

London 2012



Technical Officials' Guide Table Tennis



All information in this guide was correct at the time of going to press. Changes to schedules, procedures, facilities and services, along with any other essential updates, will be communicated to technical officials if required. Changes to competition schedules will also appear on Info+.



Welcome

On behalf of LOCOG, I'm delighted to introduce this Technical Officials' Guide for the London 2012 Olympic Games. Nearly seven years after LOCOG won the right to stage the Games of the XXX Olympiad, we are excited to welcome you to London for what promises to be a memorable summer of world-class competition.

With the help of the IOC, the 26 Olympic IFs, the UK government and our sponsors and partners, LOCOG has worked tirelessly to ensure that all technical officials will have the best possible experience at the Games. We aim to provide the optimum conditions across all of our venues, helping you to perform your duties effectively. We have worked to ensure that your accommodation is comfortable, that facilities at competition venues are comprehensive, and that you have easy access to up-to-date information about the Games in general and your sport in particular.

This guide contains important detail on a number of subjects:

- Key dates and personnel, including contact details.
- Information on the competition format and rules.
- Guidance on all key competition procedures.
- Details of all venue facilities and services, including transport information and maps.
- Summary information on subjects that affect all sports, such as accreditation, accommodation, insurance, per diems, uniform collection, ticketing and the Opening and Closing Ceremonies.

We hope that this guide helps you both in your preparations and your activities at Games time. However, if you need any further information, please do not hesitate to contact a member of the competition management team.

London 2012 promises to be the most exciting Olympic Games yet staged. I'm delighted to welcome you to it.

Best regards,

A handwritten signature in black ink that reads "Debbie Jevans". The signature is fluid and cursive, with a long horizontal stroke at the bottom.

Debbie Jevans
Director of Sport, London 2012 Organising Committee

Contents

Key information	8
Key dates	8
Arrivals and departures	8
Accreditation	8
Accommodation	12
Insurance	12
Per diems	13
Uniform collection	13
Transport: TF services	14
Transport: Public transport	14
Opening and Closing Ceremonies	17
Ticketing	18
Competition: Essentials	19
LOCOG competition management	20
International Table Tennis Federation (ITTF)	20
International Technical Officials (ITOs)	20
National Technical Officials (NTOs)	21
Medal events	21
Competition format	22
Competition rules	23
Clothing and equipment	23
IOC Olympic Charter Rule 50 and Guidelines Regarding Authorised Identifications	24
Racket control	26
Sport information	28
Competition schedule	30
Competition: General information	33
Pre-competition procedures	34
Technical officials' meetings and briefings	34
Team leaders' meeting	34
Technical officials' equipment distribution	35
Dress rehearsal	35
Venue familiarisation	35
Competition procedures	36
Technical officials' seating	36
Post-competition procedures	36
Medals and certificates	36

Competition: Venue information	37
Key information	38
Venue access	38
Field of play	38
Venue facilities and services	38
Venue evacuation and emergency procedures	40
London and the Games	41
London 2012	42
Essential information	45
Sightseeing in London	48
Security	50
Recycling	53
Notes	55
Maps	61
London overview	
Olympic Park	
ExCeL	
London transport	
Daily competition schedule	



Key information



Key information

The Table Tennis competition at the London 2012 Olympic Games will be held from Saturday 28 July (Day 1) to Wednesday 8 August 2012 (Day 12) at ExCeL in London. A total of 172 competitors, 86 men and 86 women, may take part in the Table Tennis competition.

Key dates		
9 July 2012	Sport entries final deadline (midnight, GMT +1)	
16 July 2012	Olympic Village official opening	
	Start of official training (12:00)	
25 July 2012 (Day -2)	Competition draw (14:00), followed by Table Tennis team leaders' meeting	p34
27 July 2012 (Day 0)	Olympic Games Opening Ceremony	p17
28 July 2012 (Day 1)	Start of Table Tennis competition	p29
8 August (Day 12)	End of Table Tennis competition	p29
12 August 2012 (Day 16)	Olympic Games Closing Ceremony	p17
15 August 2012	Olympic Village closes	

Arrivals and departures

Technical officials arriving at London Heathrow Airport (LHR) between 16 July and 15 August 2012 will take the Heathrow Express (HEX) train service from LHR to Paddington station. A shuttle service will then transport technical officials from Paddington train station to their hotel. The same process will be used in reverse for departures. Technical officials arriving at other ports of entry must make their own way to their accommodation.

Arrivals and departures/accommodation helpline

A helpline for all accommodation and arrivals and departure queries has been established. For details, see below.

Tel: +44 (0)30 2012 2019

Fax: +44 (0)20 7673 9898

Email: accommodation@london2012.com

Open: 08:00–20:00, 14 May – 24 June

07:00–23:00, 25 June – 14 September

Accreditation

The purpose of accreditation is to establish the identity of the holder of each Olympic Identity and Accreditation Card (OIAC) and his/her role at the Olympic Games, and allow him/her necessary access to perform his/her role. This section covers the process of registering, producing, distributing and validating the OIAC, which permits the holder access rights and other privileges for the Olympic Games.

Olympic Identity and Accreditation Card (OIAC)

The diagram shows an OIAC card with the following sections and labels:

- Cardholder's photo:** A portrait of a man.
- Cardholder's information:** A purple box with the London 2012 Olympic rings logo and the text "The spirit of the XXX Olympiad and the XXX Olympiad".
- Accreditation category:** A green box with the letters "Aa".
- Registration number and barcode:** A white box containing the text "Name SURNAME", "FUNCTION", and "ORGANISATION" above a barcode and the number "3193810 - 02".
- Additional privileges:** A white box containing three small icons labeled "CDM", "TI", and "TA".
- Venue and sport access codes:** A white box containing two black boxes with the letters "AT" and "OLV".
- Zone and seating access codes:** A blue box with the letters "A", "2", and "R" in white.

When the OIAC is accompanied by a valid passport, it authorises multiple entries into the UK for its registered holder between 30 March 2012 and 8 November 2012 for a maximum period of six months from the first entry.

The OIAC does not permit access to Olympic venues until it has been validated. Before validation, the OIAC is referred to as a Pre-Valid Card. Pre-Valid Cards can be validated at Heathrow Airport as of 27 June 2012; at the Uniform Distribution and Accreditation Centre (UDAC); and/or at the Venue Accreditation Help Offices (VAHOs) that are located in close proximity to the competition venues.

For technical officials, the primary accreditation centre is the UDAC in West Ham. The times designated for Table Tennis technical officials to visit the UDAC to have their accreditation validated (if required) and collect their uniforms are as follows:

	Date	Transport from hotels to UDAC	Accreditation and uniform collection	Transport from UDAC to hotels
Technical Delegates, Referee	24 July 2012	T2 car service	10:00–11:00	T2 car service
All other ITOs/NTOs	26 July 2012	11:30 (shuttle bus from outside Custom House Hotel)	12:00–13:00	13:00 (shuttle bus)

Stolen, lost or damaged OIACs

If a Pre-Valid Card is stolen, lost or damaged before the holder's arrival in the UK, he/she should report it to the responsible organisation (the IF), which must then inform LOCOG Accreditation. Stolen, lost or damaged cards will be cancelled in the accreditation system and will not be validated even if recovered at a later stage. The applicant will not be cancelled in the system, but he/she must visit a Primary Accreditation Centre to have his/her OIAC issued after arriving in the UK. The applicant will also need to follow the standard immigration requirements for entry into the UK.

OIAC stolen, lost or damaged after validation

In the event of theft, loss or damage (for example, tears or water damage) of the OIAC after validation, the OIAC holder should report it to the responsible organisation (the IF), which must then inform LOCOG Accreditation. Stolen, lost or damaged cards will be cancelled in the accreditation system and will not be validated even if recovered at a later stage. LOCOG Accreditation will issue a new card provided that the holder has submitted a written declaration, countersigned by the responsible organisation. A new card will be issued as soon as possible after the receipt of the written declaration.

Access codes and symbols

The Accreditation Zones are secure and orderly areas reserved only for accredited persons who have access to the corresponding zones in which they perform their Games-time functions.

Accreditation Zones inside competition venues	
Blue	Field of play, operational areas (back of house), general circulation areas (front of house)
Red	Operational areas (back of house), general circulation areas (front of house)
White	General circulation areas (front of house)
2	Athlete preparation areas
4	Press areas
5	Broadcast areas
6	Olympic Family areas
Zones and symbols inside the Olympic Village	
R	Olympic Village Residential Zone

The Olympic Village pictogram automatically grants access to the Olympic Village Plaza (formerly known as the International Zone).

Zone access privileges are assigned to each accredited person in accordance with the permanent but minimum requirements in order to perform his/her roles and function.

Although included in this zones list, some particular areas inside the venue can be considered and managed as restricted areas (for example, field of play and Doping Control Stations). The OIAC itself does not grant access to these areas. A Supplementary Access Control Device may be required (for example, an armband).

Accreditation centres

Validation Centre at London Heathrow Airport

- Location: Terminals 1, 3, 4, 5 (international arrivals)
- Service: Card validation for all accreditation categories
- Dates of operation: 27 June – 12 August 2012
- Opening hours: Dependent on flight arrivals and departures

Please note: Pre-Valid Cards may only be validated but will not be issued at the Validation Centre at London Heathrow Airport.

Uniform Distribution and Accreditation Centre (UDAC)

- Service: Card validation and production, problem resolution and re-issuing of lost/stolen cards
- Dates of operation: 16 April – 12 August 2012
- Opening hours: Specific uniform pick-up dates and times have been scheduled for each sport; see p10.

IF Eligibility Conditions Form

All technical officials must sign a copy of the IF Eligibility Conditions Form in order to validate their accreditation.

Accommodation

Hotels

Technical officials will be accommodated in one of the hotels listed below:

Crowne Plaza Docklands (TDs, ITOs)

Royal Victoria Dock

London E16 1AL

tel: +44 (0)20 7055 2000

website: cpdocklands.co.uk

Check-in: 12:00.

Check-out: 12:00.

Breakfast: 06:00–10:30 weekdays; 06:00–11:30 weekends (early/late breakfast possible by arrangement).

Parking: yes (£16/24 hours).

Internet: yes (wireless in public areas, wired in rooms; £15.99/24 hours).

Other facilities: bar; currency exchange; gym; laundry; pool; restaurant; 24-hour room service; sauna, steam room and whirlpool.

Ibis ExCeL (NTOs)

9 Western Gateway

Royal Victoria Dock

London E16 1AB

tel: +44 (0)20 7055 2300

website: ibishotel.com

Check-in: 14:00.

Check-out: 12:00.

Breakfast: 06:30–10:00 weekdays; 06:30–12:00 weekends (early/late breakfast possible by arrangement).

Parking: yes (£15/night).

Internet: wireless (£9.90/24hrs).

Other facilities: bar and 24-hour snack food; currency exchange; laundry.

Arrivals and departures/accommodation helpline

See p8.

Insurance

The ITTF shall be responsible for its own property and equipment. LOCOG shall not be responsible for any damage or loss to any property or equipment of the ITTF, including property of the ITTF officials.

Per diems

TDs and ITOs

TDs and ITOs will be paid a per diem for the agreed official duration of their stay, including their day of departure. The sum will be paid directly to the ITTF using international payment transfer between 1 and 15 July 2012. The ITTF will distribute this money to officials accordingly.

NTOs

National Technical Officials (NTOs) will be paid a per diem for their agreed official duration of stay, up to but not including their day of departure. The per diem is to cover meals (except breakfast) and incidentals for the agreed official duration of their stay. NTOs will be paid their per diem in full during July 2012, before the start of the Games.

Uniform collection

All technical officials will be provided with a formal uniform and a casual uniform, as follows:

Formal uniform	Casual uniform
Shirts/blouses (2)	Casual tops (2)
Trousers or skirt (2)	Casual trousers (2)
Jacket	Casual jacket
Hat	Cap
Bag	Casual bag
Umbrella	Water bottle
Tie/scarf	Pair of socks (2)
Belt	Pair of trainers

Where required, technical officials will also be provided with sport-specific uniform items.

All technical officials must collect their uniforms from the Uniform Distribution and Accreditation Centre (UDAC). The times designated for Table Tennis technical officials to collect their uniforms from the UDAC are given on p10, along with details of the shuttle bus timetable. An alterations service will be available at the UDAC.

For information and guidance on uniforms and equipment during competition, see p25.

Transport: TF services

A summary of transport at the Games follows. Please note that full details of transport services at the Games, including timetables, may be found in the Technical Officials Transport Guide.

LOCOG is responsible for providing transport services to properly accredited technical officials and IF staff during the period of the Olympic Games. These transport services are collectively known as the TF system.

Services between hotels and competition venues

A dedicated TF service will operate between technical officials' hotels and each competition venue during the competition period for each sport, in accordance with the competition schedule. In general, TF services will start service two hours before competition and finish one hour after competition. For hotels that are located a 5–10-minute walk from the accredited entrance to the competition venue, technical officials may be required to walk.

Where technical officials are required to attend meetings, briefings, venue familiarisations or other events before the start of competition, either at the competition venue or at another venue, TF services will be provided from and to the technical officials' hotels in accordance with the officials' requirements.

Opening/Closing Ceremonies

Where technical officials have been allocated tickets for the Opening and/or Closing Ceremony (see p17), a TF service will operate between technical officials' hotels and the Olympic Stadium in accordance with the Ceremonies' start/finish times. Depending on the location of the hotel, this service may include the use of public transport.

Transport: Public transport

For help planning the quickest and easiest route to your destination, go to tfl.gov.uk/journeyplanner. This handy planner also allows you to search for the most accessible routes – for instance, avoiding stations with stairs and escalators, or limiting the distance you need to walk. Further assistance is provided by Transport for London's 24-hour information centre, on +44 (0)843 222 1234.

Oyster cards

You should have received an Oyster card with your accreditation. An Oyster card is a contactless electronic travelcard that allows you to travel on London's public transport system during the Games. The card allows you to use the following modes of transport within zones 1 to 6:

- London Underground (tube)
- London buses
- Docklands Light Railway (DLR)

- Trams
- National Rail services within designated zones

This does not include river services (you can get one-third off the cost with your Oyster card).

Your Oyster card is paired with your Games accreditation – you must show your accreditation when asked. The card allows travel from central London to all venues within the Olympic Park, Greenwich, ExCeL, Wembley, Wimbledon and London venues. In addition, you can use the Oyster card to travel to the outer London venues of Eton Dorney, Hadleigh Farm and Lee Valley on competition days.

Using your Oyster card couldn't be simpler, as long as you follow these rules when you see the yellow card reader sign.

- Always touch in and touch out on the yellow card reader.
- When you touch your card on the reader, a green light and one beep means that it has been accepted for travel.
- A red light and two beeps mean your card has been rejected.
- Do not proceed until your Oyster card has been accepted for travel.
- For journeys on all London's buses and trams, you need only touch in when boarding.
- Remember: do not top up your card.

Lost or stolen Oyster cards

The Oyster card that you received with your accreditation will not be replaced if it is lost, stolen or misplaced.

London Underground

The London Underground ('tube') is the quickest way to get around the city. At Games time, the tube will have extended operating hours, starting at around 05:30 and closing at around 01:30 (or 02:30 on 27 July, when the tube closes later to accommodate passengers returning from the Opening Ceremony). You shouldn't have to wait longer than five minutes for a train.

To access the tube, simply open the gate by touching your Oyster card on the yellow reader, and then touch out when you have reached your destination. Tube stations that are wheelchair accessible are marked with a wheelchair symbol.

Docklands Light Railway (DLR)

The DLR runs from Bank or Tower Gateway stations to Lewisham, Woolwich Arsenal, Beckton and Stratford. At Games time, trains will run from 05:30 to 01:30 (or 02:30 on 27 July and 12 August, for the Opening and Closing Ceremonies).

At DLR stations, Oyster card readers are usually located in the ticket hall or on the platform. The DLR is a fully accessible railway: all stations have a lift or ramp access to the platforms, with level access on to the trains.

London Overground

The London Overground railway links up many of London's interesting neighbourhoods. During Games time, services will run from around 06:00 to 01:00. Trains run every six to 10 minutes. At London Overground stations, Oyster card readers are usually located in the ticket halls. Wheelchair users should note that access to platforms usually involves using stairs, and that there may be a step of a few inches between the platform and the train.

Javelin® service

The Javelin® rail service operates 24 hours a day between St Pancras International and Stratford International stations. Your Oyster card and Games accreditation give you access to the service free of charge between 9 July and 15 August 2012. For a timetable, see southeasternrailway.co.uk/news/olympics/timetables.

Buses

London's bus network is a great way to get to know the city. Many bus routes operate 24 hours a day, while others operate a special night service from around 23:00 to 06:00.

On London buses, Oyster card readers are located next to the driver. You only need to touch in once, when you get on the bus. All London buses are low-floor vehicles (excluding heritage bus routes 9 and 15), which means that they are lowered to street level when the bus stops and the doors open. This makes it easier for people with mobility issues to board and alight. Buses can take a maximum wheelchair size of 70cm in width and 120cm in length.

Water transport

Your Oyster card and Games accreditation also allow you to receive a one-third discount on standard advertised adult fares on river services provided by KPMG Thames Clippers. All piers are wheelchair accessible. Most riverboats are accessible, and most new riverboats have dedicated wheelchair spaces. Go to thamesclippers.com for full details of the river routes and timetables.

Taxis

Black cabs can be flagged down in the street, picked up at designated taxi ranks or booked over the phone. To flag down a black cab in the street, look out for the illuminated 'For hire' sign. Fares are metered. All licensed taxis are accessible to people using wheelchairs.

Minicabs are often cheaper than black cabs, but you are not permitted to hail them in the street. Always avoid unlicensed minicabs – if you are taking a minicab, book it over the phone and ensure that it is properly licensed.

For details of recommended black cab and minicab firms, see tfl.gov.uk/gettingaround.

Travel advice

Here are some things to bear in mind when using London's public transport network:

- Look out when crossing roads – don't forget cars drive on the left-hand side.
- If you're travelling by train or tube, stand behind the yellow line on platforms and allow passengers off the train before boarding.
- Move down inside train carriages and buses, allowing others on behind you, and keep everything clear of the doors.
- Stand on the right-hand side of escalators in stations – the left-hand side is for people in a hurry.
- Do not leave your bags unattended at any point on your journey.
- If you see an unattended bag or package, don't touch it – let a member of staff or the police know immediately.
- Try to avoid walking alone at night. Keep to well-lit main roads and walking routes.
- Look after your belongings. Make sure your bag is zipped and don't display your mobile phone or other valuables.

Opening and Closing Ceremonies

Ceremonies tickets have been allocated to TDs, ITOs and NTOs in accordance and agreement with the IOC. Ticket allocations have been agreed with ITTF, and all tickets are non-transferable.

- TDs who are in the host country at the time of the Opening and/or Closing Ceremonies will be eligible for two tickets, including one for their accredited guest.
- ITOs who are in the host country on 27 July will be eligible for one ticket for the Opening Ceremony. ITOs who are officiating on 11 and/or 12 August (Days 15 and 16 of the Olympic Games) will be eligible for one ticket for the Closing Ceremony.
- NTOs who are staying in their Games-time accommodation at the time of the Opening and/or Closing Ceremonies will be eligible for one ticket.

Distribution of Ceremonies tickets

Technical officials' tickets for the Opening and Closing Ceremonies will be available from the competition venue at least two days before the relevant Ceremony.

Ticketing

At Games time, available tickets may be purchased through london2012.com or at any of the locations below:

IOC Family Hotel (the Intercontinental)

LOCOG will operate a ticket box office at the Olympic Family Hotel, where tickets will be sold for all sessions for which there is still availability. It will be open 09:00–19:00 every day from 20 July to 12 August.

Client Group Centre

At Games time, LOCOG's Client Group Ticketing Service Centre may be accessed by appointment by the IF's primary ticketing contact, or by another delegate whose identity has been communicated by the primary ticketing contact. The Client Group Ticketing Service Centre will be located at LOCOG headquarters and will be open 09:00–18:00 every day from 9 July to 12 August.

Competition venues

Ticket box offices will be situated in the Olympic Park and at all other venues in close proximity to the venue access control area (entrance). Box offices will usually open 90 minutes before the beginning of the first session in their vicinity and will close between 30 and 60 minutes after the end.

Competition: Essentials



Competition: Essentials

LOCOG competition management	
Table Tennis Manager	Richard Scruton
Table Tennis Services Manager	Sheila Mercer
Table Tennis Technical Operations Manager	Karl Jindrak
Table Tennis Administration Group Leader	Dora Jeler-Kösters
Table Tennis Athlete Services Group Leader	Vicky Eleftheriade
Table Tennis Field of Play Group Leader	Sonja Grefberg
Table Tennis IF Services Group Leader	Patricia Whitaker
Table Tennis Sport Equipment Group Leader	Martin Ireland
Table Tennis Sport Information Group Leader	Shu Huang
Table Tennis Technical Officials Group Leader	Lisa Williams

International Table Tennis Federation (ITTF)		
President	Adham Sharara	CAN
Executive Director, Operations and Olympic Games	Jordi Serra	ESP
Medical/Anti-Doping Officer	Dr Jean-François Kahn	FRA
Technical Delegates	Graeme Ireland	AUS
	Yao Zhenxu	CHN

International Technical Officials (ITOs)				
Jury Chair	Bruce Burton	CAN		
Jury Members	Oswaldo Borges	VEN	Patrick Gillmann	NCL
	Khaled El Salhy	EGY	Aleksandar Matkovic	SRB
	Shahrok Shahnazi	IRI	Michael D Cavanaugh	USA
Referee	Michael Zwipp	GER		
Deputy Referees	Maria Jose Ferrer Ferreira	BRA	Stuart Sherlock	GBR
	Mohammed Refaat Bassyouni	EGY		

Racket Control	Federico Lineros	ESP	Joseph Lau Pub Taai	SIN
	Torsten Küneth	GER		
Umpires	Said Lanasri	ALG	Hamid Reza Sabbaghian	IRI
	Norman Tang	CAN	Paola Bongelli	ITA
	Wu Fei	CHN	Takako Mano	JPN
	Allan Sørensen	DEN	Park In Sook	KOR
	Freddy Almendariz	ECU	Predrag Colovic	MKD
	Gérard Le Pape	FRA	Valerie Scarr	NZL
	John Mackey	GBR	Andrés Martin Larroza Santacruz	PAR
	Thomas Purcell	GBR	Rachel Ramos	PHI
	Michael Strode	GBR	Enrique Roman	PUR
	Jonathan Whitaker	GBR	Genevieve Lentz	RSA
	Claudia Möller	GER	Gregor Mežek	SLO
	Lo Mun Ho	HKG	Saul Weinstein	USA

National Technical Officials (NTOs) (GBR unless otherwise stated)

Ron Davies	Simon Oyler
Gillian Edwards	Lynda Reid
Ben Foote	Steve Smith
Margot Fraser	Cathy Steeples
David Goulden	Nathan Thomas
Alex Mercer	Margaret Welch
Matthew Morris	Corinna Whitaker
Catherine O'Neill	

Medal events

Men (2)	Women (2)
Singles	Singles
Team	Team

Competition format

Singles events

The Singles events will be run in a single-elimination format. The winners of the two semi-finals in each event will compete for the gold medal, while the semi-final losers will play for the bronze medal.

The draw for the Singles events will be conducted on 25 July according to a seeding structure based on the ITTF World Ranking lists published on 1 July 2012. The 16 highest-ranked players will qualify directly for the third round of the event; the players ranked from 17 to 32 will qualify directly for the second round; and all other players will qualify either for the preliminary round, which will be used to reduce the total number of players in the event to 64, or for the first round.

Team events

The Team events will be run in a single-elimination format. The winners of the two semi-finals in each event will compete for the gold medal, while the semi-final losers will play for the bronze medal.

Each team consists of three players, and each match will consist of four singles matches and one doubles match. Individual matches will be the best of five games, and will be played in the following order:

Type of match	ABC team	XYZ team
Singles	A	X
Singles	B	Y
Doubles	A+C or B+C	X+Z or Y+Z
Singles	A or B*	Z
Singles	C	X or Y*
	* The player who did not compete in the doubles match.	

Before each match, the team that won the toss will decide whether to play as the ABC team or the XYZ team. All Team matches will end when a team has won three individual matches.

Competition draw

The draw will be conducted at 14:00 on 25 July in the Capital Suite at ExCeL. All Table Tennis accredited athletes and NOC officials will be invited to attend, together with the media.

Competition rules

The Table Tennis competition will be held in accordance with the editions of the following documents that are in force at the time of the Games.

- ITTF Handbook (available at itff.com)
- ITTF Competition Format and Specific Regulations for the London 2012 Olympic Games (available at itff.com)
- IOC Olympic Charter (available at olympic.org)

In accordance with Rule 46 (Technical responsibilities of the IFs at the Olympic Games) and the Bye-law to Rule 46 of the IOC Olympic Charter, the ITTF will be responsible for the technical control and direction of the Table Tennis competition at the London 2012 Olympic Games.

Scoring

All matches in the Singles events will be the best of seven games, while all matches in the Team events will be the best of five games.

Appeals

For the rules on appeals, refer to the ITTF Handbook, Section 3: Regulations for International Competitions, Regulation 3.3.3 (Appeals) and to the ITTF Competition Format and Specific Regulations for the London 2012 Olympic Games. Any appeal to the jury must be presented to the London 2012 Table Tennis Manager, Richard Scruton.

Clothing and equipment

Clothing and equipment used by players and other participants in the Table Tennis competition must comply with the documents listed below:

- ITTF Handbook (available at itff.com)
- ITTF Competition Format and Specific Regulations for the London 2012 Olympic Games (available at itff.com)
- IOC Olympic Charter (available at olympic.org): Rule 50 (Advertising, Demonstrations, Propaganda) and the Bye-law to Rule 50
- IOC Guidelines Regarding Authorised Identifications for the Games of the XXX Olympiad, London 2012 (distributed by the IOC to all NOCs)

Each player must have with him or her at least two shirts in different colours, both for the competition and for the clothing rehearsal.

Players participating in Team events must have at least two shirts in different colours, and all the players on each team must be dressed uniformly. The player's name and either the name or the three-letter code of his or her NOC must be printed on the back of each shirt.

The following equipment will be used for the Table Tennis competition:

- Tables: Double Happiness.
- Balls: Nittaku Premium (white).
- Floor: Tinsue.

IOC Olympic Charter Rule 50 and Guidelines Regarding Authorised Identifications

The prohibition of any advertising and publicity in and above Olympic sites (as expressed in the Olympic Charter) is one of the aspects that differentiate the Olympic Games from other international events. This principle is reflected in the Bye-law to Rule 50 of the Olympic Charter. In addition, detailed information on the implementation of Rule 50 to clothing, equipment, accessories and other items is detailed in the IOC's Guidelines Regarding Authorised Identifications for the Games of the XXX Olympiad, London 2012, which has been distributed by the IOC to all NOCs, IFs and sporting goods manufacturers.

Below, please find excerpts (sections 1, 8 and 9) from the Bye-law to Rule 50 of the Olympic Charter and the sport-specific guidelines from the IOC's Guidelines Regarding Authorised Identifications for the Games of the XXX Olympiad, London 2012. However, all technical officials are strongly advised to refer to the complete Guidelines Regarding Authorised Identifications document for detailed information and instruction on all aspects of Rule 50 and its application and enforcement at the London 2012 Olympic Games.

IOC Olympic Charter: Bye-law to Rule 50 (excerpts)

1. No form of publicity or propaganda, commercial or otherwise, may appear on persons, on sportswear, accessories or, more generally, on any article of clothing or equipment whatsoever worn or used by the athletes or other participants in the Olympic Games, except for the identification – as defined in paragraph 8 below – of the manufacturer of the article or equipment concerned, provided that such identification shall not be marked conspicuously for advertising purposes.

Any violation of the provisions of the present clause may result in disqualification or withdrawal of the accreditation of the person concerned. The decisions of the IOC Executive Board regarding this matter shall be final.

The numbers worn by competitors may not display publicity of any kind and must bear the Olympic emblem of the OCOG.

8. The word 'identification' means the normal display of the name, designation, trademark, logo or any other distinctive sign of the manufacturer of the item, appearing not more than once per item.

9. The OCOG, all participants and all other persons accredited at the Olympic Games and all other persons or parties concerned shall comply with the manuals, guides or guidelines, and all other instructions of the IOC Executive Board, in respect of all matters subject to Rule 50 and this Bye-law.

Sport-specific information (from Guidelines Regarding Authorised Identifications)	
Clothing	
Shirt, shorts, tracksuit/ jacket	One identification of the manufacturer per clothing item will be permitted, to a maximum size of 20cm ² .
Accessories	
Socks, armband, towel	One identification of the manufacturer per accessory item will be permitted, to a maximum size of 6cm ² .
Headgear	One identification of the manufacturer per accessory item will be permitted, to a maximum size of 6cm ² and placed above either one of the ears.
Eyewear	One identification of the manufacturer per accessory item will be permitted, placed on one of the arms and to a maximum size of 6cm ² ; alternatively, two identifications of the manufacturer will be permitted, placed one on each arm and to a maximum size of 3cm ² each.
Equipment	
Bag	One identification of the manufacturer per equipment item will be permitted, not greater than 10% of the surface area of the item, to a maximum size of 60cm ² .
Paddle/racket	Exception: one identification of the manufacturer will be permitted on the blade, and one identification of the manufacturer item will be permitted on each rubber, embossed on the rubber, not greater than 10% of the surface area of the item, to a maximum size of 60cm ² .
Shoes/footwear	
Shoes	All footwear items may carry the identification as generally used on products sold through the retail trade during the period of 12 months prior to the Games.

Racket control

See below for a summary of racket control procedures. This text has been taken directly from the ITTF's London 2012 Olympic Games 'Racket Control Information Summary' document.

Schedule of racket controls

- Voluntary racket control: 27 July – 8 August 2012.
- Compulsory racket control: 28 July – 8 August 2012.

Place of racket controls

- Racket Control Centre (RCC), in the Table Tennis venue.
- Note: Only the player, whose racket is being tested, and/or his or her delegate/coach may be present during the testing.

Timing and matches to be tested

- Before-match tests for randomly selected matches.
- From quarter-finals on, before-match tests for all matches of Individual events.
- From quarter-finals on, before-match tests for three randomly selected individual matches in a Team match, in Team events.
- The Referee may, at any time, choose any other matches to be tested.
- After-match tests will take place only in the following cases:
 - a player fails to present his or her racket for the before-match tests; or
 - the racket(s) presented for before-match tests fail any of the racket control tests; or
 - the player needs to change his or her other racket during the match as allowed by the rules.

Voluntary tests

- Each player is entitled to have a maximum of two voluntary tests each day of the event.
- The RCC will have a dedicated station for voluntary tests, which will be offered during the Games.
- A player is allowed to have a voluntary test up to one hour before his or her match.

Compulsory controls

- For before-match tests of Individual events as above, it is recommended that players should present two rackets.
- For before-match tests of individual matches in Team events, players can only present one racket.

Procedures for the tests

For after-match tests:

- All players subject to an after-match test must leave their racket on the table (similar to between games).
- Rackets will be collected by the match umpires immediately after the last point is completed.
- The players can collect their rackets approximately 10 minutes later from the RCC.

For before-match tests:

- For Individual matches and any first individual match of Team events, players will be informed once they arrive in the Call Room, 30 minutes before their match.
- Therefore it is the players' responsibility to have their rackets ready at least 30 minutes before the scheduled match time.
- For Team events players who have to play the second or any subsequent individual match must submit their rackets to the RCC before the previous individual match starts.

Procedures after the tests

- If the racket passes all the tests, it may be marked, and will be sent to the match umpires, who will then give the racket to the player in the playing area, just before the specified practice period.
- If the racket fails any test, then the racket will be sent to and stay in the possession of the Referee until the end of that match. The player will then have to play the match with the second racket tested or another racket, which was not presented for racket control, and this racket will be tested after the match.
- Any irregularity found in a racket, before or after a match, will be reported by the Racket Control Panel to the Referee, who shall decide any disciplinary action to be taken (see below).

Disciplinary actions and policies

- No disciplinary action will be taken for voluntary controls.
- Players whose racket fails at compulsory racket control tests are subject to the:
 - consequences of failing compulsory racket controls;
 - repeated failures and penalties applying after each racket control failure; and
 - general policy of accumulated failures.

Detailed information about racket control procedures to be applied at the Olympic Games can be found in the Racket Control Information document, which you are strongly recommended to read carefully. Copies will be available at the technical officials' meetings.

Sport information

Info+

Info+, the official Games information system, will go live two weeks before the Olympic Games Opening Ceremony. The system will offer a range of content in both English and French, as follows:

Games results	Competition results viewable by sport, date and country, including entry lists, start lists and additional sport-specific reports
Games news	Flash quotes, media conference highlights, sport previews, news articles, statistics-driven reports, media communications and IOC news
Biographies	Athlete biographies, team profiles, coach profiles, referee and judge profiles and NOC profiles
Medals	Medal standings by sport, overall medal standings, medallists by day and medallists by sport/event
Schedules	Competition and non-competition schedules, including press conferences, IOC activities and the Cultural Olympiad
Background	Historical data, statistics, competition formats and rules, qualification criteria and venue descriptions
Records	World and Olympic records, including current records, record holders and new or equalled records
Transport	Transport schedules and maps
Weather	Real-time weather conditions and forecasts
Message board	Public forums for internal communication managed directly by authorised Info+ users, including the IOC, LOCOG, NOCs, IFs and future OCOGs

myInfo+ allows users access to Info+ from their own PC or laptop. Access will be available to users with an account (purchased via Rate Card) wherever there is access to the internet, and will include the same information available at dedicated Info+ workstations. Additional features include user customisation (for example, by sport), message alerts, bookmarking, hyperlinking to other key websites, downloadable results books, the ability to copy and paste information from results and news reports, and portability.

Info+ workstations are available at competition venues in team and athlete areas (note that there will not be Info+ workstations at Sport Information Desks (SIDs), although they will be equipped with a myInfo+ account). At ExCeL, there will be Info+ terminals in the Athletes' Lounge.

Competition schedule

Changes to the competition schedule will be communicated through the SID at ExCeL. Changes will also appear on Info+.

28 July 2012 (Day 1), ExCeL		
TT01 09:00–12:45	09:00–10:30	Women's Singles: preliminary round
	09:45–11:15	Men's Singles: preliminary round
	11:15–12:45	Women's Singles: round 1
TT02 14:30–17:30	14:30–16:00	Women's Singles: round 1
	16:00–17:30	Men's Singles: round 1
TT03 19:00–22:00	19:00–20:30	Men's Singles: round 1
	20:30–22:00	Women's Singles: round 2
29 July 2012 (Day 2), ExCeL		
TT04 09:00–12:00	09:00–11:00	Women's Singles: round 2
	11:00–12:00	Men's Singles: round 2
TT05 13:30–16:30		Men's Singles: round 2
TT06 18:00–22:00		Women's Singles: round 3
30 July 2012 (Day 3), ExCeL		
TT07 10:00–14:00		Men's Singles: round 3
TT08 15:30–17:30		Women's Singles: round 4
TT09 19:00–21:00		Men's Singles: round 4
31 July 2012 (Day 4), ExCeL		
TT10 10:00–14:00		Women's Singles: quarter-finals (4 matches)
TT11 16:00–18:00		Women's Singles: semi-finals (2 matches)
TT12 20:00–22:00		Men's Singles: quarter-finals (2 matches)

1 August 2012 (Day 5), ExCel		
TT13 10:00–12:00		Men's Singles: quarter-finals (2 matches)
TT14 14:30–17:00	14:30–15:30	Women's Singles: bronze medal match
	15:30–17:00	Women's Singles: gold medal match, Victory Ceremony
2 August 2012 (Day 6), ExCel		
TT15 10:00–12:00		Men's Singles: semi-finals (2 matches)
TT16 14:30–17:00	14:30–15:30	Men's Singles: bronze medal match
	15:30–17:00	Men's Singles: gold medal match, Victory Ceremony
3 August 2012 (Day 7), ExCel		
TT17 10:00–13:00		Women's Team: round 1
TT18 14:30–17:30		Women's Team: round 1
TT19 19:00–22:00		Men's Team: round 1
4 August 2012 (Day 8), ExCel		
TT20 10:00–13:00		Men's Team: round 1
TT21 14:30–17:30		Women's Team: quarter-finals (2 matches)
TT22 19:00–22:00		Women's Team: quarter-finals (2 matches)
5 August 2012 (Day 9), ExCel		
TT23 10:00–13:00		Men's Team: quarter-finals (2 matches)
TT24 14:30–17:30		Men's Team: quarter-finals (2 matches)
TT25 19:00–22:00		Women's Team: semi-final 1

6 August 2012 (Day 10), ExCeL		
TT26 10:00–13:00		Women's Team: semi-final 2
TT27 14:30–17:30		Men's Team: semi-final 1
TT28 19:00–22:00		Men's Team: semi-final 2
7 August 2012 (Day 11), ExCeL		
TT29 11:00–14:00		Women's Team: bronze medal match
TT30 15:30–18:30		Women's Team: gold medal match, Victory Ceremony
8 August 2012 (Day 12), ExCeL		
TT31 11:00–14:00		Men's Team: bronze medal match
TT32 15:30–18:30		Men's Team: gold medal match, Victory Ceremony

Competition: General information



Competition: General information

Pre-competition procedures

Technical officials' meetings and briefings

NTOs' meeting with London 2012 Table Tennis Manager and Technical Officials

Group Leader

Date: 25 July 2012

Time: 17:00

Location: TBC

NTOs' training session: Field of Play Score Operators

Date: 26 July 2012

Time: 14:00

Location: Field of play, ExCeL

NTOs' training session: Racket Control team

Date: 26 July 2012

Time: 14:00

Location: Racket Control Room, ExCeL

NTOs' training session: Rule 50 compliance team

Date: 26 July 2012

Time: 14:00

Location: Call Room, ExCeL

ITOs' meeting with Referee

Date: 27 July 2012

Time: 10:00

Location: Technical Officials' Lounge, ExCeL

Team leaders' meeting

Date: 25 July 2012

Time: Following the competition draw (14:00)

Location: Capital Suite, ExCeL

The Technical Delegates, the Referee, the leader of the Racket Control team and the Medical/Anti-Doping Officer are requested to attend the team leaders' meeting, which may also be attended by a representative of every participating NOC. The meeting will follow the draw, which will be conducted by the Referee in close cooperation with the Technical Delegates. The agenda for the meeting will be as follows:

- Roll call and welcome
- Venue orientation
- Pre-match procedures

- Field-of-play procedures
- Post-match procedures
- Team match procedures
- Racket control
- Training
- Accredited seating
- Video recording (DVD provision)
- Doping control
- Victory Ceremonies
- P accreditation activation
- Protests
- Any other business

Technical officials' equipment distribution

All equipment will be distributed at the Referee's meeting on 27 July.

Dress rehearsal

Date: 26 July 2012

Time: 15:00

Location: ExCeL

All technical officials must attend the full dress rehearsal.

Venue familiarisation

Venue familiarisation sessions for technical officials will be held at 10:00 on 26 July and 09:00 on 27 July. All technical officials should attend one of these sessions, which will cover the following areas:

- Key staff introductions
- Venue tour, including the locations of the changing rooms, the meeting rooms, the entry/exit to and from the field of play and the designated technical officials' seating area
- Emergency and evacuation procedures

Competition procedures

Minutes before start of session/ match	Activity	Detail
90 minutes before session start time	Arrival at venue	On each competition day, technical officials should arrive at the venue 90 minutes before the start of their first session. Please allow time for security procedures and accreditation checks at the entrance.
60 minutes before session start time	Roll call	A roll call for all technical officials will take place.
40 minutes before scheduled start of match	Report to Call Room	Technical officials should report to the Call Room 40 minutes before the scheduled start time of the match. Racket control, ball selection, uniform checks (including colours) and Rule 50 checks will take place in this area.
8 minutes before scheduled start of match	Prepare for entrance	Athletes and umpires must be ready to be called into line by the marshal.
6 minutes before scheduled start of match	Entrance on to field of play	Athletes and umpires will march on to the field of play behind their court leader.
Scheduled start time	Start of warm-up period	The umpire will start the beginning of the two-minute warm-up period.

Technical officials' seating

During competition, spectator seats have been reserved for technical officials in section J of the accredited seating area.

Post-competition procedures

Upon completion of the match, the umpire will take the signed score sheet to the Referee's results checker. The umpire and assistant umpire will leave the field of play through the officials' exit. Should rackets need to be tested after the match, the umpire will collect the rackets and take them to the RCC.

Medals and certificates

All technical officials who participate in the London 2012 Olympic Games will receive a participation medal and certificate.

Competition: Venue information



Competition: Venue information

The Table Tennis competition will be held in ExCeL, one of Europe's largest and most versatile exhibition spaces. Since it opened in 2000, ExCeL has hosted a wide variety of events, from sporting competitions to political conferences. The venue was greatly expanded in 2010, and now contains nearly 100,000 square metres of exhibition space. The gross capacity of the arena for the Table Tennis competition will be 6,000. ExCeL is located at the Royal Victoria Dock in east London, close to the Olympic Park.

Key information

ExCeL

One Western Gateway
Royal Victoria Dock
London E16 1XL

Venue access

Access points

Technical officials should use the accredited lanes at the Pedestrian Screening Areas (PSAs) at the west end of ExCeL, and then go up the stairs through the operations gate into the back of house.

Field of play

The field of play will contain either one, two or four tables, depending on the stage of the competition. The field of play and all equipment will be presented in accordance with the Laws of Table Tennis and the other relevant rules and regulations presented in the ITTF Handbook.

Venue facilities and services

Catering

Technical officials' refreshment stations at competition venues will offer unlimited packaged bottled water, soft drinks and isotonic sports drinks, whole fruit, granola bars and tea/coffee. Field-of-play refreshments for technical officials will consist of unlimited packaged bottled water and isotonic sports drinks only. These refreshments will generally be available from 90 minutes before the start of each competition session until one hour after the end of each competition session.

In addition, technical officials may be served a cold, boxed meal at the competition venue. The allocation of these meals will be made by LOCOG and is dependent on the shift patterns of each technical official.

Changing rooms

Changing rooms are located in the back-of-house area at ExCeL. Lockers and toilets are provided. It is recommended that technical officials do not leave valuables in the changing rooms or lockers.

ITTF facilities

All ITTF facilities are located on the second floor of the venue. They may be accessed from the back-of-house area by lift or stairs.

Language services

LOCOG Language Services Team Members (LSTM) will provide volunteer interpretation services at competition venues. The LSTMs may be identified by the badge on the sleeve of their uniform specifying the language they speak.

Language services will be covering Amharic, Arabic, Belarusian, Chinese, Croatian, Czech, Dutch, French, German, Hungarian, Indonesian (Bahasa), Italian, Japanese, Korean, Lithuanian, Persian, Polish, Portuguese, Romanian, Russian, Serbian, Slovak, Spanish, Swahili, Thai, Turkish, Ukrainian and Urdu. The specific languages provided will vary by venue.

Technical officials who require language assistance should advise LOCOG staff, who will contact the Deputy Venue Protocol Manager for support. If a LSTM is not available, language assistance will be provided through a 24-hour over-the-phone interpretation service that can be accessed through designated LOCOG staff.

Medical services and facilities

Medical services at all competition venues will be provided at athlete medical stations, which are generally close to the field of play. These services will be backed up by services at the polyclinics and the designated Olympic hospitals.

Medical services in each competition venue will be managed by the Venue Medical Manager. LOCOG's Medical Services teams at each venue will work in line with the IF and Olympic rules for the sport. Medical services will generally be available from three hours before the start of competition until one hour after competition ends. However, times vary in some venues.

Full details on medical services at the Olympic Games are available in the London 2012 Olympic Games Healthcare Guide.

Technical Officials' Lounge

The Technical Officials' Lounge is in the back-of-house area at ExCeL. Services available in the lounge include catering (soft drinks, tea, coffee, water, snacks and fruit), chairs, sofas and tables, internet access and a television.

Venue Accreditation Help Office (VAHO)

The VAHO is located in the north-west corner of ExCeL under the Custom House DLR station.

Venue evacuation and emergency procedures

In the event of an evacuation, all personnel will be notified by the public address (PA) system. Please use the nearest available emergency exit route to the appropriate assembly point as directed.

London and the Games



London 2012

London in 2012

Population: 7,556,900, estimated in 2007 (UK: 61,792,000)

Official language: English

Currency: pound sterling

Local time: at Games time, Greenwich Mean Time (GMT) +1hr, also known as British Summer Time (BST)

Area: 1,579 sq km (UK: 243,610 sq km)

Latitude and longitude: 51°30'26" N, 00°07'39" W

Altitude: 20m

Government: Greater London Authority (london.gov.uk)

London, then and now

Londinium, the first recorded settlement on the site of the modern-day city, was established almost 2,000 years ago by the Romans, shortly after their invasion in AD 43. The Romans were eventually replaced by the Anglo-Saxons, who called their settlement Lundenwic; and then, in the 11th century, by the Normans, led by William the Conqueror.

London expanded dramatically beyond the old city walls in the 16th, 17th and 18th centuries, despite regular outbreaks of the plague and other major catastrophes such as the Great Fire of 1666. As the British Empire grew during the prosperous 19th century, so did London: between 1801 and 1901, its population spiralled from around one million to 6.5 million. The first half of the 20th century brought two world wars and plenty of other challenges, but the Olympic Games in 1948 heralded a revival in the city's fortunes.

Today, London's heritage is visible everywhere, from the few remaining parts of the Romans' defensive wall to the world-famous dome of St Paul's Cathedral. However, London is also a truly modern city, a product of today as much as of 2,000 years of history. It is one of the world's most important financial and commercial centres, but it is also an artistic and cultural hub. It is a city in which 500-year-old landmarks sit next to brand new skyscrapers. And it is home to one of the most varied and vibrant populations of any world city, many of whom are now helping to write the current and future chapters of London's epic history.

Climate

London as a whole benefits from a mild to warm climate during the summer months of July and August. Based on statistics from recent years, teams can expect an average daily high of around 22–23°C (72–73°F) in the Olympic Village, with temperatures falling to a low of around 13–14°C (55–57°F) at night. On average, relative humidity ranges from a minimum of around 60% to a maximum of around

90% during this period. The average monthly rainfall during July and August is 40–50 millimetres; the prevailing winds are from the south-west.

The city's Olympic heritage

London's Olympic history began on 27 April 1908, when the Games of the IV Olympiad opened in the city. A total of 2,008 athletes from 22 NOCs took part in 110 events, which included Hockey's debut at the Games and the only Olympic motorboat racing competition ever held. It was at the 1908 Games that the Marathon was first run over its now-standard distance of 42.195km, when the planned route was extended so that it could start beneath the royal nursery at Windsor Castle and finish by the royal box in the new White City Stadium.

The world returned to London in 1948 for the Games of the XIV Olympiad, held between 29 July and 14 August. Despite the austerity of the post-war era, the Games were the biggest so far, with 4,104 athletes from 59 NOCs competing in 136 events. Sporting firsts included starting blocks, which made their Olympic debut in sprint races, and the staging of the Swimming events in a covered pool. However, perhaps the most important innovation was the widespread use of volunteers, an Olympic tradition that continues to this day.

Following several years of preliminary study and research, London's bid team for the 2012 Games was formed in 2003, and the bid was officially launched on 16 January 2004. At the 117th IOC Session in Singapore, at 7.46pm local time on 6 July 2005, London won the right to stage the Games of the XXX Olympiad. Just over seven years later, on 27 July 2012, the eyes of the world will again be on London, as it becomes the first city to stage the modern Olympic Games for a third time.

London 2012 Olympic Games in brief

Sports: 26

Disciplines: 39

Medal events: 302

Athletes: 10,490 (projected)

Competition venues: 34

Days of competition: 19

Competition sessions: 636

Olympic Village Official Opening: 16 July 2012

Opening Ceremony: 27 July 2012

Closing Ceremony: 12 August 2012

London 2012 competition venues

A total of 34 competition venues will be used at the London 2012 Olympic Games. These are divided into four zones.

Olympic Park

The Olympic Park is home to eight brand new competition venues, which between them will host more than a third of the 302 Olympic medal events at London 2012. The venues are as follows:

- **Olympic Stadium:** Athletics
- **Aquatics Centre:** Aquatics (Diving, Swimming, Synchronised Swimming), Modern Pentathlon (swimming only)
- **Basketball Arena:** Basketball, Handball
- **BMX Track:** Cycling (BMX)
- **Copper Box:** Handball, Modern Pentathlon (fencing only)
- **Riverbank Arena:** Hockey
- **Velodrome:** Cycling (Track)
- **Water Polo Arena:** Aquatics (Water Polo)

The Park, which will create a beautiful green backdrop for the Games, will also be home to the International Broadcast Centre/Main Press Centre and the Olympic Village, which will provide a temporary base for around 17,000 athletes and officials.

River Zone

A short distance from the Olympic Park across the River Thames, the River Zone venues will host more than 100 medal events across 12 sports. The zone is a combination of existing venues (ExCeL, North Greenwich Arena) and temporary venues within London landmarks (Greenwich Park, The Royal Artillery Barracks).

- **ExCeL:** five arenas hosting Boxing, Fencing, Judo, Table Tennis, Taekwondo, Weightlifting, Wrestling
- **Greenwich Park:** Equestrian (Dressage, Eventing, Jumping), Modern Pentathlon (riding, combined event only)
- **North Greenwich Arena:** Basketball, Gymnastics (Artistic, Trampoline)
- **The Royal Artillery Barracks:** Shooting

Other London venues

Away from the Olympic Park and the River Zone, nine other London venues will host Olympic competition at London 2012. Among them are iconic and world-renowned sporting venues (Lord's Cricket Ground, Wembley Stadium, Wimbledon); two multi-purpose buildings with plenty of sporting heritage (Earls Court, Wembley Arena); a former royal residence (Hampton Court Palace); and three well-known sites in the very heart of central London (Horse Guards Parade, Hyde Park, The Mall).

- **Earls Court:** Volleyball
- **Hampton Court Palace:** Cycling (Road – Time Trial)
- **Horse Guards Parade:** Beach Volleyball
- **Hyde Park:** Aquatics (Marathon Swimming), Triathlon
- **Lord’s Cricket Ground:** Archery
- **The Mall:** Athletics (Marathon, Race Walk), Cycling (Road – Road Race)
- **Wembley Arena:** Badminton, Gymnastics (Rhythmic)
- **Wembley Stadium:** Football
- **Wimbledon:** Tennis

Out of London venues

The 2012 Games will travel outside London to nine different venues. Among them are a brand new Canoe Slalom facility; world-class venues for Canoe Sprint, Rowing and Sailing; a purpose-built Mountain Bike course; and five renowned Football stadia around the UK. Teams whose competitions are based at Eton Dorney and Weymouth and Portland will benefit from their own Villages, located near to the competition venues.

- **City of Coventry Stadium, Coventry:** Football
- **Eton Dorney, Buckinghamshire:** Canoe Sprint, Rowing
- **Hadleigh Farm, Essex:** Cycling (Mountain Bike)
- **Hampden Park, Glasgow:** Football
- **Lee Valley White Water Centre, Hertfordshire:** Canoe Slalom
- **Millennium Stadium, Cardiff:** Football
- **Old Trafford, Manchester:** Football
- **St James’ Park, Newcastle:** Football
- **Weymouth and Portland, Dorset:** Sailing

Essential information

Money

The local currency is the pound sterling (£). One pound equals 100 pence (1p). Sterling coins include 1p and 2p (copper); 5p, 10p, 20p and 50p (silver); and £1 (gold) and £2 (gold and silver). There are four sterling banknotes with denominations of £5, £10, £20 and £50.

Banks and ATMs

ATMs can be found inside and outside all banks, and at some shops and railway stations. Visitors from outside the UK should be able to make withdrawals at most ATMs with a credit or debit card from their home country, but there may be an extra charge for doing so.

Changing money

You can exchange foreign currency at bureaux de change, many banks and some post offices. There are bureaux de change at all major railway stations, and on some shopping streets and in tourist areas.

Credit cards

We are proud to accept only Visa payment cards (debit and credit) at shops and services within the Olympic Park and at all Olympic venues.

Tipping

In Britain, tipping is expected in taxis, restaurants, hotels and hairdressers, usually around 10–15%. Some restaurants may include a service charge on the bill – always check to make sure you don't tip twice by mistake. Tipping isn't necessary in pubs and bars unless you have received table service.

Electricity

UK electricity supplies run at a voltage of 230V and a frequency of 50Hz. Power sockets in the UK require a three-pin plug for power sockets. Technical officials should ensure they have the appropriate adaptors for all electrical appliances.

Telephones and mobiles

Dialling codes

Standard UK telephone numbers include an area code (between three and five digits), followed by the local number. London has two area codes: 020 and 030. The UK international country code is 44.

To dial abroad from the UK, dial 00 (or the '+' symbol on a mobile telephone), then the relevant international country code, then the number.

To dial a UK number from outside the UK, dial your international access code or the '+' symbol, then the UK international country code (44), then the full UK number, omitting the initial 0. For example, to call the British Museum from the USA, you would dial 011 44 20 7323 8299.

Mobile phones

Mobile phones in the UK operate on 900 MHz and 1800 MHz GSM frequencies, which are common to most parts of Europe. If you're travelling to the UK from within Europe, your phone should be compatible with the local networks. If you're travelling from outside Europe, you will need to check if you have a GSM handset.

Before travelling, ensure that your phone is enabled for international calls, and be aware that charges for using your phone abroad may be high.

Public phones

Public payphones take coins (10p, 20p, 50p, £1, sometimes £2) or credit and debit cards.

If you are paying in cash, the minimum charge for local and national calls is 60p. Calls are charged at 60p for the first 30 minutes, and then 10p for every subsequent 15 minutes. This excludes calls to mobile phones, directory enquiries and premium rate numbers.

If you are paying with a credit or debit card, the minimum charge for local and national calls is £1.20, with calls charged at 20p per minute. This excludes calls to mobile phones, directory enquiries and premium rate numbers.

The prices for international calls from public payphones vary. Alternatively, you can purchase a prepaid calling card for making international calls.

Operator services

If you are having difficulty making a call or have a query regarding charges, dial 100 to speak to the operator. For international reverse-charge calls, dial 155.

Safety and security in London

London is one of the most interesting and exciting capital cities in the world, attracting millions of visitors each year. It's also one of the safest. However, as in any large and busy city, crime can sometimes be a problem, so you do need to take care about personal safety and looking after your belongings. Here are a few tips:

- Don't leave your bags unattended anywhere. As well as attracting thieves, you could also create a security alert.
- Don't keep all your valuables in one place and don't carry large amounts of cash around with you. Try to use travellers' cheques, or take a small amount of cash along with credit or debit cards. When withdrawing cash, don't let others see your PIN.
- Keep a record of your personal belongings such as cameras, credit cards, passports and travellers' cheques. Note down the numbers – it may help police to identify them if they do get lost or stolen.
- If you see someone acting suspiciously, or unattended bags or suspicious items, notify a member of staff where possible, or a police officer.

For detailed information on security during the Games, including details of the security that will be in place at competition venues and a list of prohibited and restricted items, see p50.

Sightseeing in London

London is one of the world's greatest cities for sightseeing. Here are ten of London's must-sees.

British Museum

Great Russell Street, WC1B 3DG (+44 (0)20 7323 8299; britishmuseum.org). Tube: Tottenham Court Road. Admission free. Open 10:00–17:30 Mon–Thur, Sat, Sun; 10:00–20:00 Fri. Wheelchair access.

This world-renowned museum explores human history and culture, and has more than six million artefacts in its collection. As part of the London 2012 Cultural Olympiad, a special exhibition explores the production of the London 2012 victory medals – from metal mining to the creation of the designs.

Buckingham Palace

The Mall, SW1A 1AA (+44 (0)20 7766 7302; royalcollection.org.uk). Tube: St James's Park or Victoria. Admission State Rooms £18; Queen's Gallery £9.25. Open State Rooms 09:45–18:30 30 June – 8 July 2012 and 31 July – 7 October 2012; Queen's Gallery 10:00–17:30 daily. Wheelchair access.

Buckingham Palace is the Queen's official residence. The State Rooms are opened to the public every year, offering a chance to see some exquisite treasures from the royal collection.

Houses of Parliament

Parliament Square, SW1A 0AA (parliament.uk). Tube: Westminster. Tours £15. Open Tours 27 July – 1 September: 09:15–16:30 Mon–Sat; 15, 22 and 29 August: 13:15–16:30. Wheelchair access.

The magnificent gothic-revival palace that is the seat of the British government is open to visitors six days a week during summer. Guided tours, lasting around 75 minutes, take in key locations such as the House of Commons, the meeting place for Members of Parliament, and the House of Lords, Parliament's second chamber.

London Eye

Jubilee Gardens, SE1 7PB (+44 (0)871 781 3000; londoneye.com). Tube: Waterloo. Admission from £17.01. Open 1–26 July, 13–31 August 10:00–21:30 daily; 27 July – 12 August 10:00–24:00 daily; September 10:00–20:30 daily. Wheelchair access.

Built as a temporary giant wheel to mark the new millennium, the London Eye is now one of London's most-loved landmarks. From the top of this huge Ferris wheel on a clear day, you can see as far as Windsor Castle, 40km away.

Museum of London

150 London Wall, EC2Y 5HN (+44 (0)20 7001 9844; museumoflondon.org.uk).
Tube: Barbican or St Paul's. Admission free. Open 10:00–18:00 daily.
Wheelchair access.

The whole history of London from its prehistory to present day is told at this wonderful museum. Permanent exhibits including the Lord Mayor's golden coach. This summer, you can visit 'London and the Olympics', an exhibition that looks back at the London 1908 and 1948 Games.

National Gallery

Trafalgar Square, WC2N 5DN (+44 (0)20 7747 2885; nationalgallery.org.uk).
Tube: Charing Cross or Leicester Square. Admission free. Open 10:00–18:00 Mon–Thur, Sat, Sun; 10:00–21:00 Fri. Wheelchair access.

The National Gallery's collection of European art from the 13th to the 19th centuries is world-class. The collection of more than 2,300 paintings includes masterpieces by Michelangelo, Leonardo da Vinci and Van Gogh. You can explore the gallery by yourself, or join one of the free tours (phone for details).

Tower of London

Tower Hill, EC3N 4AB (0844 482 7799 within the UK; +44 (0)20 3166 6000 outside the UK; hrp.org.uk). Tube: Tower Hill. Admission from £18.

Open 09:00–17:30 Tue–Sat; 10:00–17:30 Mon, Sun. Wheelchair access.

Now more than 900 years old, the Tower of London is one of Britain's best historic sights. Interactive displays teach about the lives of British monarchs and the gruesome deaths of their traitors, while a separate display presents the famous Crown Jewels.

Tate Modern

Bankside, SE1 9TG (+44 (0)20 7887 8888; tate.org.uk/modern). Tube: Southwark. Admission free. Open 10:00–18:00 Mon–Thur; 10:00–22:00 Fri–Sun. Wheelchair access.

This powerful collection of international and British modern art is housed in a spectacular disused power station on London's South Bank. During London 2012, a new work by Tino Sehgal will be on display in the dramatic Turbine Hall.

St Paul's Cathedral

St Paul's Churchyard, EC4M 8AD (+44 (0)20 7246 8357, stpauls.co.uk).

Tube: St Paul's. Admission £15. Open 08:30–16:00 Mon–Sat. Extended hours 18:00–21:00 30 July, 3, 6, 10, 31 August, 3, 7 September. Galleries and Crypt 09:30–16:15 Mon–Sat. Wheelchair access.

Designed by Sir Christopher Wren and built between 1675 and 1710, St Paul's is the fifth cathedral to stand on this site; its predecessor burned down during the Great Fire of London in 1666. Climb the 259 steps to the Whispering Gallery to try out the dome's unique acoustics; continue up a further 271 steps for stunning views across the city.

Victoria and Albert Museum

Cromwell Road, SW7 2RL (+44 (0)20 7942 2000; vam.ac.uk). Tube: South Kensington. Admission free. Open 10:00–17:45 Mon–Thur, Sat, Sun; 10:00–22:00 Fri. Wheelchair access.

This is the world's largest museum of art and design. Human creativity through the ages is displayed in themed galleries, from theatre and performance to fashion and furniture. The museum shop is a great place to pick up original gifts. Nearby, you'll find two more great London attractions, the Natural History Museum and the Science Museum.

Security

LOCOG is working with the UK government and the police to deliver a safe and secure Games that London, the UK and the world can enjoy. LOCOG is responsible for in-venue security, while wider policing plans are delivered by the Metropolitan Police and forces throughout the UK.

LOCOG has worked in partnership with law enforcement agencies to design and implement security systems for each venue, making them as safe and secure as possible. Security measures at venues include security fencing and barriers, perimeter intrusion systems, security lighting, CCTV, hostile-vehicle mitigation, and police and security patrols. To maintain safety and security, all people, vehicles and goods must be security-screened before they are allowed inside a venue.

As a technical official, you must go through security checks whenever you arrive at an Olympic venue. These checks will be performed as quickly as possible, in order to allow you to reach your destination in good time. You will go through an accredited lane (these lanes will be signposted), separate from the line that spectators use.

When you first arrive at a venue, you and your belongings will be searched. As part of the security checks at most venues, your bags will be X-rayed and you will be asked to walk through a metal detector. If you arrive in a vehicle, you will be asked to leave the vehicle and will be searched at an Occupant Screening Area (OSA), while the vehicle will be screened at a Vehicle Screening Area (VSA).

Security in transit

LOCOG is working with the police and highway authorities to ensure the safety and security of those travelling on the Olympic Route Network (ORN), which you will utilise when you need to travel between venues. In addition, the TF system buses will be fitted with vehicle-tracking technology, which will allow LOCOG to monitor bus movements and respond accordingly.

Prohibited and restricted items

We want everyone to have a safe and enjoyable Games, so there are rules on what can be brought into Olympic venues. Below, you will find lists of items that are either prohibited or restricted at London 2012.

Prohibited items

The following items may not be brought into any London 2012 venue:

- Alcohol
- Glass bottles over 100ml
- Liquids, aerosols and gels in quantities larger than 100ml
- More than one soft-sided bag with a 25l capacity (all bags must be able to fit under your seat)
- Tents, placards, spray paint or any other item which could be used to demonstrate within the venue or sabotage property
- Walkie-talkies, phone jammers and radio scanners
- Laser pointers and strobe lights
- Items that are too large to be electronically screened
- Bicycles, folding bicycles, roller-skates and skateboards
- Personal wireless access points and 3G hubs
- Pets or animals (excluding service animals)
- All types of knives and bladed items, including pocket knives and knives carried as part of cultural dress (excluding the Sikh article of faith kirpan/ ceremonial dagger)
- Firearms and ammunition (including replicas, component parts or any device suspected to be a firearm)
- Personal protection sprays such as CS or pepper sprays
- Fireworks, explosives, flares and smoke canisters
- Hazardous and toxic materials
- Offensive weapons or implements such as bayonets, flick knives, extendable batons, sharpened combs, modified belt buckles and loose blades modified into weapons
- Controlled drugs, including substances that resemble like controlled drugs
- Items that resemble prohibited items, such as replica guns or hoax explosive devices

Restricted items

The following items may be brought into venues, but their use is restricted to certain conditions:

- Large flags (bigger than 1m x 2m), banners and associated poles
- Oversized hats
- Large, golf-style umbrellas

- Large photographic and broadcast equipment over 30cm in length, including tripods and monopods; please note that the use of photographic or broadcast equipment for commercial purposes is prohibited unless you hold media accreditation
- Balls, rackets, frisbees and similar objects or projectiles
- Excessive amounts of food
- Noisemakers such as hunting horns, air horns, klaxons, drums, vuvuzelas and whistles
- Any objects or clothing bearing political statements or overt commercial identification intended for ‘ambush marketing’
- Flags of countries not participating in the Games

Requests for emergency assistance

Within venues, police, fire and medical personnel will always be available if you need assistance. When immediate action is required, please call these numbers for police, fire or medical emergencies.

Inside the Olympic Park

- Emergencies: 0300 2012 222
- Non-emergencies: 020 3 288 5858 or 020 3 288 5901
- Health (non-emergency): 0300 2012 111

Outside the Olympic Park

- Emergencies: 999
- Non-emergencies: 101

When calling for emergency assistance:

- Know your location.
- Tell the call taker whether you require the police, fire, or ambulance.
- Be prepared to answer questions.
- Do not programme emergency numbers into any telephone. Speed dials can lead to accidental emergency calls.
- For non-English speakers, knowing the language you speak and knowing key words in English such as ‘police’, ‘fire’ and ‘ambulance’ will help speed up the process.

Recycling

London 2012 has the inspiring ambition to host the first ever Zero Waste Games, with no Games waste being sent to landfill. To make this happen, we all need to play our part, so please recycle.

Recycling at the Games is simple. On all packaging, you will find one of these three recycling symbols or a coloured mark:



These symbols show you which of the three coloured bins to use for your rubbish. Simply match the symbol to the colour of the bin.

Green bins

Plastic bottles, plastic trays and tubs, newspapers, magazines and drinks cans should be put into the green bins.

Orange bins

All food and specially designed compostable food packaging found in the Village should be put into the orange bins to be made into compost. Old flowers and torn clothing should also be put into the orange bins.

Black bins

All unrecyclable and 'if-in-doubt' items, such as crisp packets and sweet wrappers, should be put into the black bins.

Notes



Page left blank for notes.

Delivering a memorable Olympic Games to inspire a generation with the support of our Partners



Worldwide Olympic Partners



London 2012 Olympic Partners



London 2012 Olympic Supporters

