	1000	500
17-32	600	300

## 2. Rules for Rankings Update

- Rankings will be updated after each tournament of the Tour
  - The World Rankings of Nations will be updated, taking into account the updated points of individual players in the World Rankings.
- They work over a 12 month period
  - For the World Rankings of Nations, the points earned at the World Cup are valid for 4 years, until the next World Cup takes place.
- The results of one WORLD ITSF TOUR tournament replace the results of that same tournament from the year before (the tournament venue might change but it must be played on the same table)
  - Note that the old results are still valid until the new tournament is over, then the new results come into effect and replace the old ones
  - If it is a first-time tournament, the results are integrated into the Rankings
  - The results of a tournament that is not organized the year after cease to be valid the day after it should have taken place

*You can view the WORLD RANKINGS on the ITSF website*  
[www.table-soccer.org/rankings/](http://www.table-soccer.org/rankings/)

### 3. Country Abbreviation Codes

Country	Code
Afghanistan	<b>AFG</b>
Albania	<b>ALB</b>
Algeria	<b>ALG</b>
American Samoa	<b>ASA</b>
Andorra	<b>AND</b>
Angola	<b>ANG</b>
Antigua and Barbuda	<b>ANT</b>
Argentina	<b>ARG</b>
Armenia	<b>ARM</b>
Aruba	<b>ARU</b>
Australia	<b>AUS</b>
Austria	<b>AUT</b>
Azerbaijan	<b>AZE</b>
Bahamas	<b>BAH</b>
Bahrain	<b>BRN</b>
Bangladesh	<b>BAN</b>
Barbados	<b>BAR</b>
Belarus	<b>BLR</b>
Belgium	<b>BEL</b>
Belize	<b>BIZ</b>
Benin	<b>BEN</b>
Bermuda	<b>BER</b>
Bhutan	<b>BHU</b>
Bolivia	<b>BOL</b>
Bosnia and Herzegovina	<b>BIH</b>
Botswana	<b>BOT</b>
Brazil	<b>BRA</b>
British Virgin Islands	<b>IVB</b>
Brunei Darussalam	<b>BRU</b>
Bulgaria	<b>BUL</b>
Burkina Faso	<b>BUR</b>
Burundi	<b>BDI</b>
Cambodia	<b>CAM</b>
Cameroon	<b>CMR</b>
Canada	<b>CAN</b>
Cape Verde	<b>CPV</b>
Cayman Islands	<b>CAY</b>
Central African Republic	<b>CAF</b>
Chad	<b>CHA</b>
Chile	<b>CHI</b>
China	<b>CHN</b>
Colombia	<b>COL</b>
Comoros	<b>COM</b>
Congo	<b>CGO</b>
Cook Islands	<b>COK</b>
Costa Rica	<b>CRC</b>
Côte d'Ivoire	<b>CIV</b>
Croatia	<b>CRO</b>
Cuba	<b>CUB</b>
Cyprus	<b>CYP</b>
Czech Republic	<b>CZE</b>

Country	Code
Democratic People's Republic of Korea	<b>PRK</b>
Democratic Republic of the Congo	<b>COD</b>
Denmark	<b>DEN</b>
Djibouti	<b>DJI</b>
Dominica	<b>DMA</b>
Dominican Republic	<b>DOM</b>
Ecuador	<b>ECU</b>
Egypt	<b>EGY</b>
El Salvador	<b>ESA</b>
Equatorial Guinea	<b>GEQ</b>
Eritrea	<b>ERI</b>
Estonia	<b>EST</b>
Ethiopia	<b>ETH</b>
Fiji	<b>FIJ</b>
Finland	<b>FIN</b>
Former Yugoslav Republic of Macedonia	<b>MKD</b>
France	<b>FRA</b>
Gabon	<b>GAB</b>
Gambia	<b>GAM</b>
Georgia	<b>GEO</b>
Germany	<b>GER</b>
Ghana	<b>GHA</b>
Greece	<b>GRE</b>
Grenada	<b>GRN</b>
Guam	<b>GUM</b>
Guatemala	<b>GUA</b>
Guinea	<b>GUI</b>
Guinea-Bissau	<b>GBS</b>
Guyana	<b>GUY</b>
Haiti	<b>HAI</b>
Honduras	<b>HON</b>
Hong Kong	<b>HKG</b>
Hungary	<b>HUN</b>
Iceland	<b>ISL</b>
India	<b>IND</b>
Indonesia	<b>INA</b>
Iran	<b>IRI</b>
Iraq	<b>IRQ</b>
Ireland	<b>IRL</b>
Israel	<b>ISR</b>
Italy	<b>ITA</b>
Jamaica	<b>JAM</b>
Japan	<b>JPN</b>
Jordan	<b>JOR</b>
Kazakhstan	<b>KAZ</b>
Kenya	<b>KEN</b>
Kiribati	<b>KIR</b>
Kuwait	<b>KUW</b>
Kyrgyzstan	<b>KGZ</b>
Lao People's Democratic Republic	<b>LAO</b>
Latvia	<b>LAT</b>

Country	Code
Lebanon	LIB
Lesotho	LES
Liberia	LBR
Libyan Arab Jamahiriya	LBA
Liechtenstein	LIE
Lithuania	LTU
Luxembourg	LUX
Madagascar	MAD
Malawi	MAW
Malaysia	MAS
Maldives	MDV
Mali	MLI
Malta	MLT
Marshall Islands	MHL
Mauritania	MTN
Mauritius	MRI
Mexico	MEX
Micronesia, Federated States of	FSM
Monaco	MON
Mongolia	MGL
Morocco	MAR
Mozambique	MOZ
Myanmar	MYA
Namibia	NAM
Nauru	NRU
Nepal	NEP
Netherlands	NED
Netherlands Antilles	AHO
New Zealand	NZL
Nicaragua	NCA
Niger	NIG
Nigeria	NGR
Norway	NOR
Occupied Palestinian Territory	PLE
Oman	OMA
Pakistan	PAK
Palau	PLW
Panama	PAN
Papua New Guinea	PNG
Paraguay	PAR
Peru	PER
Philippines	PHI
Poland	POL
Portugal	POR
Puerto Rico	PUR
Qatar	QAT
Republic of Korea	KOR
Republic of Moldova	MDA
Romania	ROU
Russian Federation	RUS
Rwanda	RWA

Country	Code
Saint Kitts and Nevis	SKN
Saint Lucia	LCA
Saint Vincent and the Grenadines	VIN
Samoa	SAM
San Marino	SMR
Sao Tome and Principe	STP
Saudi Arabia	KSA
Senegal	SEN
Serbia	SRB
Seychelles	SEY
Sierra Leone	SLE
Singapore	SIN
Slovakia	SVK
Slovenia	SLO
Solomon Islands	SOL
Somalia	SOM
South Africa	RSA
Spain	ESP
Sri Lanka	SRI
Sudan	SUD
Suriname	SUR
Swaziland	SWZ
Sweden	SWE
Switzerland	SUI
Syrian Arab Republic	SYR
Taiwan	TWA
Tajikistan	TJK
Thailand	THA
Timor-Leste	TLS
Togo	TOG
Tonga	TGA
Trinidad and Tobago	TRI
Tunisia	TUN
Turkey	TUR
Turkmenistan	TKM
Uganda	UGA
Ukraine	UKR
United Arab Emirates	UAE
United Kingdom	GBR
United Republic of Tanzania	TAN
United States of America	USA
United States Virgin Islands	ISV
Uruguay	URU
Uzbekistan	UZB
Vanuatu	VAN
Venezuela	VEN
Viet Nam	VIE
Yemen	YEM
Zambia	ZAM
Zimbabwe	ZIM
(unknown country)	XXX

## ANNEX 2: INDIVIDUAL WORLD RANKING SYSTEM

### 1. Categories in Singles and Doubles (for men and women)

- **MEN/WOMEN: between 18 and 49 years old** on December 31<sup>st</sup> of the year that the touring season starts\*
- **JUNIOR: under 18 years old** on December 31<sup>st</sup> of the year that the touring season starts\*
- **SENIOR: 50 years old and older** on December 31<sup>st</sup> of the year that the touring season starts\*

\* *For example, for the 2009 Tour:*

- *Men/Women: players born between 1959 and 1990*

- *Juniors: players born in 1991 or after*

- *Seniors: players born in 1958 or before*

### 2. Points are allocated as follows

Place	<i>Double Elimination</i>			
	World Ch. Series	International	Master Series	Pro Tour
1	150**	100*	70	35
2	130*	90	60	30
3	110*	80	50	25
4	90	70	40	20
5	75	60	35	18
7	60	50	30	15
9	50	40	25	13
13	40	30	20	10
17	30	20	15	8
25	20	15	10	5
33	15	10	5	3
49	10	5	3	2
65	5	3	2	1
97	3	2	1	1
129	2	1	1	1
193	1	1	1	1
257	1	1	1	1

\* Denotes players automatically qualifying for the World Championships

\*\* Women and Junior players automatically qualifying for the World Championships

### Single Elimination

Place	World Ch. Series	International	Master Series	Pro Tour
1	150**	100*	70	35
2	130*	85	60	30
3	110*	70	50	25
4	90	60	40	20
5	70	50	35	18
9	50	30	25	13
17	30	20	15	8
33	15	10	5	3
65	5	3	2	1
129	2	2	1	1
257	1	1	1	1

\* Denotes players automatically qualifying for the World Championships

\*\* Women and Junior players automatically qualifying for the World Championships

### 3. Total points vs. Current points

The Rankings run over a 12 month period, so the **Total of points** displayed above the Points column in each player's profile shows the amount of points earned over the last 12 months.

Similarly, the **Rank** number displayed above the Rank column takes into account the points earned over the last 12 months.

This makes it possible to seed players for tournaments.

However, for players' convenience, the Rankings also display **Current points**.

These indicate the total number of points earned by the player in the current Tour.

Similarly, the Rank number displayed beside the current points indicates the **Current rank** of the player.

### 4. Assigning ranks to players with the same number of points

- **In case 2 players or more have the same number of points**, a different rank will be assigned to them, by calculating the **average of points earned by competition**.

*For example let's say 2 players A and B both have 150 points each.*

*If player A earned them in 10 different events, his point average per competition is 15.*

*If player B earned them in 5 different events, his point average per competition is 30.*

*In that case both players are listed in the Rankings with the same number of points (150) but B is ahead of A.*

- **If 2 or more players are still tied after this**, then the player who has earned the most points in one single competition will be ranked higher.

*For example, if A earned 150 points in 2 events (let's say he came 2nd in an International event (90 points) and 2nd in a Master Series event (60 points)); and if B earned 150 points in 2 events (let's say he came 3rd in an International event (80 points) and 1st in a Master Series event (70 events)); then A is ranked above B because he earned the most points in one single competition (90 points in the International event).*

## **5. For a competition's results to be valid there needs to be a minimum number of registered players/teams in that competition**

<i>Competition Category</i>	<i>Minimum number of players/teams</i>
➤ OPEN SINGLES	16
➤ OPEN DOUBLES	16
➤ WOMEN'S SINGLES	6
➤ SENIOR SINGLES	6
➤ JUNIOR SINGLES	4
➤ WOMEN'S DOUBLES	3
➤ SENIOR DOUBLES	3
➤ JUNIOR DOUBLES	3

In some cases, if a tournament category doesn't have the minimum number of registered players/teams, validation of the results may be granted by a vote of the Executive Committee, due to exceptional circumstances, such as players travelling overseas to attend an event.

## **6. Rules for World Rankings Update**

- Rankings will be updated after each tournament of the Tour
- They work over a 12 month period
- The results of one WORLD ITSF TOUR tournament replace the results of that same tournament from the year before (the tournament venue might change but it must be played on the same table)
  - Note that the old results are still valid until the new tournament is over, then the new results come into effect and replace the old ones
  - If it is a first-time tournament, the results are integrated into the Rankings
  - The results of a tournament that is not organized the year after cease to be valid the day after it should have taken place

## **7. Caps**

All the players who played in a national team's competition are included in the ITSF statistics (or "caps")  
 These statistics represent the Official ITSF Selections for national team's competition.

- For statistics purposes, a "match" between 2 countries means the whole series of matches (singles and doubles) that both national teams played against each other, no matter the number of matches that were played.
- If a player was a spare but did not play in a match against another country, it still counts for the statistics.

*You can view the WORLD RANKINGS on the ITSF website*  
[www.table-soccer.org/rankings/](http://www.table-soccer.org/rankings/)

## ANNEX 3: GENERAL PROVISIONS FOR THE ITSF TOUR

### ITSF Tour: tournament categories and levels

There are 7 different types of events, as follows:

- World Championships (individual)
- World Cup (teams)
- Continental Championships (individual) / Continental Cups (teams)
- World Championships Series (individual and teams)
- 3 levels of international open events :
  - o International (Level 1 - highest level)
  - o Master Series
  - o Pro Tour (Level 3 - lowest level)

Each country – taking into account the member category it has been assigned – can apply to have maximum 1 tournament in each category (2 in the Pro Tour category). The North American continent and the Asia-Oceania continental zone remain an exception, with specific restrictions.

The characteristics and restrictions of each tournament category and level are explained in the charts below.

### **1) WORLD CHAMPIONSHIPS**

ITSF members who can organize that event	Regular members
ITSF tournament sanctioning fees	€5 000

### **2) WORLD CUP**

ITSF members who can organize that event	Regular members
ITSF tournament sanctioning fees	€10 000

### **3) CONTINENTAL CHAMPIONSHIP/CUP**

ITSF members who can organize that event	Regular members
ITSF tournament sanctioning fees	€5 000
Specific rules	Maximum 1 in each continental zone

### **4) WORLD CHAMPIONSHIP SERIES**

ITSF members who can organize that event	Regular members
Points allocated for World Ranking <sup>1</sup>	150
ITSF tournament sanctioning fees	€1 000
Specific rules	Maximum 1 on each Official Table

*(1) Basis for indication = points allocated to winners*

## 5) INTERNATIONAL SERIES

ITSF members who can organize that event	Regular members
Points allocated for World Ranking	100
ITSF tournament sanctioning fees	€500
Restrictions by continent (Africa, Asia and Oceania, Europe, North America, Central and South America)	- 1 International tournament on each continent if they organize less than 2 World Championship Series events - Asia-Oceania zone: 2 International events

## 6) MASTER SERIES

ITSF members who can organize that event	Any member (Regular or Associate)
Points allocated for World Ranking	70
ITSF tournament sanctioning fees	€300
Restrictions by continent	See chart below

Continents	Restrictions for Master Series
Europe	10 on 5 different Official Tables 4 on 2 different Recognized Tables
North America	7 on 3 different Official Tables 3 on 2 different Recognized Tables
Asia and Oceania	5 on 3 different Official Tables 2 on 2 different Recognized Tables
Central and South America	For each of these continents:
Africa	3 on 2 different Official Tables 1 on 1 Recognized table

## 7) PRO TOUR

ITSF members who can organize that event	Any member (Regular or Associate)
Points allocated for World Ranking	35
ITSF tournament sanctioning fees	€150
Specific rules	Each ITSF member can organize 2 Pro Tour North America exception: 10 on 3 different tables

Tournament requests have to be submitted at least 6 months before the event is to take place. This will insure that ITSF has time to submit the events to the EC vote and officially announce events at least 4 months before they take place.

Tournament sanctioning fees have to be paid at least 3 months before their scheduled date.

## **ANNEX 4: OFFICIAL AND RECOGNIZED TABLES**

The ITSF acknowledges all tables from all over the world on which table football is played. However, it has set up 2 specific table categories which meet precise criteria and which enable them to benefit from particular rights, such as being the table on which an international competition is played. These 2 categories are: Official Tables and Recognized Tables.

### **I – OFFICIAL TABLES**

#### **1.1 General provisions**

All the ITSF tournaments may be organized on these tables.

Official Tables are submitted to a vote of the ITSF Executive Committee every second year; the sanctioning is valid for two years.

Manufacturers of Official Tables must pay an annual sanctioning fee the amount of which is voted every year by the ITSF Executive Committee.

#### **1.2 Stickers**

The stickers are licences issued by the ITSF, which establish the authenticity of the tables as being official and accepted by the ITSF.

There are 2 types of stickers for Official Tables: Competition and Training Table stickers.

Any ITSF competition taking place on Official Tables must be played on tables displaying these stickers.

*Please see the ITSF website [www.table-soccer.org](http://www.table-soccer.org) for more details.*

#### **1.3 Criteria to become an Official Table**

- To have been sanctioned as a Recognized Table;
- To comply with the requirements of the ITSF Development Fund's charter (*see the ITSF website <http://www.table-soccer.org/fund/index.php>*), in particular:
  - o respecting the environment,
  - o respecting the human rights;
- To be made with quality materials;
- To be adapted to playing in competition (with sanctioning from the ITSF Technical Commission) ;
- Reliability of the manufacturer's company:
  - o It must be able to sell worldwide and satisfy the demand;
  - o It must respect its competitors (especially regarding copyright);
- To have the support of ITSF member federations: at least 6 Regular Members must support the manufacturer's application, specifying why this table should become an ITSF Official Table.

### **II – RECOGNIZED TABLES**

#### **2.1 General provisions**

To become a Recognized table, a written application must be submitted to the Executive Committee. This application can be submitted at any time of the year.

Only Master Series and Pro Tour tournaments may be organized on these tables in competition.

The Recognized Tables manufacturers have to pay an annual fee the amount of which is voted every year by the Executive Committee.

## **2.2 Stickers**

The stickers are licences issued by the ITSF, which establish the authenticity of the tables as being recognized and accepted by the ITSF.

Any ITSF competition taking place on Recognized Tables must be played on tables displaying these stickers.

Please see the ITSF website [www.table-soccer.org](http://www.table-soccer.org) for more details.

## **2.3 Criteria to become a Recognized Table**

- To comply with the requirements of the ITSF Development Fund's charter (*see the ITSF website <http://www.table-soccer.org/fund/index.php>*), in particular :
  - o respecting the environment,
  - o respecting the human rights;
- To be made with quality materials;
- To meet the criteria defined by the Technical Commission regarding playing in competition;
- Reliability of the manufacturer's company:
  - o It must be able to sell worldwide and satisfy the demand;
  - o It must respect competitors (especially regarding copyright);
- To have the support of ITSF member federations: at least 2 Regular Members must support the manufacturer's request, specifying why this table should become an ITSF Recognized Table.

## **III – 2007/2008 LIST OF OFFICIAL TABLES**

- BONZINI
- GARLANDO
- ROBERTO SPORT
- TECBALL
- TORNADO

## **IV – 2007/2008 LIST OF RECOGNIZED TABLES**

- LEONHART
- ROSENGART

## ANNEX 5: TOURNAMENT REQUEST – APPLICATION FORM

Each member federation can submit tournaments in the ITSF Tour by filling in the application form available from their personal page on the ITSF website [www.table-soccer.org](http://www.table-soccer.org).



**Submit a tournament**

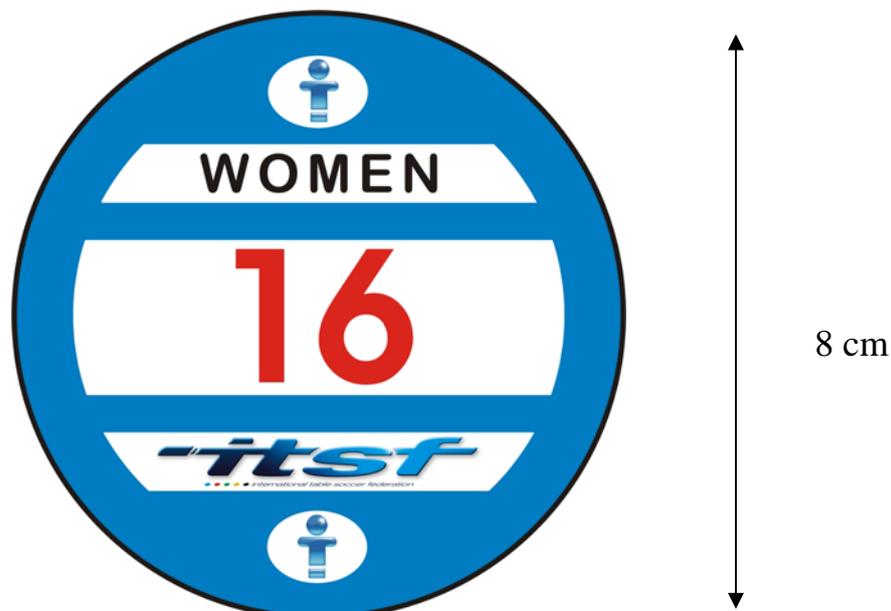
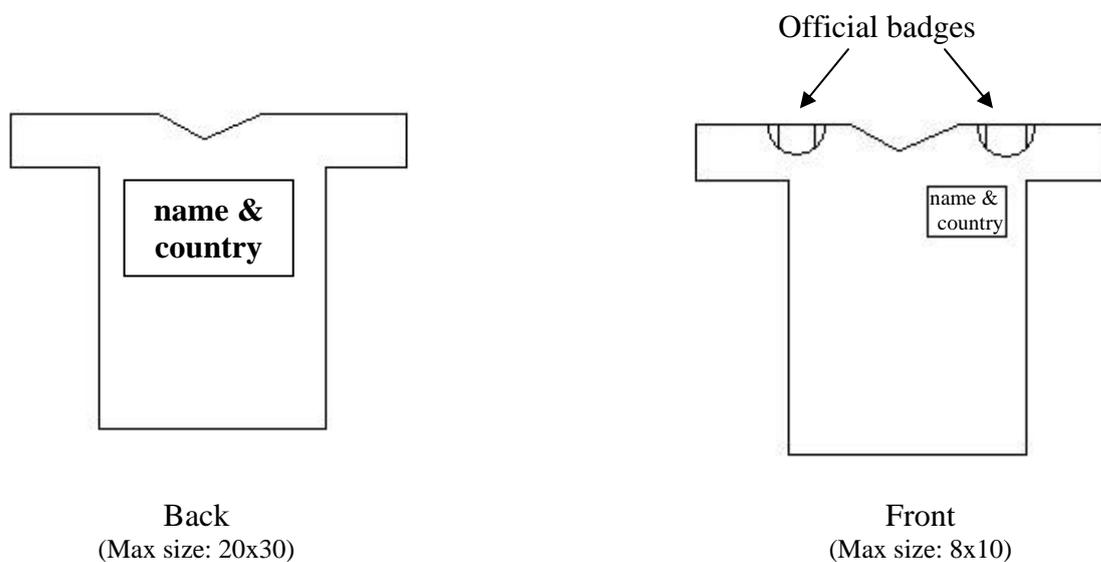
<b>TOUR</b>	2008	▼
<b>CITY</b>	<input type="text"/>	
<b>TOURNAMENT NAME</b>	<input type="text"/>	
<b>CATEGORY</b>	Undefined	▼
<b>DATE BEGIN (YYYYMMDD)</b>	<input type="text"/>	
<b>DATE END (YYYYMMDD)</b>	<input type="text"/>	
<b>TABLE</b>	Undefined	▼
<b>COMPETITION CATEGORIES</b>	<input type="checkbox"/>  OPEN	<input type="checkbox"/>  OPEN
	<input type="checkbox"/>  WOMEN	<input type="checkbox"/>  WOMEN
	<input type="checkbox"/>  MIXED	
	<input type="checkbox"/>  JUNIOR	<input type="checkbox"/>  JUNIOR
	<input type="checkbox"/>  SENIOR	<input type="checkbox"/>  SENIOR
	<input type="checkbox"/>  OTHER	<input type="checkbox"/>  OTHER
<b>WEBSITE INFO</b>	<input type="text" value="WWW."/>	
<b>INFO PACKAGE (PDF FILE ONLY)</b>	<input type="text"/>	<input type="button" value="Parcourir..."/>
<b>FEDERATION OR ORGANIZER NAME</b>	<input type="text"/>	
<b>CONTACT NAME</b>	<input type="text"/>	
<b>MAIN PHONE</b>	+33	<input type="text"/>
<b>SECOND PHONE</b>	+33	<input type="text"/>
<b>MAIN EMAIL</b>	<input type="text"/>	
<b>SECOND EMAIL</b>	<input type="text"/>	
<b>COMMENTS</b>	<input type="text"/>	
<input type="button" value="Submit to EC vote"/>		

## ANNEX 6: DRESS CODE FOR THE TOP 16 PLAYERS AND OFFICIAL REFEREES

### I – TOP 16 PLAYERS’ ATTIRE

The top 16 players’ attire must display the following features:

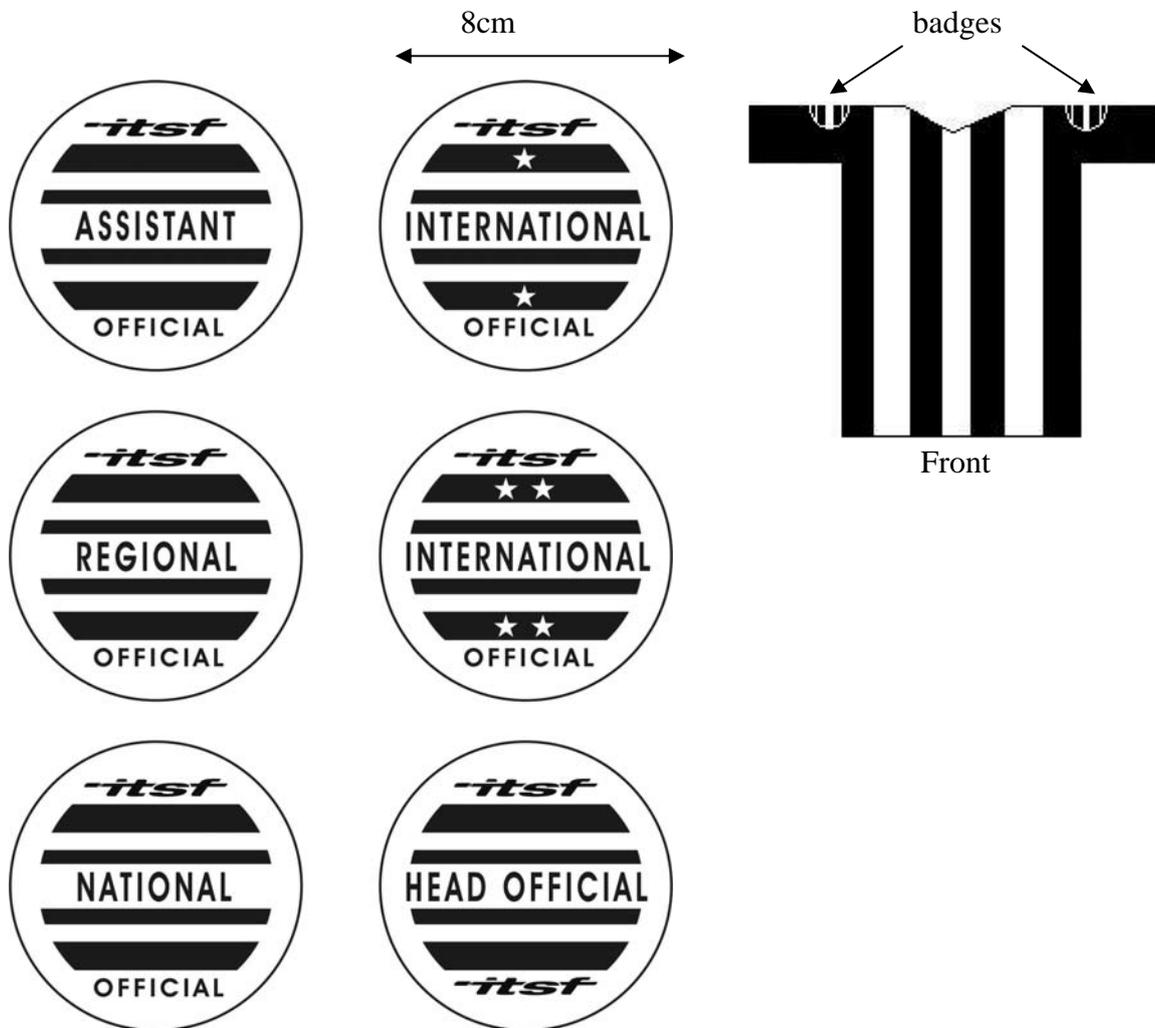
- player’s name and country name on the back
- player’s name and country name on the front
- an official patch worn on each shoulder – these patches shall be fixed with Velcro or with a special glue.



These badges are available on the ITSF website: [www.table-soccer.org](http://www.table-soccer.org)

## II – OFFICIAL REFEREES’ ATTIRE

The referees’ clothing must display badges indicating the referee’s level – these patches shall be fixed with Velcro or with a special glue.



These badges are available on the ITSF website: [www.table-soccer.org](http://www.table-soccer.org)

## **ANNEX 7: PROTOCOL (ORDER OF PRECEDENCE)**

World Cup, the order of precedence is as follows:

At the World Championships Series, Continental Championships/Cup, World Championships and

1. the President of the ITSF;
2. the Presidents of Honour;
3. the former Presidents of the ITSF in the chronological order of their election;
4. the Members of Honour of the ITSF in the chronological order of their appointment;
5. the Vice-Presidents of the Executive Committee; the Vice-Presidents of Honour;
6. the General Secretary;
7. the Treasurer;
8. the other members of the ITSF Executive Committee;
9. the Presidents of national federations;
10. the heads of national delegations when they are not Presidents of their federations;
11. the members of the Commissions;
12. other prominent figures.

## **ANNEX 8: SPECIFICATIONS – ITSF TOUR, 2007-2008 SEASON**

### **A – WORLD CHAMPIONSHIP SERIES**

In this document, the phrase ‘World Championship Series’ is shortened to ‘WCS’.

#### **I – THE ORGANIZING FEDERATION**

##### **1.1 – GENERAL PRINCIPLE**

In order to submit a tournament in the ITSF Tour, each applicant must comply scrupulously with the conditions explained herein.

Any application to organize an event must be submitted online using the member federations’ personal access on the ITSF website [www.table-soccer.org](http://www.table-soccer.org) (see submitting form in annex).

1.1.1 Any national federation which is a Regular Member of the ITSF may organize a WCS event.

1.1.2 An application file shall be joined to the application. In particular, the application file must contain the following items:

- the ratification of the present Specifications;
- the precise name of the competition;
- the year concerned;
- the name of the federation in charge and the organizer, their e-mail and website address;
- the event venue<sup>1</sup> and date requested;
- a provisional budget for the event;
- the categories of competitions and name of the table(s) to be played on;
- related information (match format, prizes...).

(1) : see. art. 2.3 of the Sports Code

1.1.3 An Organizing Committee (OC) shall be appointed by the organizing federation. It will have all freedom to make up a staff including enough persons to take care of the different tasks relating to the tournament, in particular for:

- the registration table,
- updating final charts and launching elimination matches,
- selling or renting various products,
- respecting the timing as a general rule,
- running national teams competitions,
- technical performances (video, sound, light...),
- assisting referees,
- welcoming players and spectators,
- welcoming journalists, VIPs, media, prominent political figures, partners, sponsors...,
- the catering area,
- hotel booking management, if necessary,
- the information stand, if necessary,
- transport, if necessary,
- preparing formal ceremonies,
- fitting-out the venue and taking care of the different types of display,
- hygiene (venue and surrounding spaces cleanliness),
- assisting medical staff and the persons responsible for anti-doping tests,
- safety,
- financial management (cashing registration fees, awarding the prizes...),
- ...

1.1.4 The composition of the Organizing Committee must be handed over to the ITSF Delegate.

1.1.5 An OC President or Tournament Director shall be appointed by the organizers in order to simplify communication between the parties.

1.1.6 The OC must fill up the Responsibilities form (see annex 9) and display it during the tournament. In the same way, the OC shall make a list of the referees available during the tournament and display this list.

1.1.7 The tournament is supervised by an ITSF Delegate, appointed by the ITSF Executive Committee.

1.1.8 The 'Specifications' are a convention signed between the organizing federation and the ITSF. If the organizing federation does not comply with one of the clauses, it may be refused the attribution of the tournament by the Sports Commission on the following year, with the approval of the Executive Committee.

1.1.9 The results shall be forwarded to the ITSF within 48 hours at the most after the end of the tournament. In case the organizer broadcasts the results live on the web, he/she shall supply the corresponding web link to the ITSF.

## **1.2 - TECHNICAL ASPECTS**

So as to ensure the players an optimum quality as far as game conditions are concerned, the organizers must necessarily respect the following technical conditions:

### **1.2.1 THE SPORTS VENUE:**

The competition will take place in a gymnasium or sports venue that can contain at least 48 playing tables with a playing area of 10m<sup>2</sup> for each table. The venue must also have a big enough area to relax and a catering area. Extra rooms should also be made available for referees and VIPs (journalists, prominent political figures).

### **1.2.2 DECORATION:**

The venue will have enough decorative elements such as plants, floor mats for players and spectators to walk on, welcome banners, flags representing the ITSF, the organizing country, the countries taking part in the competition....

### **1.2.3 COMFORT:**

Optimum comfort conditions have to be supplied to participants and to the spectators. The organizer will pay particular attention to the outside surroundings, the venue heating, the absence of devices or other equipment causing noise, smelling pollution or other pollution inside the venue...

### **1.2.4 LIGHTING:**

A minimum of 600 LUX on floor are necessary to ensure a satisfactory visibility.

### **1.2.5 PODIUM AND OFFICIAL CEREMONIES:**

A sufficient area shall be dedicated to official ceremonies.

### **1.2.6 PUBLIC ADDRESS SYSTEM:**

The venue must be fitted with a public address system (amplifier, micro). The quality of this system must enable the organizers to announce matches. Remote or outside areas (refreshment stall, for instance) must also benefit from a public address system.

### **1.2.7 PLAYING TABLES:**

A minimum number of 48 playing tables are required. However, depending on the number of pre-registered players, the organizer shall make sure that there are enough tables to meet the schedule of matches.

#### 1.2.8 FINALS AREA:

The organizer must fit out a 'finals area' within the playing area. It will be essentially dedicated to the matches of national teams and to important matches of the final stage. The finals area shall be surrounded by a grandstand and shall consist of at least 4 playing tables to provide for the national teams' matches.

#### 1.2.9 VIDEO BROADCASTING:

As a minimum, 2 colour TV screens (minimum 51 cm) and a camera will be supplied by the organization to ensure the broadcasting of important matches (in the finals area), in particular from the semi-finals on, to avoid huge gathering around playing tables.

#### 1.2.10 INSURANCE:

The venue and the players shall be insured by the organizer of the tournament.

### **1.3- TOURNAMENT MANAGEMENT**

1.3.1 The ITSF shall be responsible for the smooth running of the tournament, through the effective and productive attendance of its Delegate.

1.3.2 The official ITSF software ('FAST') will be made available to the organizing party. Only this data processing tool shall be used. The organizer, for its part, shall have to provide the necessary equipment for this software to work properly.

1.3.3 The recording of the results will be entrusted to a person who will dedicate all his/her time to this task. At least one person will be made available by the organizers.

1.3.4 The ITSF will attend on the spot to the smooth running of the tournament, through the ITSF Delegate for the organization and through the Head Official (referees' representative) for the smooth running of matches.

1.3.5 As soon as the results of the tournament have been forwarded, the ITSF will broadcast them worldwide.

#### 1.3.6 General Provisions:

1.3.6.1 'Package' registrations to the tournament shall be made at least 15 days before the beginning of the event. The same system is advised for the other types of registrations. Only one team or player's registration will be permitted.

1.3.6.2 The competition will take place in accordance with the official rules in effect (Rule Book, Sports Code).

1.3.6.3 Amount of registration fees: the amount can be set freely but it is strongly advised to offer preferential rates for foreign players, depending on the distance that separates them from the tournament place.

1.3.6.4 Prize money will be paid directly by the organization as soon as possible during the tournament (the organization shall, if necessary call out the players). Prize money amounts shall be fair in comparison with the registrations amount and the total number of players.

#### 1.3.7 THE COMPETITION

1.3.7.1 The ITSF international licence mentioning the date of the current season is compulsory for players taking part in the WCS events.

1.3.7.2 The competition shall include Singles and Doubles events in the following categories: Women's, Men's (from 18 to 49 years old), Juniors (less than 18 years old), Seniors (50 and over), as well as a National Teams Competition.

1.3.7.3 The duration of the event shall not exceed 4 days.

1.3.7.4 In Open Singles and Doubles, there shall be no more than 32 Top Seeds, 50% of which, at least, shall be allocated to the best participants in the tournament (players or teams) according to the ITSF world ranking; these positions must be ranked first. The organizer may choose to

allocate the remaining positions according to the ITSF world ranking or freely through the 'wild card' system. These 'wild cards', however, shall be justified (e.g. best players or teams on the table or in the country).

1.3.7.5 The seeded players (ITSF Top players and Wild Cards) shall wear specific attire, displaying their name, country and ranking.

1.3.7.6 Organizers can choose their tournament format; however they shall comply with the following criteria:

- The time schedule of each competition programme shall be strictly abided to. The organizer shall pay particular attention to make announcements with the microphone or via other methods so as to ensure that the players get all the necessary information to play their matches at the required time. Players shall be informed of any exceptional change in the schedule.
- As far as possible, competitions shall start and finish on the same day.
- The organizer shall schedule the finals of each competition so as they may be viewed by the greatest number of spectators.
- Whatever the number of participants, the tournament format shall remain the same as chosen initially. After the qualifications, the eliminatory phases shall take place as soon as possible, when tables become available.

### 1.3.8 NATIONAL TEAMS COMPETITION

Besides the provisions of the Sports Code, the organizer shall comply with the following clauses:

#### 1.3.8.1 Ceremonies

A competition's official opening ceremony shall be organized. This ceremony will bring the opportunity to introduce different prominent figures who attend the event (VIPs, politicians...) as well as organizers and national teams. The national teams shall be introduced in their totality, with their official attire, the country flag and while the national anthem of the country is played (it may be cut down to a minimum length of 30 seconds).

The organizer shall make sure that the national teams are correctly informed of the place and time of the ceremony.

At the end of the competition, a ceremony will take place to hand in the prizes of the 3 best national teams. The national anthem of the winning country shall be played.

#### 1.3.8.2 Official attire of national teams

- Clothing items: tracksuit top and bottom plus a tee-shirt of the same colour for all players.
- Name of the country: the name of the country must be clearly displayed on the tracksuit top and on the tee-shirt. The sponsors' logos, if they are authorized, shall not prevent the good visibility of the country name.

The organizer will make sure that the concerned national federations are well informed of that Rule item.

#### 1.3.8.3 Competition unfolding

The duration of that competition shall not exceed 3 days.

The matches shall be scheduled so as to be viewed by the greatest number of people.

The organizer shall provide sufficient staff to ensure the timing of the competition and ensure in particular:

- that the matches are ready to be played by the teams well before schedule;
- that the names of the players and the table numbers are mentioned in the match announcements ;
- that the matches begin as fast and as soon as possible.

The organizer shall make sure that spectators are well informed about the competition, by displaying the name of the country and the 'live' score for each match, and providing a leaflet explaining the competition's functioning.

## **1.4- ADVERTISING THE EVENT**

1.4.1 Contacts shall be made with all local and national media, at least 3 times and 3 months before the beginning of the competition. The organizer may ask the ITSF to make these contacts and, in this

case, it shall send to the ITSF a complete list of the media to be contacted and a press release in English to be circulated.

1.4.2 The OC shall prepare a one-page document (letter format recommended) including the photos of the different officials and important members of the organization, Top-3 players or country champions, and so on. This document will be displayed on the tournament site, in particular for journalists and spectators. It is also advisable to prepare an event leaflet, which will be distributed free of charge or at a low cost, so as to inform spectators in particular on the schedule.

1.4.3 The organizers shall make sure that they have an important number of photos of high (professional) quality at the end of the tournament, showing general aspects of the competition but mostly of players getting medals on the podium.

1.4.4 The organizer shall ensure local and, if possible, national publicity of the tournament through a poster advertising campaign.

#### 1.4.5 Invitations

The following people shall be invited:

- sponsors;
- partners;
- media ;
- prominent political figures of the country: the President of the country, high sports authorities, the National Olympic Committee, regional and local authorities, the town mayor, important sports organizations that are established in the tournament's close surroundings;
- possibly schools and other educational establishments;
- ...

## **1.5- HEALTH AND SAFETY**

The organizer must absolutely ensure that health and safety conditions are met and in particular:

- enforce a no smoking and no alcohol policy within the play area;
- forbid eating and drinking in the playing area ;
- put at the players' disposal enough litter bins;
- ensure that food and drinks on sale have not reached their expiry date;
- care for the physical safety of players and spectators.

Besides, the competition venue, as well as the surrounding areas shall be clean at all times. The organizers will make sure that they have enough staff to comply with this clause.

## **II – THE ITSF**

**For its part, the International Table Soccer Federation commits itself to respecting the following points.**

### **2.1- ADVERTISING THE EVENT**

2.1.1 The ITSF will advertise the tournament worldwide. However, the organizer will be in charge of setting up a complete presentation file 3 months before the tournament's beginning, stating as a minimum the following circumstantial provisions:

- the event's title
- the categories of competitions and the tournament format
- the closing date of entry (if it applies)

- the designation of the site
- the name of the table to be used
  
- the date and time of opening
- the accommodation information
- the name of the ITSF official delegate
- a reminder of the applicable provisions on anti-doping struggle
- the obligations concerning the players' clothing

2.1.2 The information package will be available on the ITSF website.

2.1.3 Depending on the agreements made by the ITSF with sponsors, the organizer will also benefit from the advantages negotiated with them.

## **2.2 – RANKING**

At the end of the competition, provided the organizers have sent in the tournament results, the ITSF will update the different world rankings, available on its website.

# **III – RESPONSIBILITIES, DISCIPLINARY PROCEDURES**

## **3.1 – Ensuring that players comply with the Sports Code**

### **3.1.1 Definition**

That includes controls in the following fields:

- that matches start on time;
- that players and referees wear attire in compliance with the Dress Code;
- that players do not withdraw during a competition;
- that no one be allowed to smoke or drink alcohol in the hall;
- that all players taking part in a competition hold an international licence;
- ...

### **3.1.2 Responsibility**

This control is carried out by the OC.

However, the OC may be helped in its task by a qualified staff approved by the organizing federation.

## **3.2 – Ensuring that the Organization Committee complies with the Sports Code**

The Organization Committee is notably responsible for the staff members under its authority and must answer for them in all circumstances.

This control concerns all the obligations that are the responsibilities of the OC and organizer as a general rule, and in particular the contractual provisions agreed on with the ITSF that are listed in the Specifications. Therefore it includes fields as varied as the management of the registration table and the competition as a whole, equipment maintenance, players' comfort, lighting, public address system for the venue, etc.

This control is carried out by the ITSF Delegate. However, he/she may delegate this task to the organising national federation's Delegate (ONFD) if he/she thinks that the ONFD is competent (in particular regarding his/her knowledge of international rules in effect).

## **3.3 – Ensuring that players comply with the game and behaviour rules**

This control is carried out by the referee who is on duty for the match.

If the match has no referee, and only in case of unsportsmanlike behaviour, see article 3.1: 'Ensuring that players comply with the Sports Code'.

### **3.4 – Referees' appointment**

The Rules Commission of the ITSF appoints a person who is responsible for the referees on the tournament, the 'Head Official'.

However, the organizing federation must appoint an assistant to the Head Official.

The Head Official will give instructions to this assistant on the site.

The assistant shall appoint a deputy (or several deputies) to substitute him/her in case he/she is unavailable.

The Head Official has the following powers (see. Rule Book and Referee's Code):

- appointment of referees every time that is necessary,
- interpretation of game rules on the tournament.

### **3.5 – Disciplinary procedures**

Reminder of the Sports Code, art. 3.5, paragraph 4:

« Any participant who believes he/she has been wronged by a decision against them may appeal through their federation to the ITSF Executive Committee. The ITSF Executive Committee decides in first instance and its decision is final. »

#### 3.5.1 – Transgression committed by a player

The OC is given full scope to solve the problem amicably on site, when this is possible. It will make reference in particular to the current rules to decide which steps to take. In case the player disagrees, or if the transgression is serious enough, i.e. it can lead, according to the OC, to disqualification or expulsion of the player, the OC shall inform the ONFD of the transgression; who shall in turn inform the ITSF Delegate. The ITSF Delegate will decide, depending on the kind of transgression and its seriousness if he/she leaves full powers to the ONFD to settle the conflict or not. In this case, the person who committed the transgression will in no way be able to appeal against the decision of the ONFD to the ITSF Delegate.

In the case when the ONFD has all powers to settle the matter (i.e. if the ITSF Delegate gave him/her this power), his/her decision on the measures to be taken relating to the recorded transgression shall be final. If the measures taken are those of a disciplinary procedure, the ONFD will establish a detailed report, with supporting evidence and testimonies, which he/she will forward to the Disciplinary Commission of the organizing federation. However, he/she may decide, and he/she has the sole power to do so, to exclude the player from the competition, even before the matter is brought in front of the Disciplinary Commission, as a provisional measure.

#### 3.5.2 – Transgressions committed by the organizing body

Any transgression committed by the tournament organizers is recorded by the ITSF Delegate. Depending on the recorded transgression and his/her judgment, he/she will decide whether the tournament can continue or if some of its attributions have to be modified, like point allocation to the world ranking, for instance.

- If the transgression does not come within the field of disciplinary procedures, the ITSF Delegate forwards a report about the recorded incident to the ITSF Executive Committee, with a copy to the Sports Commission's President.
- If the transgression comes within the field of disciplinary procedures, he/she shall forward a detailed report, with supporting evidence and testimonies, to the Disciplinary Commission of the ITSF, with a copy to the Executive Committee and to the Sports Commission's President.

### 3.5.3 – Interpreting cases of force majeure

The cases of force majeure mean those mentioned in the Sports Code and those similar to extenuating circumstances for the committed transgressions.

Their interpretation, which can lead the different persons in charge to be lenient concerning the disciplinary consequences of the corresponding transgression, is the responsibility of the OC, except if it is itself involved in the transgression, in which case it is the ITSF Delegate's responsibility to interpret the would-be extenuating circumstances.

In case the disciplinary consequences of a transgression are the responsibility of the ITSF Delegate, the OC shall submit to him/her its personal interpretation of the would-be case of force majeure, but it will be up to the ITSF Delegate to make a final decision concerning the sanctions to be given for the recorded transgression.

### 3.5.4 – Persons in charge: unavailability and substitutes

This part of the document deals with exceptional cases such as the absence or unavailability of the persons in charge in a tournament.

#### 3.5.4.1 – Absence of the OC

The attending members of the organization body shall choose among them a new OC.

#### 3.5.4.2 - Absence of the ITSF Delegate

If a member of the ITSF Executive Committee is present (including the President of the ITSF), he/she may decide to act as the ITSF Delegate but he/she is not obliged to do so (since he/she has not been officially delegated to do so); this person is then called 'ITSF Supervisor'. If several members of the ITSF Executive Committee are present and if several of them want to become ITSF Supervisor, they shall appoint only one person among them. If they cannot come to an agreement, the oldest candidate will act as 'ITSF Supervisor'.

If there is no ITSF Supervisor:

- **Ensuring that players comply with the Sports Code** is first done by the OC, then by the ONFD

- **Ensuring that the Organization Committee complies with the Sports Code**

In cases of obvious transgressions noticed by players or other people (referees for instance), it is their responsibility to make a detailed report about the transgression, with supporting evidence and testimonies, and send it to the ITSF Head Office, which will forward it to the ITSF Executive Committee and the President of the Sports Commission, who will both be in charge of deciding on possible disciplinary consequences for the case.

- **Disciplinary procedures**

Any person connected with the tournament (players, referees and other officials) who wants to undertake a disciplinary procedure against a third party must send his/her request and, if necessary, his/her report, to the OC which will forward it to the Disciplinary Commission of the ITSF.

- **Transgressions committed by players**

The steps to be taken are those described in article 3.5.1 but the ONFD makes the final decision and forwards the disciplinary cases. If he/she is absent, the OC does it.

- **Transgressions committed by the organizing body**

See "Ensuring that the Organization Committee complies with the Sports Code"

- **Interpretation of cases of force majeure**

It is the responsibility of the OC, unless it is involved; in that case it is the responsibility of the ONFD to interpret such cases.

#### 3.5.4.3 - Absence of the ONFD:

The entire forwarding task which is normally the responsibility of the ONFD is suppressed, thus the information goes directly to the ITSF Delegate. In the highly unlikely event of the ITSF Delegate, an ITSF Supervisor and the ONFD all being absent at the same time, the OC will report any incident that may happen to the ITSF Executive Committee, with a copy to the President of the Sports Commission, and no sports results will be approved by the ITSF (thus, no point will be allocated to players for the world ranking).

#### 3.5.4.4 - Absence of the Head Official

The referee with the highest qualification level takes on automatically the position of Referees' Supervisor at the tournament. If several referees have the required level, the oldest shall be appointed as the person in charge.

## **B – 'OPEN' CATEGORY TOURNAMENTS** **(INTERNATIONAL, MASTERS SERIES, PRO TOUR)**

### **I – THE ORGANIZING FEDERATION**

#### **1.1 – GENERAL PRINCIPLE**

In order to submit a tournament in the ITSF Tour, each applicant must comply scrupulously with the conditions explained herein.

Any application to organize an event must be submitted online using the member federations' personal access on the ITSF website [www.table-soccer.org](http://www.table-soccer.org) (see submitting form in annex).

1.1.1 Any national federation which is a Regular member of the ITSF may organize an 'Open' category tournament (International, Masters Series, Pro Tour).

1.1.2 An application file shall be joined to the application. In particular, the application file must contain the following items:

- the ratification of the present Specifications;
- the precise name of the competition;
- the year concerned;
- the name of the federation in charge and the organizer, their e-mail and website address;
- the event venue and date requested;
- a provisional budget for the event;
- the categories of competitions and name of the table(s) to be played on;
- related information (match format, prizes...).

1.1.3 An Organizing Committee (OC) shall be appointed by the organizing federation. It will have all freedom to set up a staff including enough people to take care of the different tasks relating to the tournament, in particular for:

- the registration table,
- updating final charts and launching elimination matches,
- selling or renting various products,
- respecting the timing as a general rule,
- assisting referees,
- the catering area,
- fitting-out the venue and taking care of the different types of display,
- hygiene (venue and surrounding spaces cleanliness),
- assisting medical staff and the persons responsible for anti-doping tests,
- safety,
- financial management (cashing registration fees, awarding the prizes...),
- ...

1.1.4 An OC President or Tournament Director shall be appointed by the organizers in order to simplify communication between the parties.

1.1.5 The OC must fill up the Responsibility form (see annexes) and display it during the tournament. In the same way, the OC shall make a list of the referees available during the tournament and display this list.

1.1.6 The 'Specifications' are a convention signed between the organizing federation and the ITSF. If the organizing federation does not comply with one of the clauses, it may be refused the attribution of the tournament by the Sports Commission on the following year, with the approval of the Executive Committee.

1.1.7 The results shall be forwarded to the ITSF within 48 hours at the most after the end of the tournament. In case the organizer broadcasts the results live on the web, it shall supply the corresponding web link to the ITSF.

## 1.2 - **TECHNICAL ASPECTS**

So as to ensure the players an optimum quality as far as playing conditions are concerned, the organizers must necessarily respect the following technical conditions:

### 1.2.1 THE SPORTS VENUE:

The competition will take place in a gymnasium or sports venue that can contain at least 32 playing tables with a playing area of 10 m<sup>2</sup> for each table. The venue must also have a big enough area to relax and a catering area. Extra rooms should also be made available for referees.

### 1.2.2 DECORATION:

The venue will have enough decorative elements such as plants, floor mats for players and spectators to walk on, welcome banners ....

### 1.2.3 COMFORT:

Optimum comfort conditions have to be supplied to participants and to the spectators. The organizer will pay particular attention to the outside surroundings, the venue heating, the absence of devices or other equipment causing noise, smelling pollution or other pollution inside the venue...

### 1.2.4 LIGHTING:

A minimum of 600 LUX on floor are necessary to ensure a satisfactory visibility.

### 1.2.5 PODIUM:

A sufficient area will be reserved for prizes awards

### 1.2.6 PUBLIC ADDRESS SYSTEM:

The venue must be fitted with a public address system (amplifier, micro). The quality of this system must enable the organizers to announce matches. Remote or outside areas (refreshment stall, for instance) must also benefit from a public address system.

### 1.2.7 PLAYING TABLES:

A minimum number of playing tables are required. Depending on the number of pre-registered players, the organizer shall make sure that there are enough tables to meet the schedule of matches

### 1.2.8 FINALS AREA:

The organizer must fit out a 'finals area' within the playing area. It will be essentially dedicated to the matches of national teams and to important matches of the final stage. The finals area shall consist of at least 2 playing tables and, if possible will be surrounded by a grandstand.

### 1.2.9 VIDEO BROADCASTING:

As a minimum, 2 colour TV screens (minimum 51 cm) and a camera will be supplied by the organization to ensure the broadcasting of important matches (in the finals area), in particular from the semi-finals on, to avoid huge gathering around playing tables.

#### 1.2.10 INSURANCE:

The venue and the players shall be insured by the organizer of the tournament.

### 1.3 – **TOURNAMENT MANAGEMENT**

1.3.1 The official ITSF software ('FAST') will be made available to the organizing party. Only this data processing tool shall be used when it has been made available in English to all member federations. The organizer, for its part, shall have to provide the necessary equipment for this software to work properly.

1.3.2 The recording of the results will be entrusted to a person who will dedicate all his/her time to this task. At least one person will be made available by the organizers.

1.3.3 As soon as the results of the tournament have been forwarded, the ITSF will broadcast them worldwide.

#### 1.3.4 General provisions:

1.3.4.1 Only one team's or player's registration will be permitted.

1.3.4.2 The competition will take place in accordance with the official rules in effect (Rule Book, Sports Code).

1.3.4.3 Amount of registration fees: the amount can be set freely but it is strongly advised to offer preferential rates for foreign players, depending on the distance that separates them from the tournament place.

1.3.4.4 Prize money will be paid directly by the organization as soon as possible during the tournament (the organization shall, if necessary, call out the players). Prize money amounts shall be fair in comparison with the registrations amount and the total number of players.

#### 1.3.5 THE COMPETITION

1.3.5.1 The ITSF international licence mentioning the date of the current season is compulsory for players taking part in the 'Open' category tournaments.

1.3.5.2 It is strongly advised that the competition should include Singles and Doubles events in the following categories: Women's, Men's (from 18 years old), Juniors (less than 18 years old), Seniors (50 and over).

1.3.5.3 The seeded players (ITSF Top players and Wild Cards) shall wear a specific attire, displaying their name, country and ranking.

1.3.5.4 The duration of the tournament will not exceed 4 days.

1.3.5.5 Organizers can choose their tournament format; however they shall comply with the following criteria:

- The time schedule of each competition programme shall be strictly abided to. The organizer shall pay particular attention to make announcements with the microphone or via other methods so as to ensure that the players get all the necessary information to play their matches at the required time. Players shall be informed of any exceptional change in the schedule.
- Competitions shall start and finish on the same day.
- The organizer shall schedule the finals of each competition so as they may be viewed by the greatest number of spectators.
- Whatever the number of participants, the tournament format shall remain the same as chosen initially. After the qualifications, the eliminatory phases shall take place as soon as possible, when tables become available.
- Unless the number of participants is particularly high, the competition must not exceed 14 hours per day, and it must finish around 6 p.m. on the last day.

### 1.4 – **ADVERTISING THE EVENT**

1.4.1 Contacts shall be made with all local media, and if possible with the national media.

1.4.2 The OC shall prepare a one-page document (letter format recommended) including the photos of the different officials and important members of the organization, Top-3 players or country champions, and so on. This document will be displayed on the tournament site, in particular for journalists and spectators.

1.4.3 The organizers shall make sure that they have an important number of photos of high quality at the end of the tournament, showing general aspects of the competition, but mostly of players getting medals on the podium.

1.4.4 The organizer will ensure local and, if possible, national publicity of the tournament through a poster advertising campaign.

1.4.5 Invitations

The following people shall be invited:

- sponsors;
- partners;
- media;
- prominent political figures of the region: local sports and political authorities, the town mayor, important sports organizations that are established in the tournament's close surroundings;
- possibly schools and other educational establishments;
- ...

## **1.5 – HEALTH AND SAFETY**

The organizer must absolutely ensure that health and safety conditions are met and in particular:

- enforce a no smoking and no alcohol policy within the play area;
- forbid eating and drinking in the playing area ;
- put at the players' disposal enough litter bins;
- ensure that food and drinks on sale have not reached their expiry date;
- care for the physical safety of players and spectators.

## **II – THE ITSF**

**For its part, the International Table Soccer Federation commits itself to respecting the following points.**

### **2.1 – ADVERTISING THE EVENT**

2.1.1 The ITSF will advertise the tournament worldwide. However, the organizer will be in charge of setting up a complete presentation file 2 months before the tournament's beginning, stating as a minimum the following circumstantial provisions:

- the event's title
- the categories of competitions and the tournament format
- the closing date of entry (if it applies)
- the location of the event and all useful addresses
- the designation of the site
- the name of the table to be used
- the date and time of opening
- the accommodation information
- a reminder of the applicable provisions on anti-doping struggle
- the obligations concerning the players' clothing

2.1.2 The information package will be available on the ITSF website.

2.1.3 Depending on the agreements made by the ITSF with sponsors, the organizer will also benefit from the advantages negotiated with them.

## **2.2 – ITSF WORLD RANKING**

At the end of the competition, provided the organizers have sent in the tournament results, the ITSF will update the different world rankings, available on its website.

# **III – RESPONSIBILITES, DISCIPLINARY PROCEDURES**

## **3.1- Ensuring that players comply with the Sports Code**

### **3.1.1 Definition**

That includes controls in the following fields:

- that matches start on time;
- that players and referees wear attire in compliance with the Dress Code;
  
- that players do not withdraw during a competition;
- that no one be allowed to smoke or drink alcohol in the hall;
- that all players taking part in a competition hold an international licence;
- ...

### **3.1.2 Responsibility**

This control is carried out by the OC.

However, the OC may be helped in its task by a qualified staff approved by the organizing federation.

## **3.2 – Ensuring that the Organization Committee complies with the Sports Code**

The Organization Committee is notably responsible for the staff members under its authority and must answer for them in all circumstances.

This control concerns all the obligations that are the responsibilities of the OC and organizer as a general rule, and in particular the contractual provisions agreed on with the ITSF that are listed in the Specifications. Therefore it includes fields as varied as the management of the registration table and the competition as a whole, equipment maintenance, players' comfort, lighting, public address system for the venue, etc.

This control is carried out by the organising national federation's Delegate (ONFD).

## **3.3 – Ensuring that players comply with the game and behaviour rules**

This control is carried out by the referee who is on duty for the match.

If the match has no referee, and only in case of unsportsmanlike behaviour, see article 3.1: 'Ensuring that players comply with the Sports Code'.

## **3.4 – Referees' appointment**

The organizing federation must appoint a referees' supervisor (RS).

The RS shall appoint a deputy (or several deputies) to substitute him/her in case he/she is unavailable.

The RS has the following powers:

- appointment of referees every time that is necessary,
- interpretation of game rules on the tournament

## **3.5 – Disciplinary procedures**

Any person connected with the tournament (players, referees and other officials) who wants to undertake a disciplinary procedure against a third party must submit his/her request and, if it applies, his/her report to the ONFD who will forward it to the Disciplinary Commission of the organizing federation.

### 3.5.1 – Transgression committed by a player

The OC is given full scope to solve the problem amicably on site, when this is possible. It will make reference in particular to the rules in effect to decide which steps to take. In case the player disagrees, or if the transgression is serious enough, i.e. it can lead, according to the OC, to disqualification or expulsion of the player, the OC must inform the ONFD of the transgression. The ONFD's decision about the steps to be taken concerning the recorded transgression will be final. If the measures taken concern a disciplinary procedure, the ONFD shall establish a detailed report, with supporting evidence and testimonies, which he/she will forward to the Disciplinary Commission of the organizing federation. However, he/she may decide, and has the sole power to do so, to exclude the player from the competition, as a provisional measure, even before the matter is brought in front of the Disciplinary Commission.

### 3.5.2 – Transgression committed by the organizing body

Any transgression committed by the tournament organizers is recorded by the ONFD. Depending on the recorded transgression and his/her judgment, he/she will decide whether the tournament can continue or if some of its attributions have to be modified, like point allocation to the world ranking, for instance. Recorded transgressions will be treated according to the disciplinary rules and laws of the organizing federation.

The appeals will be treated pursuant to article 8.1 of the Sports Code.

### 3.5.3 – Interpreting cases of force majeure

The cases of force majeure mean those mentioned in the Sports Code and those similar to extenuating circumstances for the committed transgressions.

Their interpretation, which can lead the different persons in charge to be lenient concerning the disciplinary consequences of the corresponding transgression, is the responsibility of the OC, except if it is itself involved in the transgression, in which case it is the ONFD's responsibility to interpret the would-be extenuating circumstances.

In case the disciplinary consequences of a transgression are the responsibility of the ONFD, the OC shall submit to him/her its personal interpretation of the would-be case of force majeure, but it will be up to the ONFD to make a final decision concerning the sanctions to be given for the recorded transgression.

### 3.5.4 – Persons in charge: unavailability and substitutes

This part of the document deals with exceptional cases such as the absence or unavailability of the persons in charge in a tournament.

#### 3.5.4.1 – Absence of the OC

The attending members of the organization body shall choose among them a new OC.

#### 3.5.4.2 - Absence of the ONFD

The organizing federation shall appoint a substitute through whatever means it chooses. However, if its rules or any other circumstances imply that a substitute cannot be found, the responsibilities during an ITSF Open championship are as follows:

**- Ensuring that players comply with the Sports Code**

The control is made by the OC.

**- Ensuring that the OC complies with the Sports Code**

In cases of obvious transgressions noticed by players or other people (referees for instance), it is their responsibility to make a detailed report about the transgression, with supporting evidence and testimonies, and send it to the ITSF Head Office, which will forward it to the ITSF Executive Committee and the President of the Sports Commission, who will both be in charge of deciding on possible disciplinary consequences for the case.

**- Disciplinary procedures**

Any person connected with the tournament (players, referees and other officials) who wants to undertake a disciplinary procedure against a third party must send his/her request and, if necessary, his/her report, to the OC which will forward it to the Disciplinary Commission of the ITSF

**- Transgressions committed by players**

- The OC shall decide in first instance and its decision shall be final.
- If the measures taken concern a disciplinary procedure, the OC shall establish a detailed report, with supporting evidence and testimonies, which it will forward to the Disciplinary Commission of the organizing federation. However, it can decide, and has the sole power to do so, to exclude the player from the competition, as a provisional measure, even before the matter is brought in front of the Disciplinary Commission.

**- Transgressions committed by the organizing body**

See 'Ensuring that the OC complies with the Sports Code'

**- Interpreting cases of force majeure**

This is the OC's responsibility.

3.5.4.3 - Absence of the Referees' Supervisor

The referee with the highest qualification level takes on automatically the position of Referees' Supervisor. If several referees have the same qualification level, the oldest will be appointed as Referees' Supervisor.

## **C – WORLD CUP, WORLD CHAMPIONSHIPS AND CONTINENTAL CHAMPIONSHIPS/CUPS**

These two tournaments are organized directly by the ITSF who may however decide to delegate their organizing to a member national federation or to a private organization, in which case an invitation to tender will be issued and the application files will be examined by the Executive Committee.

The World Cup takes place every 4 years, 2 years after each session of the Summer Olympic Games. It is devoted to national teams' events and awards the 'World Champion' title to the winning country.

The World Cup has specific rules, which are prepared by the Sports Commission and ratified by the ITSF Executive Committee, every 4 years. The specific rules are known at the latest one year before the beginning of the competition.

The World Championships take place each year, and award the 'World Champions' titles in Singles and Doubles events in the following categories: Women's, Men's (from 18 years old), Juniors (less than 18 years old), Seniors (50 and over).

The World Championships have specific rules, prepared by the Sports Commission and ratified by the ITSF Executive Committee, which are known and circulated at the beginning of the sports season.

The Continental Championships/Cups have specific rules, prepared by the Sports Commission and ratified by the ITSF Executive Committee, which are known and circulated at the beginning of the sports season.

## ANNEX 9: RESPONSIBILITIES ON THE TOURNAMENT – SAMPLE FORM

This form must compulsorily be filled in by the organizer of a tournament which unfolds under the aegis of the ITSF. The information contained in this form must compulsorily be displayed.

It is the organizer's responsibility to duplicate the information contained in this form to display it legibly during the tournament. He/she may, for instance, add photos of the persons in charge, duplicate the document in poster size, etc.

See the Specifications of the different tournaments to review the attributions of the following persons in charge. If necessary, the information shall be filled in on the day of the tournament (assistant to the Referees' Supervisor, for instance).

### Tournament category:

- OPEN (International, Master Series or Pro Tour)  
 WCS  
 Other\* (specify): \_\_\_\_\_

(\* If you have checked the box 'other', contact the ITSF Head Office to find out what information should be entered.

Specify the type of competitions being held: Singles / Doubles – Men's / Women's / Seniors / Juniors

Please fill in the information according to the type of tournament you organize.

OPEN event: ONFD (Organizing National Federation's Delegate); OC (Organizing Committee) especially the President or TD (Tournament Director); RS (Referees' Supervisor) and his/her assistant(s)

WCS: same as above plus: ITSF Delegate; HO (Head Official); Assistant to the Head Official

<b>ITSF DELEGATE:</b>
-----------------------

<b>ONFD:</b>
--------------

<b>ORGANIZING COMMITTEE</b>
President (TD): _____ Other members (specify their role if necessary): <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>

<b>REFEREEING BODY</b>
HO (WCS) or RS (OPEN): _____ Assistant: _____ Substitutes: <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>

## **ANNEX 10: NATIONAL TEAM'S DOCUMENTS**

- **NATIONAL TEAM'S REGISTRATION FORM**
- **PLAYERS' LIST**
- **SCORESHEET**



<b>NATIONAL TEAM'S REGISTRATION FORM</b>
--

<b>COUNTRY</b>		
<b>COACH</b> (Does not have to be a member of the playing team)	<b>Last Name:</b>	<b>First Name:</b>

**TEAM MEMBERS (minimum 5 players)**

<b>Last Name:</b>	<b>Last Name (<u>Woman</u>):</b>
<b>First Name:</b>	<b>First Name:</b>
<b>Last Name:</b>	<b>Last Name (<u>Woman</u>):</b>
<b>First Name:</b>	<b>First Name:</b>
<b>Last Name:</b>	<b>Last Name:</b>
<b>First Name:</b>	<b>First Name:</b>
<b>Last Name:</b>	<b>Last Name:</b>
<b>First Name:</b>	<b>First Name:</b>

**RESERVE PLAYERS (when applicable)**

<b>Last Name:</b>	<b>Last Name (<u>Woman</u>):</b>
<b>First Name:</b>	<b>First Name:</b>

**Please send this document to the tournament organizer.**



