

The Guide to
The 8th Asian Soft Tennis Championships,
Chiba, Japan, 2016

1. Name of Event: The 8th Asian Soft Tennis Championships

2. Organized by: Asian Soft Tennis Federation (ASTF)

3. Managed by: The 8th Asian Soft Tennis Championships Executive Committee (herein after called "ASCEC")

4. Period: Nov 16(Wed.) – NOV 20(Sun.), 2016

5. Place: Chiba City, Japan

6. Competition Venue: Fukuda Denshi Hills Courts (20 sand-filled artificial turf courts)
Address: 1-15 Kawasaki-cho, Chuo-ku, Chiba-City, Chiba, 260-0835 JAPAN
Phone Number: +81-43-208-5572

7. Accommodation: CANDEO HOTELS CHIBA and other hotels
Address: 1-45 Chiba port square, Tonyacho, Chuo-ku, Chiba-City, Chiba, 260-0025 Japan
Phone Number: +81-43-203-3300

8. Events:
 - (1) Team Competitions for Men and Women
 - (2) Individual Singles for Men and Women
 - (3) Individual Doubles for Men and Women
 - (4) Individual Mixed Doubles

9. Schedule of the event:

| | |
|------------------|--|
| November 15(TUE) | Arrive in Chiba City / Registration |
| 16(WED) | Arrive in Chiba City/ Registration Managers' Meeting General Assembly Opening Ceremony |
| 17 (THU) | Individual Singles for Men and Women –the 1 st day- |
| 18 (FRI) | Individual Singles for Men and Women –the 2 nd day- Individual Mix Doubles Individual Singles and Mix Doubles Commendation Ceremonies |
| 19 (SAT) | Individual Doubles for Men and Women Individual Doubles Commendation Ceremonies |
| 20 (SUN) | Team Competitions for Men and Women Team event Commendation Ceremonies Closing Ceremony Farewell Party |
| 21 (MON) | Departure |

* Schedule is changeable upon weather conditions and the number of countries

10. Eligibility:

(1) Participating players shall be those who have been approved by those respective National Soft Tennis Association/Federations which are the member Countries/regions (here in after called "countries") of the ASTF, in accordance with the constitution of the IOC, as players belonging to the respective organizations, and are primarily involved in the soft tennis competitions and other activities of the said countries. Also, they must meet the conditions for the participation in the competitions as described in item 15 of this guide.

The players who play in the team events, which are competed on a country basis, shall have the nationality of the countries they will represent.

(2) Participating head of team and coaches shall be those who have been so approved by the respective organizations of the countries they will represent.

11. Entries:

- (1) Each country shall comprise its men and women teams with a maximum of six (6) players respectively.

Each country shall be allowed to enter a maximum of 3 pairs each for individual men's and women's doubles, a maximum of 3 players each for individual men's and women's singles, a maximum of 3 pairs for individual mixed doubles, and a minimum of three (3) and a maximum of six (6) players each for men's and women's team competitions.

Each player shall be allowed to concurrently enter more than one event.

- (2) The host country of this championships (Japan) shall be allowed to enter in addition to the entries as described in item 12 - (1) above, a maximum of 6 players each only for the individual men's and women's events.

3 pairs each for men's and women's doubles, 3 players each for men's and women's singles, and 3 pairs for mixed doubles competitions shall be allowed to enter.

- (3) Each country shall be allowed to register, in addition to its players, a maximum of three (3) officials (1 head of team, 1 men's coach and 1 women's coach). Only a coach involved in the match in the team event shall be allowed to sit on the team bench.

- (4) ① Preliminary Entry(Entry by Number)

The countries planning to participate in this Championship must send the completed Entry by Number forms to the ASCEC so that these arrive no later than 24:00(local time) July 01 (Friday), 2016 by mail. The entry via fax or e-mail shall also be acceptable. The completed Entry by Number forms must include the number of players or pairs to be entered in each event.

- ② Final Entry(Entry by Name)

The countries planning to participate in this Championship must send the original of their completed Entry by Name forms to the ASCEC so that these arrive no later than 24:00(local time) September 01 (Thursday), 2016 by mail. Completed Entry by Name forms must be submitted for each players and officials and must include all necessary information,

including gender, date of birth and nationality, etc. with photos. Final Entry by e-mail, with photos to be mailed separately, shall be allowed. Countries which plan to enter more than one player in each individual event must list them in the order of ability in their Entry by Name form.

(5) Once the entries have been accepted, they shall not be allowed to change.

(Address for Entries)

Chiba Asian Soft Tennis Championships Executive Committee

C/o Japan Soft Tennis Association

Address ; 1-16-2-201, Ooi, Shinagawa-ku, Tokyo 140-0014 Japan

TEL ; +81-3-6417-1654 FAX; +81-3-6417-1664

E-mail ; info@astf.asia

12. Competition Rules and Related Regulations:

- (1) The competitions shall be conducted according to the rules of soft tennis approved by the ISTF, based on the constitution and regulations of the ISTF.
- (2) The official language for this event shall be English. Japanese may concurrently be used for a convenience of competition management.

13. Competition Methods and Decision of Ranking:

The competition methods shall be decided by the ASCEC depending on the number of entries by event in principal. However, the competitions shall be conducted basically by the methods as follows:

(Individual Events)

- (1) A tournament system shall be applied for men's and women's singles mixed doubles, and men's and women's doubles matches.
- (2) Classification matches aren't held.
- (3) A doubles match shall be decided by the best of nine (9) games system and a singles match

by the best of seven (7) games.

(Team Events)

- (1) A tournament system shall be applied in men and women competition.
- (2) In both men and women competitions, a tie shall be completed in the order of (1)doubles - (2)singles - (3)doubles, totaling three(3) matches. The team, when it has won two (2) matches in a tie, shall be the winner of the tie, and the remaining one match shall not be played.

However, 3 matches shall be played at the occasion of first tie of each team.

- (3) Consolation matches may be played by loser teams. The details of the consolation matches shall be decided by ASCEC, depending on the number of participants.
- (4) The matches in a tie shall be played by the players in the order which is to be submitted prior to the competition. A player shall be limited to play only one match in a tie. Accordingly, any team with only three (3) or four (4) players cannot play all of the three matches in a tie, i.e. the third match default will inevitably be incurred.
- (5) Participating Countries can't make change the order which is to be submitted prior to the competition. A change of players and/or order of players to complete in a tie shall be allowed for each tie. The substitute players must be those who are registered for the event.
- (6) A doubles match shall be played by the best of nine (9) games and a singles match by the best of seven (7) games.

14. Draw:

The draw shall be determined by the ASCEC in accordance with the guidelines as follows:

(Individual Events)

- (1) The seed shall be assigned to a pair/a player who ranked 1 through 3 of the last championships.
- (2) The draw for the other participating players/pairs shall be determined taking into consideration various factors such as their results of the last championships, areas, countries, etc.

(3) The order of ability of the players/pairs of each country described in their entry form shall be reflected in determining their draw, except for the seeded.

(Team Events)

(1) Top four (4) countries in the last championships shall be seeded according to their rankings of the last championships. In the case where any of the top four (4) teams in the last championships do not participate, the vacant seed(s) shall be designated to the teams which were to otherwise be seeded next to the absentee(s). The resulting remaining vacant seeding shall be determined taking into consideration the results of the last championships.

(2) The draw for the other teams shall be determined taking into consideration various factors such as the results of the last championships, areas, etc.

15. Conditions for Participation:

The participants of each country shall meet, in addition to the qualifications described in item 10 of these guidelines, the conditions as follows:

(1) Each participant shall adhere to the IOC constitutions and the rules and regulations of the ISTF and shall behave in an orderly manner based on sportsmanship.

(2) Each participant shall follow the instructions issued by the ASCEC during the term of this event, i.e. from the time participants have entered into Chiba from abroad to the time they have left Chiba and Japan.

In the case that any of them needs to behave otherwise than specified as above, one shall be obliged to submit the detailed information on ones intended travel or else, such as its purpose, place and schedule, etc. to the ASCEC and obtain its permission beforehand.

(3) Each player shall wear a uniform, shoes and other kinds of attire which have been approved by the participating national organization which the participant belongs to.

(4) Each player shall use a racket which conforms to the specifications of the ISTF rules of soft tennis.

(5) Either of professional or amateur players shall be allowed to participate. Commercial displays on uniforms, etc. shall be allowed on condition that they have been permitted by the ASCEC and the participating national organizations.

However, a back number, possibly with an advertisement attached, which is to be designated by the ASCEC shall be worn in preference over the other attire.

(6) Manufactures company marks and/or logos on uniforms, shoes and rackets, etc. shall not be considered as advertisement.

16. Competition Officials:

(1) The Technical Officials shall be organized including both international referees and umpires by the ASCEC.

(2) Referees shall guide umpires in conducting fair umpiring. Also, referees shall rule the questionable issues arisen in relation to the competition rules and regulations.

Referees shall be four (4) in number, and its majority shall be invited from countries other than the host country. However, the number of the invited umpires shall be limited to only one from one country.

(3) One of the referees, i.e. a Japan referee, shall be designated as a Chief referee, who is responsible for supervising umpiring.

(4) Round trip air fares (economy class) and local expenses during the term of the event for referees and umpires from abroad shall be borne by the ASCEC.

17. Balls and Other Equipment/Facilities

(1) Balls to be used for this event shall be selected and decided by the ASCEC.

(2) Nets, net posts and other required equipment/facilities for competition which conform to the standards specified by the ISTF shall be used.

18. Doping Test:

- (1) A doping test shall be conducted in accordance with the regulations of the ISTF.
- (2) The test results shall be respected by all the participants.

19. Commendations:

- (1) In each individual event and team event, the prizes shall be awarded to the first, second and 2 third place winners.

In the case of consolation match, it shall be awarded in the same manner.

- (2) Gold medals for the first place, Silver medals for the second place and Bronze medals for the third place shall be awarded.

20. Expenses:

- (1) Each participating country shall be responsible for round trip air fares between each participating country and Narita Airport, Japan for their participants.

- (2) ASCEC shall be responsible for sojourn expenses such as hotel, 3 meals per day, local transportation in Japan and airport pick up between Narita Airport and official hotel for the period from November 15 to November 20, 2016. The expenses for except above period such as before and / or after shall be borne by each participating country. Also, private charges at hotel, such as telephone, fax, laundry, etc. shall be for participant countries' own account.

Korea, China, Chinese Taipei and Japan shall pay US\$100.- per person a day, including hotel,

3 meals per day, local transportation in Japan and airport pick up between Narita Airport and official hotel for 15-20 November, 2016.

21. Manager's Meeting:

A meeting for head of team and coaches from all participating countries will be held on November 16, 2016, when competition details will be disclosed.

The maximum number of representatives per country allowed to attend shall be three (3).

22. Security:

To realize a smooth management and security of the event, ID cards shall be issued as identified.

Sample of ID cards' status

| Function | Class | Function | Class | Function | Class |
|------------------------|-------|--------------|-------|---------------|-------|
| ISTF & ASTF Officials | V | Referees | R | Interpreter | I |
| JSTA VIP | A | Head of Team | M | Players | P |
| JSTA Officials | B | Coaches | C | Volunteer | Vw |
| Invited Guest | G | Umpires | U | Other persons | E |
| Delegates of Countries | D | Staff | S | | |