



**EUROPEAN TABLE TENNIS UNION**



**ETTU CUP WOMEN - DIRECTIVES  
2016/2017**

v.03.05.2016

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

The following directives are part of the official Regulations and must be followed by all participating 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.

## 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 Media Partner.

## 2. ENTRIES:

The Clubs concerned shall pay to the ETTU bank account the following entry fee upon reception of the seeding list:

ETTU CUP Women: 400 €

## 3. GENERAL COMMUNICATION

To guarantee a smooth running of the ETTU Cup Women, all participating clubs must reply to all organisational and communication requests from ETTU 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 ECCW:

### 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

4.1.2 tsmg has been granted all media rights of the ECCW on a worldwide basis from the ETTU. Thus, only tsmg has the right to sell, market and/or exploit any media rights (already existing or invented or created in future) in relation to all ECCW competition matches. tsmg is also allowed to produce ECCW competition matches on their own costs but without having to pay the home clubs any license fee.

Consequently, all parties (e.g. broadcasters, internet platforms, media companies, participating clubs etc.) being interested in exploiting media rights of ECCW 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.

4.2 Every club in the European Club Competition- Women (ECCW) has to fulfil the obligations regarding the production of live streaming. Therefore, every club has to provide a dedicated physical Internet connection with a minimum UPLOAD bandwidth of three Megabit/sec. Additionally, every club has to provide a Provision of a router with at least four Ethernet ports (DHCP configuration).

4.3 Each club participating in the ECCW has to provide the necessary facilities and staff for the electronic transmission of each home match by a “live ticker” system (LSS) if made available by the ETTU.

#### 4.4 **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.

#### 4.5 **PROMOTIONAL ACTIVITIES**

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 ETTU logos.

It is recommended to invite local press to the game and get free access to all relevant areas of the competition hall. A convenient number of seats to be arranged for the journalists along the court. These seats to be equipped with tables and power sockets.

It is recommended that the home club is writing 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.

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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.

<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.

#### 4.6 **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.

#### 4.7 **INTEGRATION VIDEO PLAYER**

It is recommended to every club to integrate the LAOLA1.tv video player on its club website.

#### 4.8 **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.

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).

#### 4.9 **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.

### 5. **THE DRAW**

5.1 Teams ranked 1-8 of the ETCW seeding list will be directly drawn to the 'Last-16' round (Round 3) and teams ranked 9-16 of the ETCW seeding list will be drawn directly to the second group round.

5.2 Drawing procedure for the teams ranked 1-8 of the ETCW seeding list directly drawn to the 'Last-16' round (Round 3):

The team ranked 1<sup>st</sup> from the ETTU Cup seeding list shall be placed at the top of the first half of the draw (position 1), the team ranked 2<sup>nd</sup> shall be placed at the bottom of the second half of the draw (position 16), the teams ranked 3<sup>rd</sup> and 4<sup>th</sup> shall be drawn among

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positions 8 and 9 (bottom of the first half of the draw and top of the second half of the draw), the teams ranked 5<sup>th</sup> and 6<sup>th</sup> shall be drawn among positions 5 and 12 and the teams ranked 7<sup>th</sup> and 8<sup>th</sup> shall be drawn among positions 4 and 13.

There will be no separation by Association for the draws of the last 16 round.

5.3 Drawing procedure for the teams ranked 9-16 of the ETCW seeding list directly drawn to the second group round:

The teams ranked 9-12 from the ETTU Cup seeding list shall be freely drawn on positions 1 in the 4 groups of the second group round.

The teams ranked 13-16 from the ETTU Cup seeding list shall be freely drawn on positions 2 in the 4 groups of the second group round.

There will be no separation by Association for the draws of the second group round.

5.4 The 4 teams having been ranked 3<sup>rd</sup> in the ECLW groups shall be freely drawn to the quarter-finals. There will be no separation by Association for the draws of the quarter-final round.

5.5 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 (ECLW 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 In the first two rounds the competition shall be played in group matches. In the 1<sup>st</sup> round, the teams finishing in positions 1 and 2 in every group will qualify for the second round. Depending on the number of teams entered and the number of teams in the groups, some or all 3<sup>rd</sup> positioned clubs may also qualify for round 2. This will be communicated to all concerned after the draw.

6.2 In the second round, the teams finishing in position 1 in every group shall qualify for the 3<sup>rd</sup> round or the round of the last sixteen. Depending on the number of teams in the previous groups, some or all 2<sup>nd</sup> positioned clubs may also qualify for round 3. This will be communicated to all concerned after the draw.

6.3 From the 3<sup>rd</sup> round on, a competition according to the single knock-out system will be used with 8 teams (teams ranked 1-8 on the ETTU Cup seeding list) drawn directly into the last 16 round (Round 3) according to 5.2, and the 4 teams having been ranked 3<sup>rd</sup> in the ECLW groups directly drawn to the quarter-finals according to 5.4.

Home right in round 3 and round 4 will be given to the higher ranked team from the seeding list.

6.4 The quarter-finals, semi-finals and finals will be played in 2 legs, home and away. The home right for the first leg will be given to the lower ranked team from the seeding list.

6.5 If 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.

- 6.6 In a group, 2 match points shall be awarded for a win, 1 for a loss and 0 for a loss in a not played or unfinished match, and the ranking order shall be determined primarily by the numbers of match points gained.
- 6.7 If 2 or more teams have gained the same number of match points, their relative positions shall be determined by the results only of matches between them, taking successively the numbers of match points, then the ratio of wins to losses in games and then the ratio of wins to losses in points, as far as it is necessary to determine the ranking order.
- 6.8 If after any step the positions of one or more teams have been determined while others are still equal, the results of matches in which those teams took part shall be excluded from any further calculations needed to resolve the equalities in accordance with the procedure of 6.7.
- 6.9 If 2 or more teams have gained the same number of match points and have the same ratios of wins to losses in games and points, their relative positions 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 ETTU Cup, 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.

## 8. FIXTURES

- 8.1 In the first two rounds, group matches shall be played on Saturday and on Sunday, whereof the time schedule shall be as follows:
 

<u>Group with 4 teams:</u>	<u>Group with 5 teams:</u>
Round 1: Saturday at 2 pm	Round 1: Saturday at 10 am
Round 2: Saturday at 7 pm	Round 2: Saturday at 2 pm
Round 3: Sunday at 10 am	Round 3: Saturday at 7 pm
	Round 4: Sunday at 10 am
	Round 5: Sunday at 2 pm

Clubs can apply to organise either the 1st or the 2nd group round of the ETTU Cup. The Secretary General will decide on the allocation of the organisation. In case no club of a group wishes to organise, the organiser will be drawn by lot i.e. every participating club shall be able to organise / host a group round.

- 8.2 Starting with the 3<sup>rd</sup> round, matches shall normally be played during a date of the scheduled weekend but clubs may agree to play on an earlier date. The club playing at home decides about the playing date and starting time of the scheduled weekend. Once playing date and starting time are fixed, clubs can no more change it unless written authorisation received from ETTU. Dates and times of the matches have to be approved by the ETTU and clubs shall communicate them to the ETTU without delay\*.
- 8.3 The home club shall send to the visiting club a written invitation, to arrive without delay\*, giving details of the location, date, starting time and accommodation possibilities, the brands and colours of tables and balls which will be used in the match, and shall send a copy of this invitation to the ETTU Secretariat by email. Clubs failing to respect this provision are subject to a fine as defined in the penalty catalogue of the regulations. 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 200 persons and which is large enough to accommodate one (1) playing court (table), in a playing area of at least 14 m long, 7 m wide and 4 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 The light intensity shall not be less than 600 LUX over the table.
- 9.4 The minimum temperature in the playing area shall not be less than 18° C.
- 9.5 Each club shall notify ETTU the brands and colours of the table, net assembly and ball, together with the colour of the playing clothing.
- 9.6 The home club shall notify the visiting team of the colours of its playing clothing and the visiting team shall wear different colours.
- 9.7 Advertisements on players' clothing shall comply with ITTF Regulations for International Competitions.
- 9.8 Background shall be kept dark.
- 9.9 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.
- 9.10 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.
- 9.11 Matches shall start at the designated time without delay.

## **10. PRACTICE**

Practise shall be arranged for the visiting team(s) under the same conditions as for the home team.

## **11. 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)) and to the ETTU URC Chair ([gerhardschnabel@kabelmail.de](mailto:gerhardschnabel@kabelmail.de)) a copy of the results sheet.

## **12. ACCOMMODATION / HOSPITALITY / TRANSPORTATION / MEALS / VISAS**

- 12.1 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.
- Lunch and dinner for the visiting team(s) during the dates where matches are played 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.

## **13. REFEREES AND UMPIRES**

- 13.1 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.
- 13.2 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.



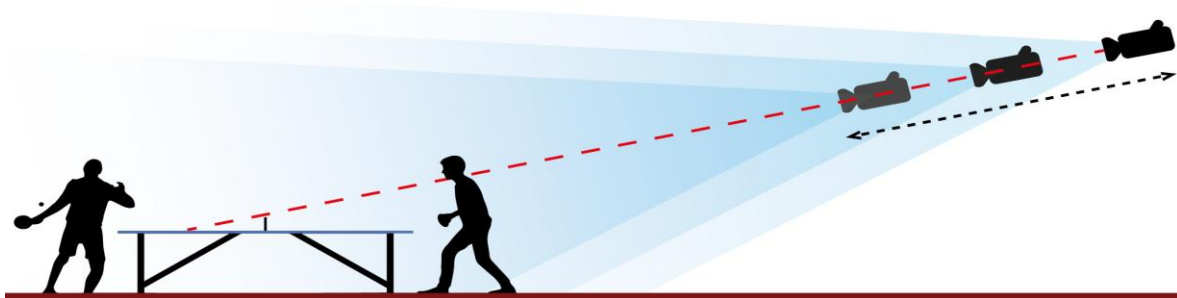
- 13.3 In emergency cases, other umpires present at the match may replace the missing nominated umpires, one of them taking over the duty as Referee.
- 13.4 The umpires appointed by the ETTU shall receive free hospitality (every umpire is entitled for a single room), a daily allowance in accordance with 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.

#### 14. **INTERNET - STREAMING**

If requested in due advance, every club, starting from the quarter-finals on, 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

Reference how the main camera shall be placed:



This figure 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.

#### 15. **ENTRY CARDS / VIP**

If requested, the Organising Club shall provide ETTU with five (5) VIP entry tickets (free of charge) for ETTU representatives, their guests, partners, suppliers, etc.

#### 16. **VIP CARE**

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

**17. 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.

**18. 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.

**19. FINANCIAL CONDITIONS**

19.1 The entry fee shall be paid according to the relevant regulation/directive.

19.2 The clubs participating in the ETTU Cup Women shall provide a list of the team sponsors (to fill in at the "additional information documents" for clubs).

**20. PENALTIES**

The 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.

**21. 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 within seven days if no other delay given by ETTU. 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.