



Workshop for Assigned Competition Managers

Tuesday 3rd May 2011

Dear Friends,

The ITTF Competition Department will organize a Workshop in September 2011 for potential Competition Managers.

The ITTF wishes to increase the number of Competition Managers owing to the growth in events worldwide; successful applicants will be assigned on an event by event basis for ITTF Pro Tour and ITTF Junior Circuit events.

Duties are as follows:

- *Oversee the smooth running of the event on behalf of the ITTF*
- *In charge of the online entry system*
- *Oversee the result system for the ITTF website*
- *Ensure that all elements of the contractual agreements between the ITTF, sponsors and the organizing committee are fulfilled*
- *Co-operate with the Tournament Referee and technical officials in the successful running of the event*
- *Submit reports to the Competition Department*

The workshop is planned for five days of practical and theoretical education delivered by the ITTF Competition Directors. After the workshop the ITTF Competition Department will evaluate the candidates and advise those who have been successful; duties will commence in January 2012.

Provisional Programme

- *23 September – arrival to Vienna*
- *24-25 September – practical sessions during the Austrian Open*
- *26-28 September – theoretical sessions at the ITTF-Europe office*
- *29 September – departure from Vienna*



ITTF COMPETITION MANAGER'S WORKSHOP 2011



If you are interested to be involved in ITTF activities and to be assigned for ITTF events as a Competition Manager, you may apply using the attached form. You may also send your CV with a photo as additional information to the application form.

For those who are selected to attend the Workshop, the ITTF will cover the hospitality costs; the candidate must cover travel costs.

Timelines:

- *31 May – Deadline to send the application form to Judit Faragó (jfarago@ittf.com)*
- *June – Selection process by the Competition Department*
- *1 July – Announcement of the selected participants*
- *15 July – Deadline to confirm participation*
- *15 August – Deadline to provide travel information*

Best regards,

A handwritten signature in blue ink, appearing to be 'J. Faragó'.

Judit Faragó

ITTF Executive Director – Competitions