2020 Olympic Qualification – Sports Presentation

As our sport grows bigger and bigger in terms of sponsorship and spectatorship, it is important for the ITTF to improve the sport presentation in order to continue to attract the interest of people around the world in table tennis. Sport presentation has shown to be able to improve the overall presentation of the event and impress both live and TV spectators.

This following document will act as a guide to all organizing committees of the 2020 Olympic Qualification, on the important elements of sports presentation and the implementation of the elements.

There are 6 key elements for sports presentations: announcements, music,, lights, and march-in.

1. Announcements

1.1 Personnel Required:

a. 1-2 Announcer
To provide spectators with key sports-specific information (eg. Format of play, rules etc.), and also remind the spectators of housekeeping information. The announcer will also be in charge of the announcements during the award ceremony, march-in ceremony.

1.2 Required Documents:

a. Script:

Scripts	Specificities
Generic	Welcome speech and session conclusion*, emergency plans, security, public announcements**
Sport scripts	Rules, format of play Athlete introduction*

*Refer to annexes
**Scripts of emergency plans, security and public announcements to be prepared by OC, as measures differ according to each country

Name of winners and guest of honor will be made available to announcer by organizing committee (OC).

No announcements should be made whenever there is a match going on, unless during timeouts or breaks of the match.

1.3 Example of a role of an announcer timeline (one show court):

Real time (HH:MM:SS)	Duration (HH:MM:SS)	Sequence	Announcements
-00:30:00 (30 minutes before 1st point is played)	00:25:30	Crowd coming in	Housekeeping information/introduction of Challenge Series (**Annex A**)
-00:04:30	00:00:30	Announcers' introduction	Refer to Match Introduction script (**Annex B**)
-00:04:00	00:00:15	Announcement of 1st athlete	Refer to Match Introduction script (**Annex B**)
-00:03:45	00:00:30	1st player runs in	
-00:03:15	00:00:15	Announcement of 2nd athlete	Refer to Match Introduction script (**Annex B**)
-00:03:00	00:00:30	2nd player runs in	
-00:02:30	00:00:30	Umpire introduction	Refer to Match Introduction script (**Annex B**)
-00:02:00	00:02:00	Players warming up	
00:00:00 (start of 1st point)	00:05:00*	Start of first game	
00:05:00	00:01:00	End of first game	Housekeeping matters (no flash photography etc)
00:06:00	00:24:00*	Till end of match	No announcements to be made unless urgent matters
00:40:00	00:01:30-00:02:30	End of match	Presenter to announce winner
		End of session – crowd leaves	Refer to session conclusion script (**Annex C**)

*Timings are subject to changes according to live situations

2. Music

One of the essential elements of sports presentation is the music element. The aim of the music is to provide the spectators on what to expect, whenever different music is played.

Music should be played appropriately to the occasion and volume of music should also be adjusted accordingly. It is important that the sound system is being checked at least an hour before every new session starts, to ensure good quality sound.

These music includes:

- Players march in
- Timeout
- Conclusion of match
- Bumper

The bumper shall be played to buffer transitions, which will be decided by the audio operator/music DJ.

2.1 Personnel Required:

a. Music DJ: operates the audio mixing console which will control all audio feeds and levels within the venue. Takes cues from the sport presentation manager

b. Assistant for Music DJ: Assist the main Music DJ and also operate the audio playback device, takes cues from the sport presentation manager. Responsible for music tracks for pre-show and post-show periods etc

2.2 Equipment Required:

a. **Main speaker**

- Mid-range
- Bass
- Sub-bass

b. **Delay speaker**

- Mid-range

c. **Foyer speaker**

- Mid-range

d. **Control system**

- Digital mixing console
- Analog mixing console
- CD player
- Wireless handheld microphone

Real time (HH:MM:SS)	Duration (HH:MM:SS)	Sequence	Music
-00:30:00 (30 minutes before 1st point is played)	00:25:30	Crowd coming in	Bumper
-00:04:30	00:00:30	Announcers' introduction	Bumper (softer than announcer's voice)
-00:04:00	00:00:15	Announcement of 1st athlete	Player's march in(softer than announcer's voice)
-00:03:45	00:00:30	1st player runs in	Player's march in(softer than announcer's voice)
-00:03:15	00:00:15	Announcement of 2nd athlete	Player's march in(softer than announcer's voice)
-00:03:00	00:00:30	2nd player runs in	Player's march in(softer than announcer's voice)
-00:02:30	00:00:30	Umpire introduction	Bumper
-00:02:00	00:02:00	Players warming up	Bumper
00:00:00 (start of 1st point)	00:05:00*	Start of first game	Music stops the moment match is going to start
00:05:00	00:01:00	End of first game	Bumper
00:06:00	00:24:00*	Start of second game till end of match	
		1st Timeout during game	Time Out
		Subsequent breaks and timeouts	Local flavour music
00:40:00	00:01:30-00:02:30	End of match	
		End of session – crowd leaves	Local flavour music

3. Lights

Lights is an important element of sports presentation as it is able to enhance the atmosphere and also the spectators live experience in the stadium. The moment gates are opened to the spectators, lights of the stadium should be dimly lighted.

The lights of the stadium must at least be a minimum of 1000lux.

3.1 Equipment required:

a. **5R moving beams**
   OC are advised to use 5R Moving beams for effect lighting in the stadium

b. **Smoke/haze machine**
   Haze machine is recommended to create dramatic effect and build up atmosphere in the stadium, to be used during player entrance into the playing arena / prize presentation etc.

Real time (HH:MM:SS)	Duration (HH:MM:SS)	Sequence	Lights
-00:30:00 (30 minutes before 1st point is played)	00:22:30	Crowd coming in	Dimly lighted
-00:07:30	00:02:00	Before march-in	Dark: Image mapping/laser light show
-00:05:30	00:01:00	Promo of 1st athlete	Stadium to be dark
-00:04:30	00:00:30	1st player runs in	Dark: lights to follow player as they run in
-00:04:00	00:01:00	Promo of 2nd athlete	Stadium to be dark
-00:03:00	00:00:30	2nd player runs in	Dark: lights to follow player as they run in
-00:02:30	00:00:30	Umpire introduction	Only show court is lighted
-00:02:00	00:02:00	Players warming up	
00:00:00 (start of 1st point)	00:05:00*	Start of first game	
00:05:00	00:01:00	End of first game	
00:06:00	00:00:15	Players walking back to court	
00:06:15		Start of second game	
00:09:30*	00:01:00	1st Timeout during game	
00:10:30		Continue match	
		Match in progress	
		Subsequent breaks and timeouts	
00:40:00	00:01:30-00:02:30	End of match	
		End of session – crowd leaves	

4. LEDs

LED Surrounds provide great TV exposure and improve viewing experience. They are required for the Olympic Qualification events.

4.1 Personnel Required:
 a. LED Operators: In charge of playing the correct videos and Content

4.2 LED Content

 a. Sponsor's Logo. The sponsor distribution on the LED Surrounds should be a percentage equivalent to their allocation on the Showcourt a-boards.

  i) The sponsor running order and exact design has to be submitted to the ITTF for approval at least 2 weeks prior to the event – Running order in the excel format provided by the ITTF, and Logos to be provided in Adobe Illustrator (.ai) format.
  ii) The designs used **during match play** shall be in two colours only – Light Gray logo on Dark Blue. There can be multiple design per sponsor if they have sufficient allocation in the running order.
  iii) The designs used **between matches** can be in full colour.

 b. LED Templates include

  iv) Event id
  v) Game/Match Point
  vi) Time out/Medical Time Out
  vii) Player Introduction

4.3 Recommended LED Specs

 a. LED surrounds (16m (L) x 0.75m-0.8m* (H)) for **length** of court: resolution 2048 x 256 pixels

 b. LED surrounds (8m (L) x 0.75m-0.8m* (H)) for **breadth** of court: resolution 2048 x 256 pixels

 c. Pitch distance: 6mm

5. March-in

5.1 Players

A standard march in procedure is required for every Match as there will be only one table.

The march-in procedure will start 5 minutes before the official match time, which means that players have to report and be ready at the call area 10 minutes before the match starts.

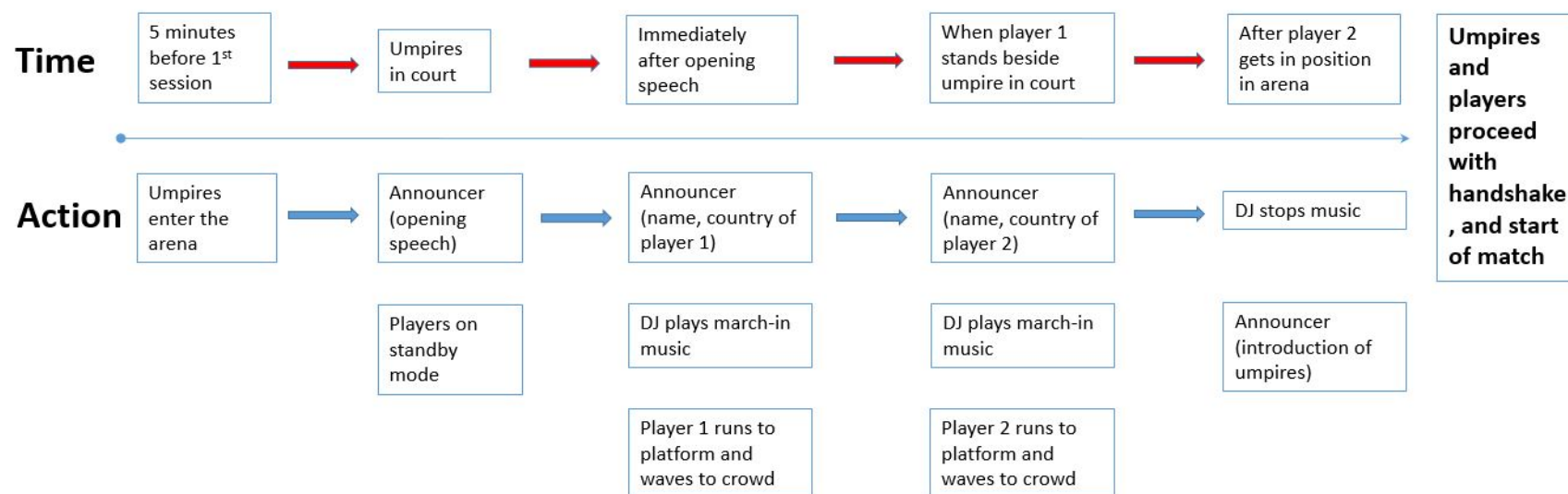The umpires and players will enter the arena separately.

5 minutes before match time, the umpires will march into the arena and stand on the breadth of the court. Below is an example of the umpire's position after entering the arena. **NO** music will be played when the umpires make their way into the court.

Breadth of court
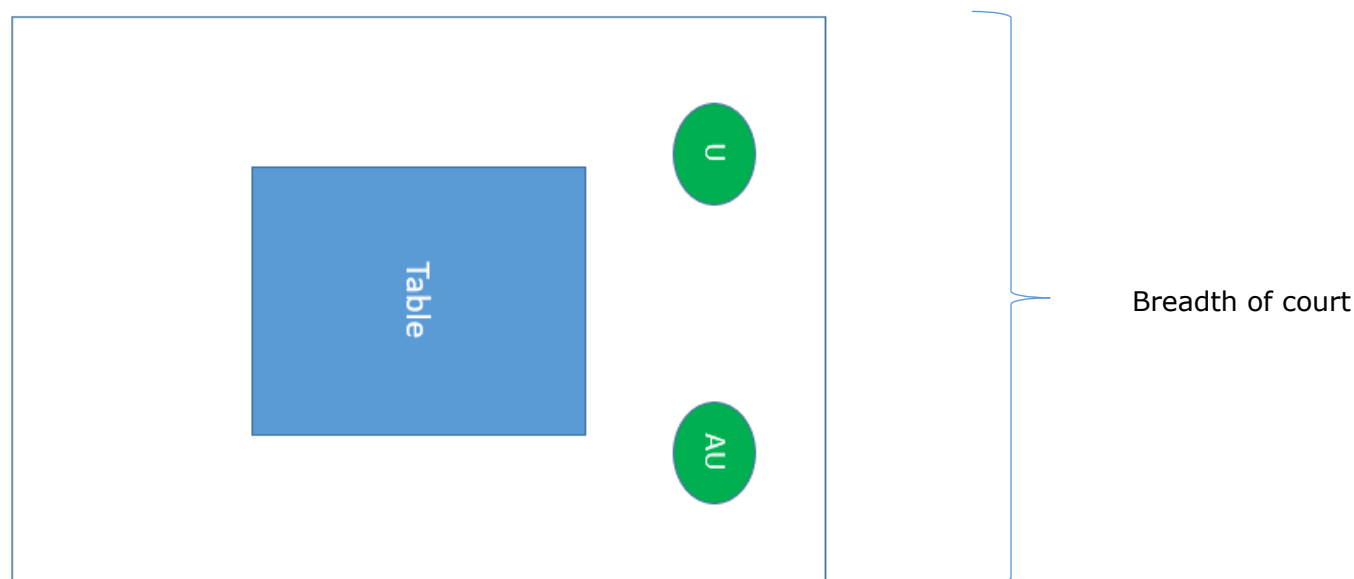
*U: Main umpire *AU: Assistant Umpire

At the same time, the players must already be on standby position to make their entrance into the court.

Below is a timeline of the march-in procedure when matches will be played in only one show court.

Time

| 5 minutes before 1st session | → | Umpires in court | → | Immediately after opening speech | → | When player 1 stands beside umpire in court | → | After player 2 gets in position in arena | → | **Umpires and players proceed with handshake, and start of match** |

Action

| Umpires enter the arena | → | Announcer (opening speech) | → | Announcer (name, country of player 1) | → | Announcer (name, country of player 2) | → | DJ stops music |

| | | Players on standby mode | | DJ plays march-in music | | DJ plays march-in music | | Announcer (introduction of umpires) |

| | | | | Player 1 runs to platform and waves to crowd | | Player 2 runs to platform and waves to crowd | | |

## 5.2 Standing Positions in Court

5.2.1 Without TV Production

When there is no TV production and streaming is done by Unas (itTV) with one camera, umpires and players are requested to stand in a position on court such that all persons are fully within the frame of the camera, by standing in front of the table instead of behind the floor stickers at the back of the court.
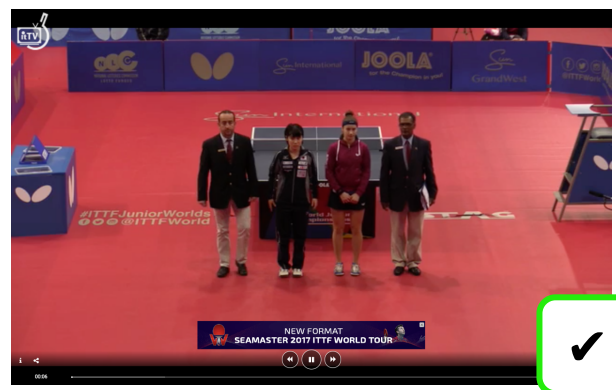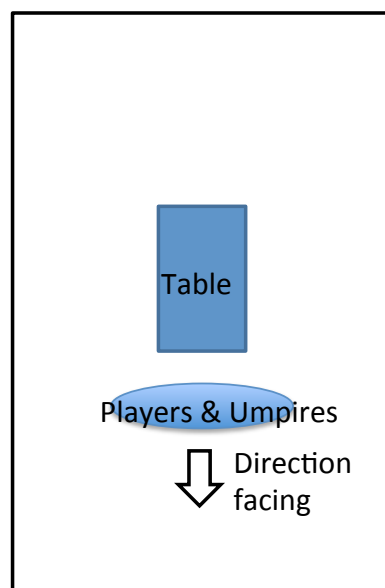
5.2.1 With TV Production

When there is TV production, umpires and players are requested to stand behind the floor stickers at the back of the court, as the camera is adjustable to capture the players.

Players & Umpires

Direction facing

Table
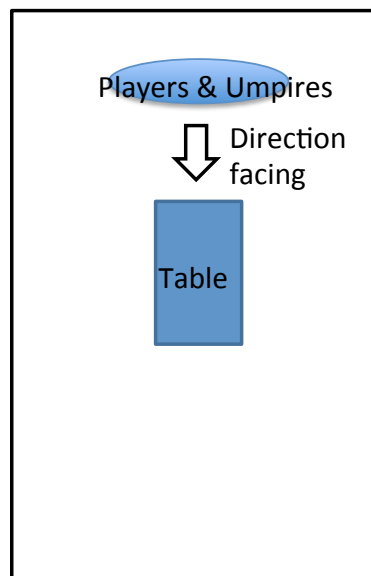
Main Camera

5.3 Walk-in/Walk-out procedures for Umpires

5.3.1 *Without formal presentation*

- Start of match:

a. Walk in as a team and go to respective station directly, without shaking hands.

- End of match:

a. Wait for your partner near the exit after all post-match duties are completed

b. Walk out as a team without standing at attention

c. Umpire to lead when walking out.

6.3.2 *With formal presentation*

- Start of match:

a. Follow directions of Referee/Competition Manager

b. Umpire and Assistant Umpire may shake hands

c. Nod when introcuded, no stepping forward

- End of match:

a. Wait for your partner at the designated spot as directed by Referee/Competition Manager

b. If they is no instruction given, wait near the exit and walk out as a team without standing at attention

c. Umpire to lead when walking out.

Annexes

Annex A

Welcome to the 2020 Table Tennis Olympic Qualification, (Continent).

Players will be competing to qualify for the 2020 Tokyo Olympics.

Today, (eg. Women's Singles Round 3 and Men's Singles Round 3) sessions will be played.

Annex B

<u>When 1 table is available:</u>

(For Singles) Good morning/afternoon and welcome to the 2020 Olympic Qualification, (Continent).

For the morning session, the (eg. semi-finals of the Women and Men Singles) will be played.

- (umpires walk into the court at the same time)

Let's welcome the players of the 1st Women Singles semi-final.

Player 1: Representing (country), (name)

- (Player runs out to court)

Player 2: Representing (country), (name)

- (Player runs out to court)

Umpire for the match, from <u>(country), (name)</u>

Assistant umpire, from <u>(country), (name)</u>

Sit back and enjoy the match!

(For Doubles) Let's welcome the players of the Women Doubles final.

Pair 1: Representing (country), (name) and (name)

Pair 2: Representing (country), (name) and (name)

Umpire for the match, from <u>(country), (name)</u>

Assistant umpire, from <u>(country), (name)</u>

Sit back and enjoy the match!

(After end of final match)

Ladies and Gentlemen, we hoped that you have enjoyed the exciting matches put up by the players. Huge congratulations to the qualified players and see you at the next qualification event.

Annex C

Session Conclusion

(Night)

Thank you Ladies and Gentlemen, we hope that you have enjoyed the exciting matches today. Please join us again tomorrow morning for another day of excitement, the first match will commence at (time).

Thank you and have a good night

(Music starts)

(Morning) – For final day

We have now come to the end of the morning session. Please join us again in the afternoon at (time) for both the finals of the doubles and singles event.

Thank you and see you again later.

(Music starts)