EUROPEAN TABLE TENNIS UNION

EUROPE CUP WOMEN - DIRECTIONS 2020/2021

v.12.07.2020
The Europe Cup, previously known as the ETTU Cup and the Nancy Evans 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 provide a supplementary framework to the European Club Competitions Women (ECCW) regulations “K” 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 documented and undisputed damages claimed by ETTU, Sportradar or the sponsor(s).
The directives may be reviewed and amended in line with the decisions of the ETTU Executive Board to reflect updates to the general organisation and planning of the European Club Competitions Women.

1. PARTIES INVOLVED

- ETTU – European Table Tennis Union, (Secretary General (ETTU/SG)).
- The Clubs participating in the Event.
- The Club Competition Official.
- Sportradar – ETTU’s Official Media and Data Partner.
- The sponsors, if any.

2. QUALIFICATION AND REGISTRATION

2.1 The Europe Cup - Women shall be open for the clubs according to the European Club Competition seeding list based on the results of the clubs from the last 3 European Club Competitions’ seasons.

Result points allocation: from the 2017-2018 season 20%, 2018-2019 season 30% and 2019-2020 season 50%. Points for the clubs having reached the Semi-Finals in the 2019-2020 season (and not played due cancellation) received average sum of points for the Winner, Runner-up and Semi-Finalist.

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<thead>
<tr>
<th>Points allocation</th>
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<tbody>
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<td>CL winner</td>
<td>1000</td>
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<tr>
<td>CL runner up</td>
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<td>CL SF</td>
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<td>CL QF</td>
<td>400</td>
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<td>Europe Cup winner</td>
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<td>Europe Cup runner up</td>
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<tr>
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<td>Europe Cup R4</td>
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<td>Europe Cup R3</td>
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<td>Europe Cup R2 (3rd)</td>
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<td>Europe Cup R2 (4th)</td>
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<td>Europe Cup R1 (3rd)</td>
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<tr>
<td>Europe Cup R1 (4th)</td>
<td>10</td>
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<tr>
<td>Europe Cup R1 (5th)</td>
<td>5</td>
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</tbody>
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In case of equality in total points for clubs in important positions at the seeding, the most recent result will decide, if equal the result in the previous season, if still equal the result in the season before that. If still equal, a draw by lot will be done.

There is no limitation of teams per national Association for the Europe Cup.

2.2 **Wild cards** for up to 2 clubs may be given by ETTU / management board for clubs wishing to join the Europe Cup but not ranked high enough to reach a Europe Cup position by seeding.

Clubs asking for wild cards shall meet the following criteria in order to be accepted:
- show evidence of their playing venue to meet all directive criteria
- show evidence (preferably contract) of their top 3 players who will play ECC

These clubs will be seeded in the last position(s) of the Europe Cup and start in Europe Cup round 1 groups.

2.3 In a first phase, clubs are asked to fill in a preliminary entry form (deadline 29th May 2020). The preliminary entry registration is not mandatory.

In a second phase, clubs can register their club (deadline 30th June 2020). As the seeding is made by club ranking and no more by their players’ ranking, the players are registered at a later stage (phase 3 – provisional deadline 3rd September 2020).

2.4 A club wishing to enter the Europe Cup - Women shall enter on or before the deadline via its national association by entering all requested data i.e. the name of the club, name of the responsible authorised club representative with its phone number and e-mail address (second phase).

Clubs shall then inform ETTU on or before the deadline (phase 3) their address of the playing hall, type of the floor for the home matches, colour of the shirts, equipment (tables, nets, balls*), names of minimum six (6) and maximum ten (10) players and any other information requested.

The entry forms and information shall be sent by email to the ETTU Secretariat.

2.5 The Clubs concerned shall pay to the ETTU bank account the following entry fee within 7 days upon reception of the final seeding list and invoice:

\[400 \text{ €}\]

2.6 Clubs with any debts stemming from ETTU Club competitions (ECCW) will be unable to participate.

Clubs wishing to participate in the ECCW will only be accepted if the entry fees are transferred to the ETTU bank account according to article 2.5.

2.7 If a qualified club does not enter the Europe Cup - Women or does not fulfil the requirements set up, the next highest ranked club of the seeding will fill the vacant position.

2.8 In case a qualified club does not participate in the Europe Cup, this club is not allowed to participate in the Europe Trophy neither.

2.9 After release of the seeding list, clubs have a 24 hours exit possibility. The clubs and the national Association of the clubs have to notify ETTU about their withdrawal by email. A cancellation fee of two hundred (200) € has to be paid to the ETTU bank account. All withdrawals after the exit possibility will be fined up to five thousand (5.000) €.

2.10 After the final registration deadline for club entries, the clubs and their National Associations will receive the final seeding list with the entered clubs.

2.11 After the final registration deadline for clubs’ players, the clubs and their National Associations will receive a list with all entered players of the clubs and the clubs and National Associations have 24 hours to inform ETTU in case of any irregularity or mistake. If nothing is notified after this deadline, the players’ list shall be final and no
additional player can be accepted.

2.12 All matches shall be played at a venue located within 5 hours from CET.

2.13 The clubs and the national Associations of the clubs shall be responsible for its clubs and players with respect to entry fee, discipline, nominations, eligibility and in compliance with the ETTU regulations and directives.

2.14 The competition shall be conducted by the ETTU Secretary General, whose authority shall include changing dates and venues of matches whenever needed.

*in case of an official ball sponsor, the official ball sponsor’s balls shall be used

3. COMPOSITION OF TEAMS AND ELIGIBILITY

3.1 Only nominated players are entitled to represent their club. After deadline for player registration, no additional player can be accepted for a club.

A club shall nominate via its national Association 6 – 10 players.

3.2 A club can register up to 2 non-European* players. In a team match up to 1 non-European* player is entitled to play but the second non-European* player, if given, can be only nominated as “reserve player” for replacing the other non-European* player.

3.3. To define player nationality, ETTU will use the nationality as provided by the players’ passports.

3.4. In case a player starts the competition as a non-European* player and her nationality changes during the playing season she shall nonetheless continue to be considered as a non-European* player up to the end of the current playing season.

3.5 After the entry deadline the ETTU Secretariat will send to the participating clubs and to their national Associations a list of the players nominated by each club.

3.6 A player shall compete only for one club, participating in ETTU club competitions, in the period starting the day before the first round of the competition until the day after the last match in the competition.

That means a player may be registered for more than 1 club, in 1 or more Associations, participating in ETTU Club Competitions but the player shall only be registered for ETTU Club Competitions with 1 club.

The responsibility for player participation in competitions other than the ETTU Club Competitions remains with the national Associations and the clubs themselves.

3.7 A player having signed with a club to play ECCW and refuses to play for that club in ECCW can be suspended for the following ECCW season(s) by ETTU.

* A non-European player is a player with a nationality outside ETTU member Associations’ countries.

4. THE DRAW

4.1 The draw shall be made in public by the ETTU on a date and a place to be published in advance on the official ETTU web site.

4.2 The draw will be made according to the final seeding list.

All 16 teams shall be drawn on all positions in the 4 groups of the first group round.

The 4 top seeds shall be drawn in position 1 of each group, the next 4 from the seeding list in position 2 of each group etc.

Teams appointed to host a group round will be drawn first in order to avoid not having an appointed host in a group.

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

If less than 16 teams are entered for the Europe Cup, ETTU will confirm on draw
procedure and composition of groups.

4.3 The 4 teams losing in the first stage of the European Champions League will be drawn into position 1 in the 4 groups of the Europe Cup’ second round. The first group round winners will be drawn on position 2 in the 4 groups of the second round. The first group round runners-up will be drawn on position 3 in the 4 groups of the second round. A group round one winner and runner-up from the same group shall be drawn in different groups in round 2 (first priority). Clubs from a same Association shall, as far as possible, be drawn into different groups (second priority).

4.4 The 4 winners of the second group rounds shall for the quarter-finals be freely drawn against the 4 teams having reached the 3rd position in the ECLW groups. There will be no separation by Association for the draws of the quarter-final round.

5. PLAYING FORMAT

5.1 In the first two rounds the competition shall be played in group matches. In the 1st round, the teams finishing in positions 1 and 2 in every group will qualify for the second round, together with the 4 teams losing in the first stage of the European Champions League (4.3).

5.2 In the second round, the teams finishing in position 1 in every group shall qualify for the quarter-finals, together with the 4 teams having reached the 3rd position in the ECLW groups (4.4).

5.3 The quarter-finals, semi-finals and finals will be played in 2 legs, home and away. The home right for the first leg in the quarter-final will be given to the higher ranked team from the seeding list. The home right for the first leg in the semi-finals and finals will be given to the lower ranked team from the seeding list. To clarify: a team ranking is defined by the position of the seeding list, not by its points. So a club seeded Nr. 16 in ECCW (ECCW seeding = ECLW and Europe Cup seeding) is higher ranked than the team Nr. 17 even if the latter has more ranking points (An ECLW team is always higher ranked than a Europe Cup team).

5.4 The order of play in the first group stage:
R1 1v4, 2v3
R2 4v2, 3v1
R3 1v2, 3v4

5.5 The order of play in the second group stage:
R1 1v3
R2 2v1
R3 3v2

5.6 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.

5.7 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.

5.8 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 5.6.

5.9 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. The Referee shall do the draw by lot after the end of the matches with at least the team captains present and inform the ETTU without delay. If no draw by lot is made by the Referee, ETTU will do the draw by lot.

5.10 In the knock-out stage (starting with the quarter-finals) each tie will be played in 2 legs, home and away. The knock-out competition method consists of 2 clubs playing each other where the loser is immediately eliminated from winning the Europe Cup and the winner qualifies to the next round. The 2 clubs play 1 two-legged match - also called “Home and Away” match.
In a “Home and Away” match, the winner is the club with more allocated points than the other one.

Allocation of points is as follows:
a. 3 points for the winner of a 3:0 or 3:1 match,
b. 2 points for the winner of a 3:2 match,
c. 1 point for the loser of a 2:3 match,
d. 0 points for the loser of a 0:3 or 1:3 match

In a “Home and Away” match, there is a tie between the 2 clubs when each club has the same number of allocated points. In case of a tie, the Golden Match procedure is used. The Golden Match will be started 10 minutes after the away match (2nd leg) is over.

The Golden Match consists of 3 games (sets) best of 3. The club winning 2 games (sets) is the winner.

The team captains chose for the Golden Match each 3 players who are according to the directives eligible to play and chose for each player the position 1, 2 and 3. The team captains have to provide their line up for the Golden Match to the Referee within 3 minutes after the regular away match (2nd leg) is over.

The order of play in a Golden Match shall be A1 v B1, A2 v B2, A3 v B3. The Golden Match is over once one club has won 2 games (sets).

SPECIAL NOTE:

At regular team matches, the match shall end when a team has won 3 singles even if the "winning club" is already decided before. Walk overs without proof of injury or illness by a medical doctor present at the match will be penalised. Apart from a financial fine, the club whose player(s) made walk over(s) without acceptance of a medical doctor will get 0 points for that team match.
### RESULTS

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<thead>
<tr>
<th></th>
<th>Leg 1</th>
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<th>Leg 2</th>
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<th></th>
<th>Who wins?</th>
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<td>Team A</td>
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<td>Team B</td>
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<td>0</td>
<td>3</td>
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<tr>
<td>Team A</td>
<td>3</td>
<td>Team B</td>
<td>1</td>
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<td>Tie</td>
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<td>Team A</td>
<td>3</td>
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<td>Team A</td>
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<td>Team A</td>
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<td>Team A</td>
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<td>2</td>
<td>1</td>
<td>3</td>
<td>Team B</td>
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</tbody>
</table>

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6. **PLAYING SYSTEM**

6.1 The playing system shall be the Swaythling Cup system (best of 5 singles) and in each individual match, the 5th game (set) shall start at 0:0 and play until the first player reaches 6 points (sudden death point at 5:5). In the 5th game (set) each player shall serve only once in a row and there will be no change of ends in the 5th game (set).

In a match, there will be breaks after each second game (set) only which means no break after game (set) 1 and 3.

6.2 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 Europe Cup, the opponent club, spectators, media and the Table Tennis sport.

6.3 All individual matches (singles) shall be played on the same table.

6.4 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.

6.5 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 home team shall inform the visiting team and the Referee before the start of the first match about the interval planned after the second individual match.

6.6 **MULTI BALLS AND BALL BOYS AND GIRLS (BBGs)**

Starting from the quarter-finals:

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The host club has to put on disposal before the match starts 40 balls and the 2 team captains shall choose 20 balls (10 balls each). In each match 20 balls shall be kept by the umpire who will provide after each point a new ball to the serving player, in case the ball used from the previous rally is not in imminent reach of 1 of the 2 players. Balls remaining in the Field of Play (FoP) will be collected after each rally by ball boys/girls (BBGs) organised by the home club. 2 BBGs shall sit behind the corner board (1 on each long side, places marked “x” on below diagram). BBGs watch the playing field and collect the balls from the floor, and then run back to their zones. BBGs collecting balls should only move in designated areas (marked “→” on below diagram). BBGs have to return the balls to the umpire after each game, during time outs and when the umpire runs out of balls. Delivery of the balls to the umpire may occur at any time after a distinct signal from the umpire to the BBGs. Balls leaving the FoP will not be collected during a game. BBGs move only according to “→” on below diagram to hand over the balls to the umpire. BBGs shall be dressed in sportswear, preferably similar clothing. There is no age limit for BBGs, however BBGs shall be mentally and physically able to be fully concentrated and collect balls quickly. BBGs shall behave and act neutral. Before the service, players receive the balls from the umpire. After the rally, players do not collect the balls from the FoP, they continue the game, unless the rally ends in imminent reach of 1 of the 2 players, players can reuse that ball for the next rally. There shall be 1 chair in each of the x marked boxes so that BBGs do not disrupt the matches. The clubs are recommended to make a training session with the BBGs.

Playing field with designated zones for BBGs.
7. **FIXTURES**

7.1 The competition shall be held each season according to a schedule published by ETTU.

7.2 The actual playing season shall be from the day before the first round of the competition until the day after the second final match.

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

   Group with 4 teams:
   - Round 1 (1v4, 2v3): Saturday at 2 pm
   - Round 2 (4v2, 3v1): Saturday at 7 pm
   - Round 3 (1v2, 3v4): Sunday at 10 am

   Group with 3 teams:
   - Round 1 (1v3): Saturday at 2 pm
   - Round 2 (2v1): Saturday at 7 pm
   - Round 3 (3v2): Sunday at 10 am

   All times as indicated above are local times.

7.4 Clubs can apply to organise either the 1st or the 2nd group round of the Europe Cup. Clubs wishing to host a group round shall confirm the above playing times or propose an alternative schedule when applying to host.

   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.

7.5 Starting with the quarter-finals, matches shall normally be played during the dates of the scheduled weekend or scheduled week but clubs may agree to play on earlier dates. The club playing at home decides about the playing date and starting time of the scheduled weekend or scheduled week. 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*.

7.6 The home club shall send to the visiting club a written invitation including information about the training sessions and the “daily schedule/programme”, 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.

7.7 Europe Cup provisional playing dates:
Round 1: 12-13.12.2020
Round 2: 20-21.02.2021
Quarter final 1: 19-21.03.2021
Quarter final 2: 26-28.03.2021
Semi final 1: 09-11.04.2021
Semi final 2: 16-18.04.2021
Final 1: 30-02.05.2021
Final 2: 07-09.05.2021

8. COMPETITION HALLS, EQUIPMENT AND PLAYING CONDITIONS
8.1 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.
8.2 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.
8.3 The light intensity shall not be less than 600 LUX over the table.
8.4 The minimum temperature in the playing area shall not be less than 18° C.
8.5 Each club shall notify ETTU the brands and colours of the table, net assembly and ball, together with the colour of the playing clothing.
8.6 The home club shall notify the visiting team of the colours of its playing clothing and the visiting team shall wear different colours.
8.7 The ECCW opts out from ITTF Regulations for International Competitions for advertisements on players’ clothing to allow more space on clothing for advertisement. Opting out is only for the sizes and total number of advertisements.
8.8 Background shall be kept dark.
8.9 LED panels are allowed provided they comply with the ITTF regulation.
8.10 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.
8.11 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.
8.12 Matches shall start at the designated time without delay.
8.13 Home clubs must guarantee their guest clubs starting from the KO stage on at least 10% of the seating capacity for spectators and upon request provide in advance information on purchasing prize.

9. PRACTICE
Practise shall be arranged for the visiting team(s) under the same conditions as for the home team with the same equipment as used during the match.

10. RESULTS
Immediately after a match the Referee shall send by e-mail to result@ettu.org a copy of the results sheet. Upon completion of the match, the ETTU Scorer App (“iScout”) will automatically update the website.
11. **ACCOMMODATION / HOSPITALITY / TRANSPORTATION / MEALS / VISAS**

11.1 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 visiting club delegation arrives / departs at more than 2 separate times then the visiting club shall be responsible for the additional transport.

If the away team choses 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 club. 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 Sportradar 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.

12. **REFEREES AND UMPIRES**

12.1 For the second group round – group of 3 teams, the Association of the home club (host) shall appoint at least three umpires and have to get the prior approval by the ETTU URC.

For the first group round – group of 4 teams (played on 2 tables), the Association of the home club (host) shall appoint at least five umpires and have to get the prior approval by the ETTU URC.
At least one of these umpires shall preferably be an International Umpire and shall fulfil the duties of the Referee.

12.2 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.

If foreign International Umpires are not available for a match, the ETTU URC may nominate an umpire team from the same Association as the home club.

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.

12.3 In emergency cases, other umpires present at the match may replace the missing nominated umpires, one of them taking over the duty as Referee.

12.4 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.

12.5 The nominated umpires have to arrange their travel to and from the playing hall as soon as their nomination is received and to inform the home club without delay and also to inform about eventual accommodation needs. The nominated umpires shall use the most economic transport (car, train or flight).

13. GENERAL COMMUNICATION
To guarantee a smooth running of the Europe 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.

14. MEDIA AND MARKETING
14.1 The ETTU holds the following rights for every team match within the ECCW:

14.1.1
- any kind of Television transmission
- Internet Broadband Streaming
- IPTV and Data & Scoring Rights (live, delayed and excerpts)
- Mobile devices rights and Radio rights
- the event’s marketing and equipment rights

14.1.2 Sportradar has been granted all media rights of the ECCW on a worldwide basis from the ETTU. Thus, only Sportradar 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. Sportradar 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 Sportradar. Without written permission from ETTU and/or Sportradar, no party has the right to exploit any of above mentioned media rights in any existing or future developed exploitation ways.

14.2 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). Guidelines for streaming production will be available. Further details are laid down under item 15.

14.3 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. The scoring of all matches will be done using the ETTU Scorer App (“iScout”). Prior to the start of the first round of the competition, each club must nominate minimum 1 official to train in the use of the App and minimum 2 officials for group hosts.

Sportradar will provide an online session to introduce and demonstrate the use of the App. This will be open to all nominated ETTU Scorer officials which need to be at least 18 years old. Following this session, officials will be required to complete their training using the Sportradar systems and ultimately score a training match in order to ensure the correct skill level is achieved. If the ETTU scorer official does not pass training in the first instance, it is possible to train further and submit another training match.

In order to train, the nominated official must have access to an android phone (the app is not compatible with iPhone) and a computer.

One dedicated ETTU scorer official will be required per match (it is not possible to have two persons for one match!).

Each club will be assigned one android device to be used during competitions by ETTU and Sportradar. It is the responsibility of the club to ensure this device is available to the ETTU Scorer official two hours before the start of the match. It is also the responsibility of the club to ensure that a wifi internet connection (minimum 3MB upload) is available for use by the scorer.

Each club must ensure that a suitable position close to the table is assigned to the ETTU Scorer official, with a good view of both the table and the scoreboard.

14.4 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\(^1\) 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

\(^1\)Pre-announced companies: LAOLA1.tv / ETTU.tv production teams and other interested media companies which have the written permission from Sportradar to broadcast the match.
streaming and tickering). Organisers must also inform their supporters about this fact.

14.5 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\(^2\) rights to the Media Shuttle Portal. Each Club grants to Sportradar / ETTU free of charge the unrestricted worldwide exploitation rights concerning the respective uploaded photos.

14.6 PHOTOGRAPHS
Participating clubs shall upload the following photographs to the Media Shuttle Portal\(^3\) 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.

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

14.8 OFFICIAL MATCH PROTOCOL
The organisers are responsible for the preparation and smooth running of all home matches.

\(^2\)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 Sportradar /ETTU and its officers, employees and agents against any liability, loss damage, costs or expenses arising therefrom upon first request.

\(^3\)If made available to the clubs
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.

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

14.9 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 according to the ITTF Regulations for International Competitions.

The ECCW opts out from ITTF Regulations for International Competitions for advertisements on players’ clothing to allow more space on clothing for advertisement. Opting out is only for the sizes and total number of advertisements.

15. 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 (“ETTU.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.

The home clubs shall contact Sportradar at tabletennis@sportradar.com, Program-Management@sportradar.com and av-proco@sportradar.com minimum 2 weeks before the match day in order to check all technical matters related to online streaming.
The home club shall send the team line up (match order of play/pairings) latest 40 minutes before the first match starts to following mail addresses:

av-mcr@sportradar.com
fixtures@sportradar.com
events@sportradar.com
Program-Management@sportradar.com
av-proco@sportradar.com

If, for any reason that information cannot be provided in time, the home club is 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 home club also has to send a mail with any known information as soon as possible to the above mentioned mail addresses.

INTERNET – STREAMING PRIOR QUARTER-FINALS
A home club planning to organise an internet livestream prior the quarter-finals (in the group stage) shall contact ETTU (club@ettu.org) and Sportradar (tabletennis@sportradar.com, Program-Management@sportradar.com, av-proco@sportradar.com) minimum 2 weeks before the match day.

Home clubs may be granted the permission to produce and broadcast a signal for internet live streaming only if home clubs contact the above addresses in time and can guarantee a geo-block (if technically possible) of the streaming on its national territory.

A further condition for receiving permission is to provide Sportradar with the uplink signal free of charge and to be able to comply with the technical requirements which will be made available in the guidelines.

16. 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, sponsors, suppliers, etc.

17. 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.

18. 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.

19. TROPHIES and AWARDS
After the 2nd final match the winner shall receive the appropriate trophy, the winner and the runner-up shall receive medals by ETTU.

20. FINANCIAL CONDITIONS
20.1 The entry fee shall be paid according to Directive 2.5.
20.2 The clubs participating in the Europe Cup Women shall provide a list of the team sponsors (to fill in at the “additional information documents” for clubs).
21. PRIVACY POLICY
By registering and entering the ETTU Club Competition, each registered and entered person agrees and gives his/her consent to the ETTU Privacy Policy as laid down on the ETTU website (www.ettu.org).

22. 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.

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 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.
* A non-European player is a player with a nationality outside ETTU member Associations’ countries.

24. FORCE MAJEURE
In case of “force majeure”*, the ETTU Executive Board may decide, after consultation with the Club Competition Official, the Secretary General and Sportradar, on any amendment to the general organisation and planning of the European Club Competitions. Such amendment may come into force also during an ECC season.

*Force majeure is extended to the well-being and safety of all involved parties including the need to guarantee the best possible continuation of the ECC.

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