



**EUROPEAN TABLE TENNIS UNION**



# **TABLE TENNIS CHAMPIONS LEAGUE**

**TTCL Men - DIRECTIVES 2016/2017**

v.03.05.2016

The European Champions League, hereinafter referred to as “the Event”, shall be organised according to the ETTU Regulations applicable for the Event, i.e. Chapter “J” of the ETTU Handbook.

The following directives are part of the official Regulations and must be followed by all participating TTCL Men Clubs. A club failing to do this shall be fined by the Club Competition Official and eventually made liable for the payment of all undisputed damages claimed by ETTU, tsmg or the sponsor(s).

## 1. PARTIES INVOLVED

- ETTU – European Table Tennis Union (Secretary General (ETTU/SG)).
- The Clubs participating in the event.
- The Club Competition Official.
- the sportsman media group GmbH (tsmg) – ETTU’s Official TTCL Marketing Partner.
- the TTCL Management Board – having the authority to give dispensation to the clubs for variations in the directives. Dispensation shall be given with the majority of the votes in close co-operation with the Club Competition Official.

## 2. ENTRIES

- 2.1 All clubs wishing to participate in the TTCL must accept and provide the requirements from the ETTU Licensing Regulations.
- 2.2 The Clubs concerned shall pay to the ETTU bank account the following entry fee upon reception of the seeding list:  
TTCL: 2,000 €

## 3. GENERAL COMMUNICATION

To guarantee a smooth running of the European Club Competitions Men, all participating clubs in European Club Competitions must reply to all organisational and communication requests from ETTU or tsmg latest within 48 hours. Every club must appoint one contact person who is fluent in English.

## 4. MEDIA AND MARKETING

- 4.1 The ETTU holds the following rights for every team match within the ECCM:

### 4.1.1

- -any kind of Television transmission
- -Internet Broadband Streaming
- -IPTV and Data & Scoring Rights (live, delayed and excerpts)
- -Mobile devices rights and Radio rights
- -Worldwide media rights in relation to all matches played within the TTCL for unrestricted exploitation (e.g. also archive rights and any kind of exploitation for betting purposes) in all languages by any kind of media, already existing or invented/created in future, including but not limited to.

- 4.1.2 tsmg has been granted all media and marketing rights of the TTCL on a worldwide basis from the ETTU. Thus, only tsmg has the right to sell, market

and/or exploit any media, marketing or sponsorship rights (already existing or invented or created in future) in relation to all TTCL competition matches. Consequently, all parties (e.g. broadcasters, internet platforms, media companies, participating clubs etc.) being interested in exploiting media rights of TTCL competition matches must get in touch (minimum three weeks prior to match start / the deadline for interested (local) TV Broadcaster is minimum 10 days) with ETTU and/or tsmg. Without written permission from ETTU and/or tsmg, no party has the right to exploit any of above mentioned media rights in any existing or future developed exploitation ways.

Additionally, tsmg has the right to appoint a title or other sponsor – to be communicated at any time – plus the right to provide advertising exposure to the title or other sponsor at every TTCL match. The implementation of the official sponsor(s) can be realised to the start of the group stage or the start of the knock-out stage.

#### 4.2 **TTCL – EQUIPMENT**

The ETTU has the right to decide on the official TTCL Equipment to be used in all TTCL competition matches.

#### 4.3 **CLUBS - ORGANISERS**

The clubs are responsible to organise and host all of their home matches. Thus, the home club is the “organiser” of all of its home matches.

All organisers must do their utmost to make sure that only pre-announced<sup>1</sup> companies are producing the matches for TV channels, online platforms etc.

Unauthorised streams (e.g. from TV broadcasters, production companies, spectators using their mobile phones, etc.) as well as unauthorised tickering must be stopped by the organisers (pre-announced production teams are also allowed to stop unauthorised streaming and tickering). Organisers must also inform their supporters about this fact.

#### 4.4 **MARKETING AND SPONSORING OBLIGATIONS**

Every club participating in the TTCL must follow the Marketing and Sponsoring Obligations. The appointed referee for each match acts as an ETTU supervisor and is encouraged to monitor those obligations via a checklist provided by ETTU. With his signature, the referee confirms the actual implementation of these obligations. The checklist must be sent to the ETTU and tsmg latest 48 hours after the end of the match.

##### 4.4.1 **MARKETING AND SPONSORING RIGHTS**

For all matches except the semi-final and final matches, the ETTU reserves the following 7 [seven] positions around/within the court: n° 3, 4, 38, 39 (50%), 40 (50%), 42, 44

For the semi-final and final matches, the ETTU reserves the following 9 [nine] positions around/within the court: n° 3, 4, 21, 22, 38, 39 (50%), 40 (50%), 42, 44

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<sup>1</sup>Pre-announced companies: LAOLA1.tv / ETTU.tv production teams and other interested media companies which have the written permission from tsmg to broadcast the match.

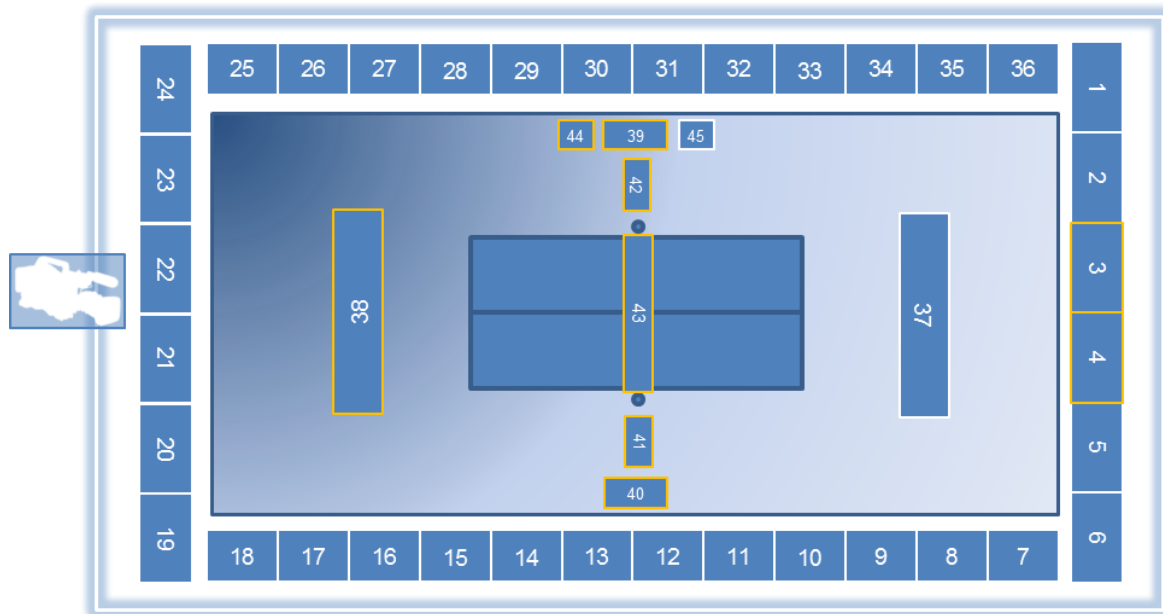
Official Court Layout:

Group stage and quarterfinal:

- 3+4 (A-boards)
- 38 (Floor sticker)
- 39 + 40 (50%) (Umpire desks)
- 42 (Floor sticker)
- 44 (Towel box)

Semifinal and final:

- 3+4 (A-boards)
- 21 + 22 (A-boards)
- 38 (Floor sticker)
- 39 + 40 (50%) (Umpired desks)
- 42 (Floor Sticker)
- 44 (Towel box)



**Figure 1**

The competition A-boards displaying the TTCL sponsor(s) will be produced and paid for by the respective sponsor(s).

Further, the sponsor(s) will receive the right to brand the table and net (43) for all matches in close coordination with TTCL management board and the participating clubs.

The above stated sponsorship presence are a minimum requirement to display a naming right sponsor appropriately and worthy of the status of the sponsor. The clubs agree that, if a naming right sponsor urges the TTCL to increase the sponsor's visibility at all matches, they are willing to cooperate to the maximum.

The remaining advertising positions may be used by the organiser and shall also be produced by the organiser.

It is not allowed to install a second row of advertising that is more dominant than the first row (A-boards) (c.f. Fig. 2 – acts as an example for illustration). Any permanent and non-permanent advertisement in the competition hall should not outperform the visibility of the official TTCL sponsor(s).



**Figure 2**

The official court layout will be made available for downloading from the Media Shuttle Portal.

#### 4.4.2 **PROMOTIONAL ACTIVITIES BEFORE, DURING AND AFTER THE MATCH**

It is recommended to issue a programme leaflet by the organising club for every home match. This programme leaflet shall also be in English and include the TTCL, ETTU and sponsor(s) logo(s).

Local press need to be invited to the game and get free access to all relevant areas of the competition hall. A convenient number of seats have to be arranged for the journalists along the court. These seats have to be equipped with tables and power sockets.

The TTCL-Social Media Concept needs to be implemented.

The organisers must make sure that the stadium announcers follow the official match protocol and include the pre-defined announcements in the club's entertainment protocol.

The organisers must make sure that jingles or audio spots before, after and between the matches (maximum 15 seconds) of the official TTCL sponsor(s) can be included in the event program.

All interviews must be held in front of a press backdrop where the logos of the official sponsor(s) of the TTCL must be displayed.

The official sponsor(s) of the TTCL shall be entitled to carry out promotional activities within the premises of the competition hall (Promotion-/sampling-activities in the breaks, in the arena circle, if needed with booth, e.g. inflatables in front of the main entry etc.). The organisers shall put areas at disposal, free of charge, for stands and advertising banners etc. of the TTCL sponsor(s).

Moreover, the club will provide the official sponsor(s) VIP tickets (total of 8) free of charge if requested.

In case the title sponsor plans promotional activities in relation to the competition, the clubs should cooperate with and support the official title sponsor (e.g. signing sessions, training sessions with TTCL players etc.).

The home club shall write a press release/article about the match in the local language that should be distributed to all relevant national, regional and local media.

Each club is obliged to upload 5 photographs taken from every home match with cleared<sup>2</sup> rights to the Media Shuttle Portal. Each Club grants to tsmg/ETTU free of charge the unrestricted worldwide exploitation rights concerning the respective uploaded photos.

Moreover, the club needs to prepare a short "Post Event Report" which should include the following information:

1. Marketing material if any was produced (brochure, poster, etc.)
2. Social Media activities (screen shots)
3. Number of spectators (sold tickets & ticket prices)
4. Pictures of the event
5. Press activities from the club and the local press (articles, press conference, etc.)
6. Additional entertainment activities organised

This Report must be sent to the ETTU and tsmg as soon as possible but not later than 48 hours after the end of the match.

#### 4.4.3 **PHOTOGRAPHS**

Participating clubs shall upload the following photographs to the Media Shuttle Portal<sup>3</sup> three weeks before the competition starts:

- Upload Team Photograph

An up-to-date team photograph is mandatory. The team photograph must be 4000 x 2500 pixels in size and the resolution must be a minimum of 300dpi. Those in the photo should be dressed appropriately and wearing their official match uniform.

- Upload Photographs of each registered player

The individual player photograph must be 1800 x 2800 pixels in size and the resolution must be a minimum of 300dpi. The player in the photo must be dressed appropriately and wearing the official club's uniform. Individual photos must have a light background of only one colour. If possible, all individual player photographs should have the same setting (background, clothing etc...).

The photographs will be displayed on the ETTU website and can also be used for promotional reasons (e.g. from tsmg and the respective sponsor(s)).

#### 4.4.4 **INTEGRATION VIDEO PLAYER**

Every club must integrate the LAOLA1.tv video player on its club website.

#### 4.4.5 **OFFICIAL MATCH PROTOCOL**

The organisers are responsible for the preparation and smooth running of all home matches.

They are also responsible for the application of the Official Match Protocol.

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<sup>2</sup>Each Club shall be responsible and liable for the clearing of rights of third parties including, but not limited to copyrights and personal rights, and shall indemnify and keep indemnified tsmg/ETTU and its officers, employees and agents against any liability, loss damage, costs or expenses arising therefrom upon first request.

<sup>3</sup><https://ttclm.mediashuttle.com/>.

Each participating club is responsible for delivering all elements of this Official Match Protocol (under the supervision of the ETTU). It will be made available via the Media Shuttle Portal.

The players must give a short statement/interview about the match if requested by the press or media (local or from LAOLA1.tv).

#### 4.4.6 **PLAYING CLOTHING**

The home club shall notify the visiting team of the colours of its playing clothing and the visiting team shall wear different colours.

Advertisements on players' clothing shall comply with ITTF Regulations for International Competitions. Furthermore, if a sponsor is found for the respective season, the player's shirt must display the advertisement of the official sponsor.

The advertisement must be displayed at the back of the shirt:



**Figure 3**

Either the right or the left implementation (c.f. Fig. 3) is acceptable.

The rest of the shirt can be freely displayed by the club (compatible with the respective ITTF Regulations).

#### 4.4.7 **PRINT/ONLINE MATERIALS**

All printed and online materials/documents produced by the clubs (e.g. brochure, magazine, poster, ticket, press release, social media, etc.) must display:

- The correct competition name: "Table Tennis Champions League Men<sup>4</sup>", abbreviation: TTCL
- The ETTU logo
- The competition logo
- The logo of the title sponsor of the TTCL

Additionally, all clubs must always, in any publication under their responsibility regarding the TTCL, use the correct denomination of the title sponsor.

All logos will be made available for uploading on the Media Shuttle Portal.

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<sup>4</sup>If a title sponsor is found, the official competition name can be changed.

## **5. DRAW**

5.1 The draw for all sixteen (16) teams in the competition will be according to a specific seeding list set up by the Ranking Committee and based on the total number of ranking points on the last available World Ranking at the final date for entries of the 3 highest ranked players nominated by each club, but only 1 “foreign player” (non-European player) being considered for that purpose. The team seeded number 1 shall be placed in position 1 of Group A; the team seeded number 2 shall be placed in position 1 of Group D; the teams seeded number 3 and 4 shall be drawn between positions 1 of groups B and C. The remaining teams shall then be drawn 4 by 4 between the 4 groups.

Clubs from a same Association shall, as far as possible, be drawn into different groups.

The draw for the final rounds will be made after the group rounds. The winner of group A shall be placed at the top of the first half of the draw (position 1) and the winner of group D at the bottom of the second half of the draw (position 8). The winners of group B and C shall be drawn among positions 4 and 5 (bottom of the first half of the draw and top of the second half of the draw). The 4 group runners-up will be drawn in the remaining places so that a group winner and group runner-up from the same group cannot meet in the quarterfinal round. A group winner and group runner-up from the same group may meet in the semifinal or final. There will be no separation by Association for the final round stage.

5.2 Players who are not listed on the World Ranking may be given points by the ETTU Ranking Committee according to:

1. Their last valid World Ranking position, provided this World Ranking is not more than 2 years old (for the 2016-2017 season earliest 1st July 2014).

2. Their results in the previous season in the ETTU Club Competitions (TTCL or ETTU Cup).

3. If available: Their results in the previous season in the national competition, provided they have at least 2 wins and 2 losses against players listed on the World Ranking playing in this national competition.

4. If more than one of these results 1, 2 and 3 is available, the results will be combined.

5. If none of these results 1, 2 and 3 is available, players will not be given points.

## **6 PLAYING FORMAT**

6.1 The TTCL will be played in two stages.

6.2 In the 1<sup>st</sup> stage, the teams will be divided into 4 groups of 4 teams and in each group the teams of this group will play each other in order to determine the final ranking order in each group.

6.3 In the 2<sup>nd</sup> stage the winners and the 2<sup>nd</sup> ranked teams of the groups will play in a single knock-out competition, with quarter-finals, semi-finals and a final, to determine the winner of the competition.

The home right for the first leg of the quarter-final matches will be given to the 2<sup>nd</sup> ranked teams of the groups, for the semi-final and final matches the home right for the first leg will be given to the lower ranked team of the seeding list.

After the group matches of the TTCL, the four teams ranked on position 3 in the four groups shall continue to compete in the ETTU Cup.

6.4 In all stages each tie will be played in 2 legs, home and away.

6.5 If in a match of the second stage each team has won one leg, the winner will be the team with the better aggregate score, the two legs being considered together, first in individual matches, then in games and finally in points. If the teams are then still at equality, the winner shall be decided by lot.



## **7. PLAYING SYSTEM**

- 7.1 The playing system shall be the Swaythling Cup system (best of 5 singles).
- 7.2 A team shall consist of 3 or 4 players selected from those nominated by the team's club for the event.
- It is recommended that a team always arrives at a match with at least 4 eligible players to reduce the risk of walk overs in case player(s) get ill/injured shortly before the match start. When walk overs could have been avoided by the participation of the club's reserve player, the club may be fined by the Club Competition Official.
- This recommendation is based on a requirement for fair play towards the TTCL, the opponent club, spectators, media and the Table Tennis sport.
- 7.3 All individual matches (singles) shall be played on the same table.
- 7.4 The home team is considered to be composed by the players A1, A2, A3 and the visiting team is considered to be composed by the players B1, B2, B3.
- The order of play in a team match shall be A1 v B2, A2 v B1, A3 v B3, A1 v B1, A2 v B2, and the match shall end when a team has won 3 singles, each the best of 5 games.
- After the second single in a team match, player No. 4 of the team may replace player A1 or A2 (for the home team) respectively player B1 or B2 (for the away team). Such a player substitution must be announced by the respective team captain to the Referee at the latest before the start of the third single.
- 7.5 There shall be only one interval of not more than 15 minutes after the second individual match. For televised matches or for any other marketing reasons, there shall be no delays. The match protocol must be strictly followed for all matches. All televised matches must additionally follow the respective running-order.

## **8. FIXTURES**

- 8.1 The final TTCL calendar for each season will be determined by the ETTU and published on the ETTU website. The matches will mainly be played during the week between Wednesdays and Fridays, exceptions are possible.
- 8.2 During the Drawing of Lots for the 1<sup>st</sup> stage (group stage), the ETTU (in cooperation with tsmg) will define (minimum) eight timeslots (fixed match days and starting times) for every round of the group stage.
- In the last round of the group matches, the matches from the same group shall be played on the same day and started at the same time.
- During the Drawing of Lots for the 2<sup>nd</sup> stage (knock-out stage), the ETTU (in cooperation with tsmg) will define minimum four/two/one timeslot(s) for each leg of the quarterfinals/semi-finals/finals.
- All matches must be played at these pre-defined timeslots.
- 8.3 Within 10 days after the Drawing of Lots (for the 1<sup>st</sup> and the 2<sup>nd</sup> stage), ETTU and tsmg will decide on the final schedule including playing dates and starting times for each match.
- 8.4 The clubs (or National Associations) can apply to change the allocated timeslots of their matches. This request must be submitted via e-mail to the ETTU and tsmg within two days after receiving the final allocation of timeslots per e-mail. The decision about these requests will be taken by ETTU and tsmg.
- 8.5 For the matches, the home club shall send the visiting club a written invitation, to arrive latest eight weeks<sup>5</sup> before the match giving details of the location, accommodation possibilities (see 16.), and shall send a copy of this invitation to the ETTU Secretariat by e-mail. Clubs failing to respect this provision are subject to a fine as defined in the penalty catalogue of the regulations.

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<sup>5</sup>Exception: for the first (second) match day(s) after the Drawing of Lots, the invitations for the visiting clubs shall be sent latest seven days after the Drawing of Lots.

Clubs having players needing a special invitation to obtain visa to travel to different countries must inform the opponent club immediately and the home club has to provide them with such an invitation letter needed. The home club however is not obliged to send such invitation letters by post to a country outside Europe.

## 9. COMPETITION HALLS, EQUIPMENT AND PLAYING CONDITIONS

- 9.1. There shall be a playing hall, with preferably a seating capacity of minimum 1,000 persons. Every club participating in the TTCL has to set up a main court at its own expense which is large enough to accommodate one (1) playing court (table), in a playing area of 16,8 x 8,4 m and at least 5 m high.
- 9.2. The home club has to put on disposal to their guest club a bench or chairs behind the playing court for 8 persons. Neither the home club nor the guest club can have more than 8 persons there.
- 9.3. All matches in the TTCL shall be played on ITTF approved floor mats.
- 9.4. The light intensity for non-televised matches shall not be less than 800 LUX over the table.
- 9.5. For all televised matches, the light intensity over the table and at the super slow-motion camera must be at least 1000 LUX.
- 9.6. The minimum temperature in the playing area shall not be less than 18° C.
- 9.7. For all competition matches 36 A-boards (surrounds) must be used.
- 9.8. The colour of the table shall be blue.
- 9.9. Background shall be kept dark.
- 9.10. The playing conditions must be checked and approved by the Referee, whose decision shall be final. Even in case of disputes about the playing conditions the clubs are obliged to play the match.
- 9.11. The participating clubs and their National Association shall make sure that the competition is always recognisable as an ETTU event.
- 9.12. The organisers must make sure that the competition hall looks well-attended. The spectators should be placed in the camera angle. Hence, first of all the seats in the camera perspective should be filled with supporters. Additionally, in some cases it might be beneficial to rotate the court and the camera position through 90° so that the main stand for spectators is in the camera angle. If this is not possible, additional seats should be positioned behind the bench and around the court (Figure 4 and 5 act as negative examples).



Figure 4



Figure 5

- 9.13 Each club shall notify ETTU the brands of the table, net assembly and ball, together with the colour of the playing clothing.
- 9.14 Each club participating in the TTCL must have a ITTF approved flatness and thickness device and shall provide it for the Referee before the match starts.
- 9.15 There shall be sufficient changing rooms (at least 3, 1 for each of the teams and 1 for the referee/umpires) of good standard, with enough showers and toilets and preferably with lockers for clothing.
- 9.16 A raised platform shall be arranged in the playing hall for the speakers.  
A suitable speaker service must be provided in the playing hall, during the whole duration of the match.  
The speaker must follow the instructions of the official match protocol.

**10. GENERAL TECHNICAL REQUIREMENTS**

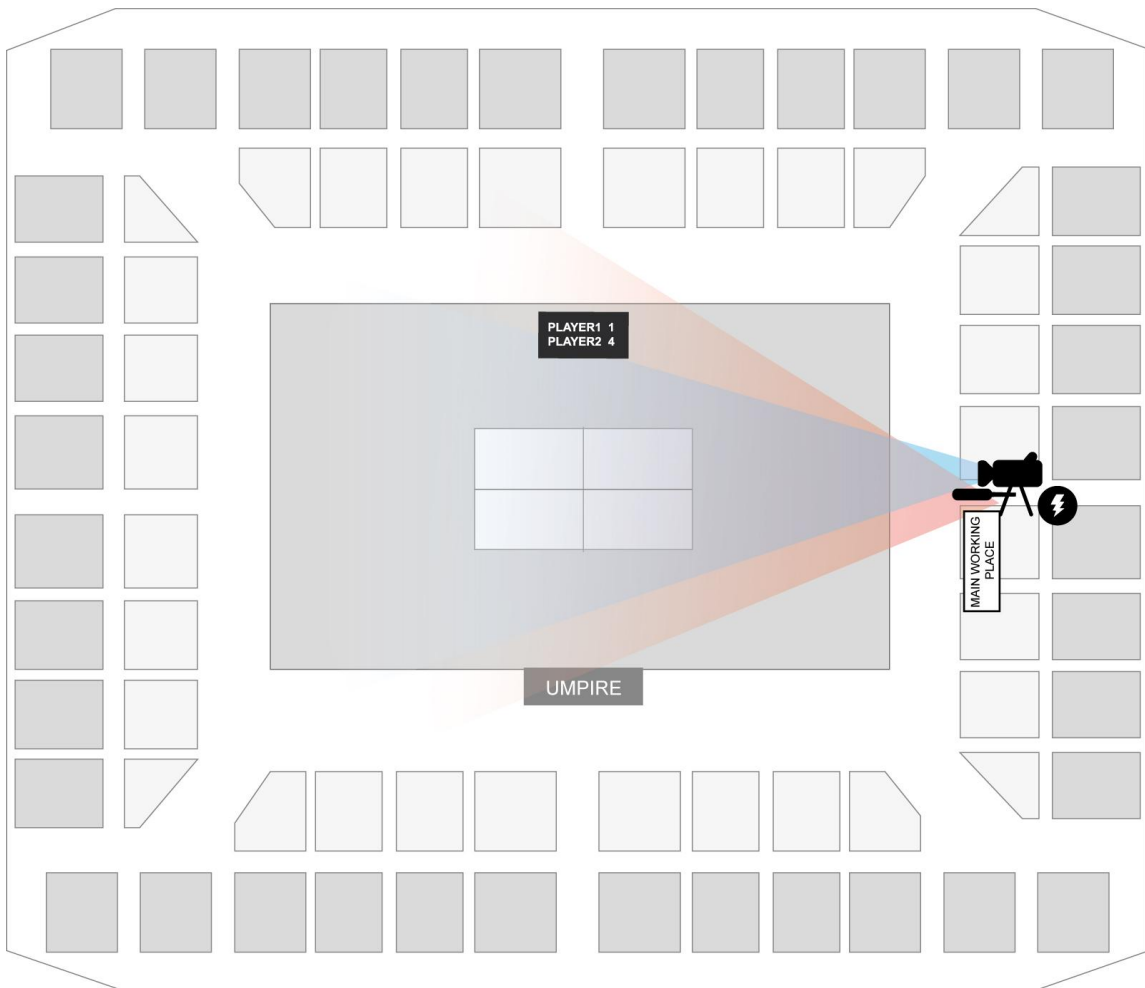
- 10.1 Every club has to make possible TV/online streaming service provided by the IT company of ETTU (“LAOLA1.tv”), according to the following technical requirements:
  - a) Internet connection with a minimum dedicated UPLOAD bandwidth of three megabit/sec
  - b) Installation and access to the dedicated internet connection at the main working position
  - c) Provision of a router with at least four ethernet ports - DHCP configuration
    - i) TCP-Port 80, 443, 1935 and 49221 (incoming/outgoing)
    - ii) UDP-Port 2077, 2088 and 49221 (incoming/outgoing)
  - d) Director’s workplace for 3 persons inside the main hall or very close to it
  - e) Distance TT cameras to director’s workplace: max 40m
  - f) Distance director’s workplace to access the router: max 5 m
  - g) Provision of the necessary facilities and staff for the electronic transmission of each home match by the “Falcon Live Ticker System” (LSS) made available by the ETTU

**11. PRODUCTION SET-UP ONLINE STREAMING PRODUCTION**

11.1 A main working position in the area of the main competition table must be provided near the main camera. The main working position:

- a) Is located in a way that the cabling distance to the main camera (see Fig. 6) does not exceed a distance of 40 meters
- b) Has to have a clear view onto the playing field, the umpire and the scoreboard
- c) Has access to the dedicated internet connection with a minimum UPLOAD bandwidth of three megabit/sec
- d) Has the following minimum size: 4m x 1m (incl. provision of standard power sockets (230 V) and tables and chairs)

The following example (Fig. 6) underlines how it should look. Slight changes that do not interfere with the working process are acceptable (requirements stated in 10.1 must be fulfilled).



**Figure 6**

- 11.2 The organisers must make sure that the ETTU production team can position the main camera in the following way:

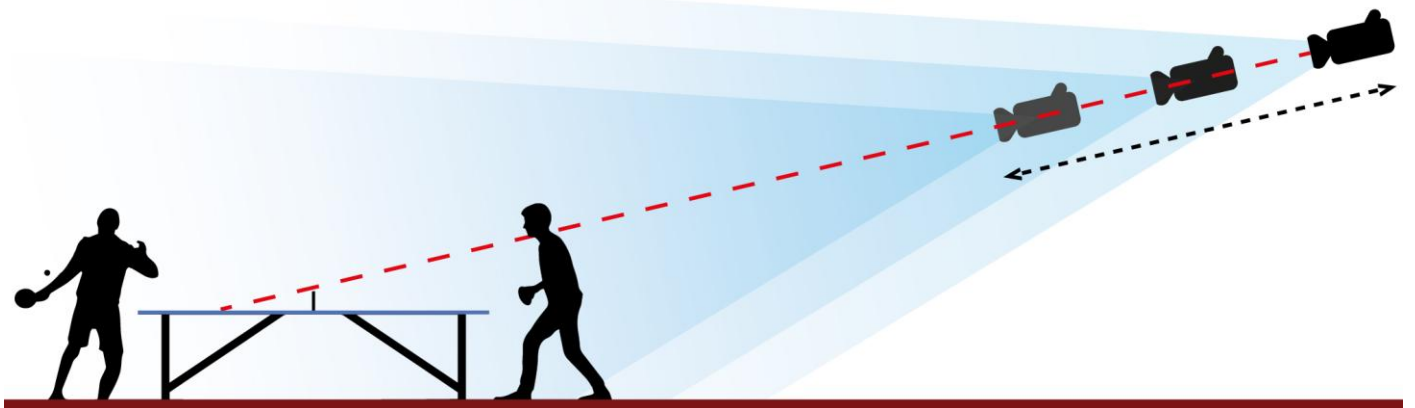


Figure 7

Figure 7 acts as an example. It is mandatory that the camera is positioned in a way that the backside of the table is visible. The production team is allowed to change/modify the camera position that was provided by the club.

Correct:



Figure 8

Incorrect:



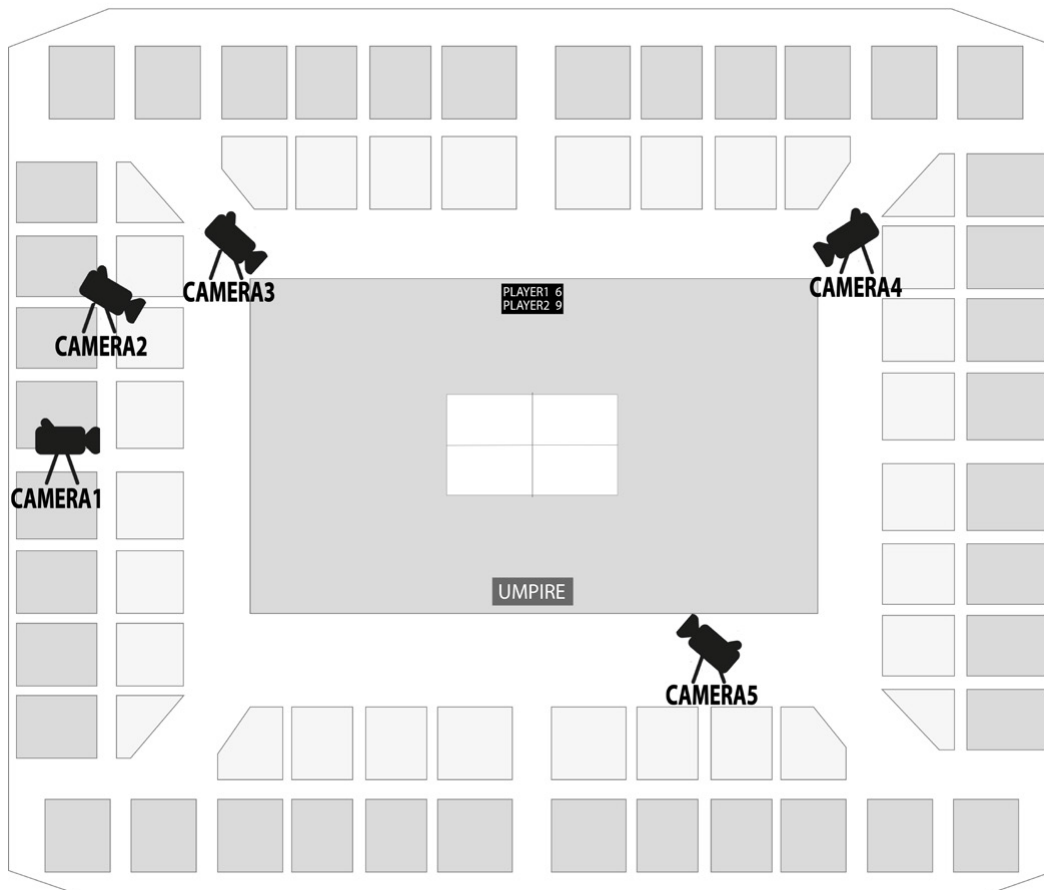
Figure 9

11.3 The club must ensure that the production team has still access to the internet at least 60 minutes after the match (in case the production team needs some more time than 60 minutes to finish their task, they have the right to terminate their work in an appropriate timeframe).

**12. TV PRODUCTION**

12.1 Clubs participating in the TTCL semi-final and final matches must provide an international high quality TV signal with the official English match graphics (incl. uplink to satellite) of its home matches. For the avoidance of doubt, ETTU/tsmg must have access to the TV signal via satellite free of any charges (e.g. no uplink costs or access fees) and will exploit the TV signal in its free discretion.

12.2 The cameras have to be positioned as illustrated in Fig 10.



**Figure 10**

Camera 1: most used camera which shall provide the main wide shot of the game. The camera shall be located on a scaffold (circa 5m high) and positioned in the centre behind the table.

Camera 2: mainly used for super slow-motion replays but could also give an alternative to cover the table from a different angle from behind.

Camera 3 & 4: positioned on tripods on the floor to create close-ups of each player.

Camera 5: hand-held camera which shall be used to cover everything which is not covered such as crowd, coaches, referees etc.

- 12.3 The TV signal must carry international sound with the following fixed audio configuration:  
Audio1: international sound stereo left  
Audio2: international sound stereo right  
Audio3: Host Broadcaster's live commentary  
Audio4: Guest commentary mix or English commentary mix (upon request)  
For the avoidance of doubt, the English commentary takes priority over the guest commentary.
- 12.4 Upon request of ETTU or tsmg, each club is obliged to provide a fully equipped commentary position (headset with commentary unit, 1 TV monitor, technical assistance) as well as the English live commentary mix via satellite (see Audio Configuration).
- 12.5 The format of the signal should be HD 16:9 including the official graphics in 4:3 safe.
- 12.6 All matches must be produced with the official TTCL graphic kit to generate the live match graphics. All graphics must be clean, bright, clear and in English language. The graphic kit and the instructions how to use it will be provided by tsmg.
- 12.7 The TV signal distribution will be coordinated on a centralised basis by tsmg. Each club and its respective production partner is obliged to make the TV signal of its home matches available to tsmg on an established European Satellite (such as Eutelsat 7B or 10A) free of charge (incl. uplink). All satellite segments will be booked by tsmg.  
The appointed production company (by the club) needs to get in contact with tsmg at least 10 days prior match day to check the technical specifications. The production company guarantees a Eutelsat certified SNG/Uplink and a "BISS-1" encryption for the TV signal.
- 12.8 The official running order must be implemented (no delays acceptable for the announced starting time). It will be provided by tsmg.
- 12.9 The home club and/or the appointed Host Broadcaster is responsible for the Live Ticker for the semi-final and final matches.
- 12.10 In order to prepare the various media products in time, the clubs are requested to send the match pairings and participants 30 minutes prior to the start of the first match (televised and non-televised matches) to following mail addresses:

[video@unas.tv](mailto:video@unas.tv)  
[ttclm@thesportsman.de](mailto:ttclm@thesportsman.de)

If, for any reason that information cannot be provided in time, the clubs are requested to send it as soon as possible and inform the mail addresses above about the reason for the delay and the (approximate) time of provision.

In case of any changes on short notice (such as injuries, breaks, delays, etc.) the clubs also have to send a mail with any known information as soon as possible to the above mentioned mail addresses.

### 13. PRACTICE

Practice (at least 2 hours) shall be arranged for the visiting team the evening before the match is subject to be played as well as during the day of the match under the same conditions as for the home team.

### 14. RESULTS

Immediately after a match the home club shall send by e-mail to the ETTU Secretariat ([ettu@pt.lu](mailto:ettu@pt.lu)), the ETTU result service ([press@ettu.org](mailto:press@ettu.org)), tsmg ([ttclm@thesportsman.de](mailto:ttclm@thesportsman.de)) and to the ETTU URC Chair ([gerhardschnabel@kabelmail.de](mailto:gerhardschnabel@kabelmail.de)) a copy of the results sheet.

**15. ACCOMMODATION / HOSPITALITY / TRANSPORTATION / MEALS / VISAS**

15.1 The home club shall propose to the away club a hotel of good standard (minimum 3 stars), and inform them about the room rates and the hotel's website link without delay\*. In case the away club does not agree on the proposal, the away team is free to choose another hotel. Booking and payment of the hotel is the obligation of the away club. The transport from and to the local airport or from and to the railway station (home club to decide if transport from and to the airport or from and to the railway station) to the hotel or to the playing hall and back must be provided free of charge by the home club. If the away team chooses another hotel than the one proposed by the home team, transportation must be only taken over by the home team if the distance to the playing hall is not more than 5 km further away than the proposed hotel from the playing hall.

A meal for the visiting team after the match must be provided free of charge by the home team.

Meal times shall be flexible and co-ordinated with the duration of the match in order to allow the players to have a meal still after the match.

The maximum number of persons of the visiting club entitled for free transportation and meals as written above shall be 6 persons.

For the matches, the host club shall provide free hospitality for one (1) day and night for 2 ETTU and 2 tsmg representatives if requested.

The home club shall provide one main contact for organisational matters to the visiting club in order to arrange everything smoothly. This "team manager" shall be fluently speaking English.

For the Quarter-Finals, Semi-Finals & Finals:

The home team shall prepare an agenda for the visiting team including transport from the airport / station which shall be sent within one week after reception of the arrival time / date of the visiting team to all parties involved.

Referees have to inform the home club in time about their accommodation needs. The home club has to book and take over the costs and has to arrange for their travel from and to the local airport or from and to the railway station to the hotel or to the playing hall and back, free of charge, and provide with a meal after the match, free of charge.

The home club has to send to their guest club without delay\* an invitation letter including all needed details so that the delegation of the guest club is able to receive their visas (if needed) in due time. The costs for sending these invitations is at the home club's expense unless the guest club requests sending a letter by postal mail to a country outside Europe, than the guest club has to reimburse the home club the costs for the sending.

**16. REFEREES AND UMPIRES**

16.1 For all matches other than the quarter-final, semi-final and final matches the Association of the home club shall appoint at least three umpires and have to get the prior approval by the ETTU URC. At least one of these umpires shall be an International Umpire and shall fulfil the duties of the Referee.

16.2 For the quarter-final, semi-final and final matches the ETTU URC shall arrange for two International Umpires coming from an Association other than those of the clubs whose teams are involved in the respective match. One of these International Umpires shall fulfil the duties of the Referee. The Association of the home club shall provide International or National Umpires to perform the duties of assistant umpires.



For the semi-finals, one of the foreign umpires shall preferably be an International Referee or International Umpire – Blue Badge and for the finals, both umpires shall preferably be International Referee or International Umpire – Blue Badge.

- 16.3 In emergency cases, other umpires present at the match may replace the missing nominated umpires, one of them taking over the duty as Referee.
- 16.4 The umpires appointed by the ETTU shall receive free hospitality (every umpire is entitled for a single room), a daily allowance in accordance with the ITTF Directives for match Officials and shall also get their travel expenses reimbursed by the home club (by economy class train or plane, or by car at 30 eurocents per km plus eventual “vignette” costs, and visa costs) shall be reimbursed by the home club either by bank transfer before the match or latest in cash upon arrival.
- 16.5 The umpires are encouraged to monitor the implementation of the obligations mentioned in the respective Regulations and Directives (e.g. Marketing and Sponsoring Obligations, Match Protocol) via checklist.

## **17. TICKETS / VIP**

For the onsite production team the organisers have to prepare accreditation badges that guarantee full access to all tournament facilities and areas.

If requested, the Organising Club shall provide ETTU and tsmg with five (5) VIP entry tickets (free of charge) for ETTU representatives, their guests, partners, suppliers, Moreover the ETTU and tsmg recommend for the semi-finals and finals a ticket price at €15,- for a normal entry ticket.

## **18. VIP CARE**

There shall be a special VIP-room, where drinks and snacks are served to honorary guests, sponsors, suppliers, etc., free of charge.

## **19. WINNER'S CEREMONY**

There shall be a winner's ceremony at the end of the Event (final 2). The winner's podium (for 14 persons) shall be separated from the spectators and from the press area.

The team and player announcement must also be done in English.

Guidelines will be sent in due time.

## **20. TROPHIES and AWARDS**

After the 2<sup>nd</sup> final match the winner shall receive the appropriate trophy, the winner and the runner-up shall receive medals by ETTU or tsmg.

Prize Money for TTCL clubs (if available) will only be determined by the ETTU and tsmg.

## **21. FINANCIAL CONDITIONS**

21.1 The entry fee shall be paid according to the relevant Regulation / Directive.

21.2 The clubs participating in the TTCL shall provide a list of the team sponsors (to fill in at the “additional information documents” for clubs).

## **22. PENALTIES**

The TTCL Clubs may be fined by the ETTU Club Competition Official for any contravention to the provision of these directives in accordance with the Penalty Catalogue.

**23. DEFINITIONS**

\*Delay: Official documents, e.g. invitation letters, hotel proposition, visas etc. as described in the Regulations or the Directives above shall be sent by the home club to the visiting club latest eight weeks\* before the match (\*exception: for the first (second) match day(s) after the Drawing of Lots, the invitations for the visiting clubs shall be sent latest seven days after the Drawing of Lots. If the respective home club fails to do so and the other party has financial losses because of this, the ETTU Club Competition Official may decide to impose towards the home club a reimbursement of the additional costs occurred to the guest club.