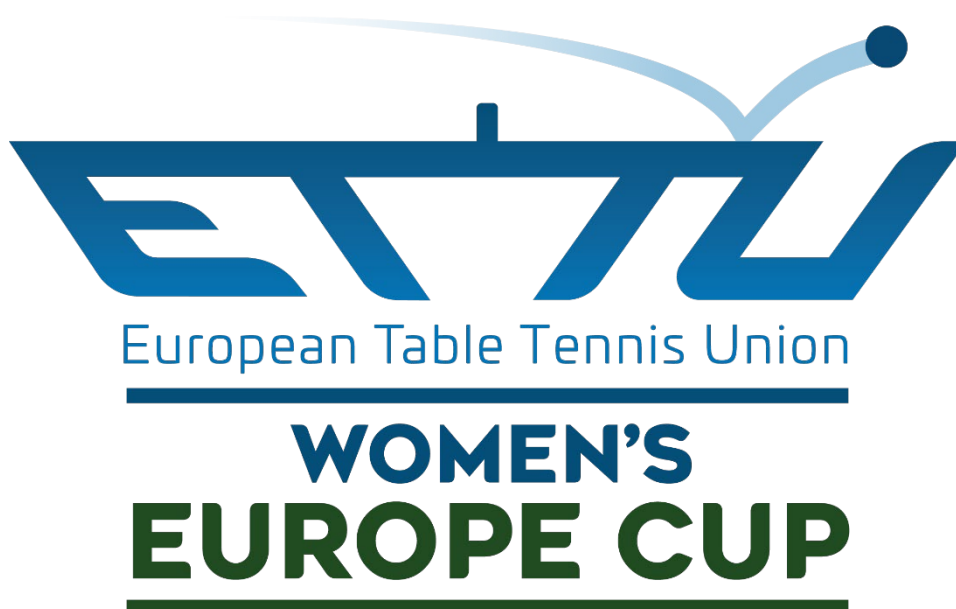


# EUROPEAN TABLE TENNIS UNION



## DIRECTIVES 2021/2022

v.24.06.2021

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 2018-2019 season 20%, 2019-2020 season 30% and 2020-2021 season 50%.

Points allocation

CL winner	1000
CL runner up	800
CL SF	600
CL QF(or playoff)	400
Europe Cup winner	500
Europe Cup runner up	300
Europe Cup SF	250
Europe Cup QF/CL Group 3rd	200
CL Group 4 <sup>th</sup>	170
Europe Cup R4	150
Europe Cup R3	100
Europe Cup R2 (3rd)	60
Europe Cup R2 (4th)	40
Europe Cup R1 (3rd)	20
Europe Cup R1 (4th)	10
Europe Cup R1 (5th)	5

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.

Teams seeded 17-24 can participate in the Champions League but not mandatory i.e. they are not obliged to compete in Champions League group stage 1 and may directly start at Europe Cup group stage 1 (each team seeded 17-24 can decide if start in Champions League or Europe Cup).

If one or more teams seeded 17-24 will not start in the Champions League but in Europe Cup, the next seeded team(s) may take the last positions in Champions League but the total number of teams for the Champions League and Europe Cup together cannot exceed 36.

- 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 group stage 1.  
In case more than 2 clubs ask for a wild card and meet all directive criteria, the clubs with the highest total points of their 3 highest ranked players in the most recent World Rankings will have priority.  
If free spots remain in the Europe Cup after attribution of the 2 wild cards and the confirmation of the seeded teams from the ECC ranking, ETTU may allocate further wild cards in order to complete the Europe Cup until the maximum participation is reached.  
Deadline for clubs applying for a wild card: 8.7.2021
- 2.3 Deadline for clubs' team registration / confirmation of participation: 12.7.2021.  
Deadline for players' registration and details: 16.8.2021.
- 2.4 A club wishing to enter the Europe Cup - Women shall enter on or before the deadline (12.7.2021) 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, e-mail address and confirming if wishing to host a group stage or not.  
Clubs shall then inform ETTU on or before the deadline (16.8.2021) 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 twelve (12) players and any other information requested. Clubs shall nominate as many players including reserve players as possible as no late nominations can be accepted after the registration deadline.  
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 €
- 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 may fill the vacant position.
- 2.8 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) €.
- 2.9 After the final registration deadline for club entries, the clubs and their National Associations will receive the final seeding list with the entered clubs.
- 2.10 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.
- 2.11 All matches shall be played at a venue located within 5 hours from CET.

- 2.12 The clubs and the national Associations of the clubs shall be responsible for its clubs and for their players, with respect to entry fee, discipline, nominations, eligibility and in compliance with the ETTU regulations and directives.
- 2.13 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 6 – 12 players.
- 3.2 A club can register up to 3 non-European\* players. In a team match up to 1 non-European\* player is entitled to play but the second/third 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.
- 3.8 In order to be eligible to compete in the semi-finals and finals, a player shall have at least 2 participations at team matches in the period before (group stages until quarter finals included) i.e. at least participated or having been present in the venue at 2 team matches minimum in total. No exception can be made.

As presence count only if the player is confirmed on the official score sheet by the Referee. On that score sheet all players present in the playing venue before the match starts can be added. Club captains are responsible to check if their players present are written on the score sheet while signing it. No later request will be accepted.

\* 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.

Group stage 1:

The teams seeded 25-36 and the relegated Champions League teams from CL group stage 1 (group 3rds and 4ths) will play a 1<sup>st</sup> group stage round with 4 groups of up to 5 teams.

The 4 CL group stage 1 3rds shall be drawn at positions 1 and the 4 CL group stage 1 4ths shall be drawn at positions 2. The 12 teams seeded 25-36\* shall be drawn 4 by 4 to the positions 3, 4 and 5 in each group. The relegated Champions League teams coming from the same group shall be drawn into different groups in group stage 1 (first priority).

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

Group stage 2 until Final / Final 16:

Group stage 2:

The 4 group stage 1 winners and runners up shall be drawn on positions 3 (winners) and positions 4 (runners up) in group stage 2.

The relegated Champions League teams from CL group stage 2 shall be drawn into positions 1 (CL stage 2 3rds) and positions 2 (CL stage 2 4ths).

A group stage 1 winner and runner-up from the same group shall be drawn into different groups in group stage 2 and the relegated Champions League teams coming from the same group shall be drawn into different groups in group stage 2. (first priority).

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

Final rounds:

The draw for the final rounds will be made after group stage 2.

The group stage 2 winners will be drawn against the runners-up 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 stage.

Additional note: Teams appointed to host a group round may be drawn first in order to secure that every group has a host.

ETTU will confirm before the draw the draw procedure and has the authority to adapt the procedure and system as necessary.

## 5. **PLAYING FORMAT**

5.1 The teams seeded 25-36 from the ECC seeding list and the relegated Champions League teams from CL group stage 1 (group 3rds and 4ths) will play a 1<sup>st</sup> group stage round with 4 groups of up to 5 teams.

The 4 groups will be played by single round-robin during 2-3 days at 1 location for each group.

The teams may apply to host a group on or before the registration deadline and host of each group will be confirmed by ETTU, at ETTU's discretion.

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.

The group stage 1 3<sup>rds</sup>, 4<sup>ths</sup> and 5<sup>ths</sup> are relegated to the Europe Trophy.

5.2 The 4 group stage 1 winners and the 4 group stage 1 runners up proceed to the second group stage / final 16 together with the 8 Champions League group stage 2 3rds and 4ths and will play in 4 groups of 4 teams.

- 5.3 Group stage 2 until Final / Final 16 will be played:  
Option A (if impact by Covid but no full lockdowns and impact by the international calendar): the 4 groups in group stage 2 will be played by single round-robin during 2-3 days at 1 location for each group. The teams may apply to host a group on or before the registration deadline and host of each group will be confirmed by ETTU, at ETTU's discretion. The group winners and runners up qualify for the quarter finals, followed by semi finals and finals, which will be played by home and away matches. The group stage 2 3rds and 4ths are eliminated from the ECC and not relegated to the Europe Trophy.  
Option B (if high impact by Covid and high impact by the international calendar): a final 16 will be played at 1 location with same system as at option A.
- 5.4 The order of play in the first group stage:  
Round 1 2v5, 3v4  
Round 2 1v5, 2v4  
Round 3 1v2, 3v5  
Round 4 1v3, 4v5  
Round 5 1v4, 2v3  
A draw will be made to define which team is team A and which team is team B for each match.  
In case a group is composed by 4 teams, the order of play is as defined in 5.5.
- 5.5 The order of play in the second group stage:  
Round 1 4v2, 3v1  
Round 2 1v2, 3v4  
Round 3 1v4, 2v3  
A draw will be made to define which team is team A and which team is team B for each match.
- 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 and 5.7.
- 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 team matches with at least the team captains present and inform the ETTU without delay.
- 5.10 In the final stage (starting with the quarter-finals), in case of option A, each tie will be played in 2 legs, home and away. The home right for the first leg of the quarter-final matches will be given to the 2nd 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. The knock-out competition method (starting with the quarter-finals) 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				
Leg 1		Leg 2		Who wins ?
Team A	Team B	Team A	Team B	
3	0	0	3	Tie
3	1	1	3	Tie
3	0	1	3	Tie
3	1	0	3	Tie
3	2	2	3	Tie
3	0	2	3	Team A
3	1	2	3	Team A
3	2	0	3	Team B
3	2	1	3	Team B

Europe Cup 2021-2022							
Group stage 1	Group stage 2	Option A			Option B		
		Quarter-finals	Semi-finals	Finals	Final 16		
CL stage 1 3rd CL stage 1 4th 3 teams S25-36	CL stage 2 3rd CL stage 2 4th GS1 W GS1 RU	GS2 W G1-4				GS2 - Final at 1 location (same system)	
		GS2 RU G1-4					
CL stage 1 3rd CL stage 1 4th 3 teams S25-36	CL stage 2 3rd CL stage 2 4th GS1 W GS1 RU	GS2 W G1-4					
		GS2 RU G1-4			Winner		
CL stage 1 3rd CL stage 1 4th 3 teams S25-36	CL stage 2 3rd CL stage 2 4th GS1 W GS1 RU	GS2 W G1-4					
		GS2 RU G1-4					
CL stage 1 3rd CL stage 1 4th 3 teams S25-36	CL stage 2 3rd CL stage 2 4th GS1 W GS1 RU	GS2 W G1-4					
		GS2 RU G1-4					

S=Seeded, W=Winner, RU=Runner Up, GS=Group Stage, CL=Champions League

## 6. PLAYING SYSTEM

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

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.

A team will lose by walk over (WO) in case the team has less than 2 players ready to play.

6.3 All individual matches (singles) of a same team match 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.

In the group stages (played at 1 location) a draw will be made by the Referee in order to define which team is A and B.

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 Intervals between individual matches shall not exceed 1 minute except for the interval after the second individual match, where a 15 minutes break is accepted. For group stage matches (played at 1 location), televised matches or for any other marketing reasons, there shall be no delays.

The home team shall inform the visiting team, ETTU and the Referee 1 week prior the match about the interval planned after the second individual match.

At each time-out and between each second game (maximum 1 minute), the umpire shall place the Time-Out-Clock on the table in the main camera direction (if available).



## 6.6

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

Starting from the quarter-finals: *tbc depending on Covid*

The host club has to put on disposal before the match starts 40 balls and the 2 team captains shall choose 30 balls (15 balls each).

In each match 30 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.

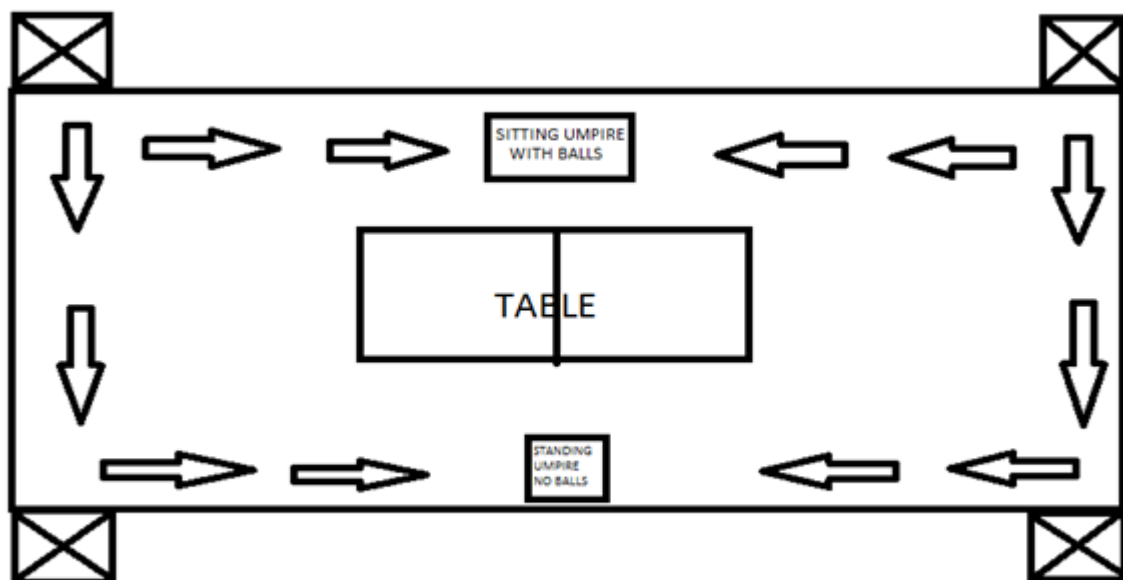
Before the service, players receive the balls from the umpire.

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.

Up to 10 seconds after the previous rally finished, except for towelling after every 6 points from the start of each game, the serving player has to start the next rally and the receiver has to be ready as well.

The clubs are recommended to make a training session with the BBGs.



Playing field with designated zones for BBGs.



Example show court with BBGs zones

## 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 stages, group matches shall be played preferably be as follows:
- Group with 5 teams (played on 2 tables):
- Round 1 2v5, 3v4: day 1
  - Round 2 1v5, 2v4: day 1
  - Round 3 1v2, 3v5: day 2
  - Round 4 1v3, 4v5: day 2
  - Round 5 1v4, 2v3: day 3
- Group with 4 teams (played on 1 table):
- Round 1 4v2, 3v1: day 1
  - Round 2 1v2, 3v4: day 2
  - Round 3 1v4, 2v3: day 3

Group with 3 teams (played on 1 table):

Round 1 (1v3): day 1

Round 2 (2v1): day 1

Round 3 (3v2): day 2

7.4 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\*.

7.5 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.

7.6 Europe Cup provisional playing dates:

Stage 1: 22-24.10.2021

Stage 2: 3-5.12.2021 or 10-12.12.2021

Quarter final 1 and 2: 12-23.1.2022

Semi final 1 and 2: 16-23.2.2022

Final 1: 25-27.3.2022

Final 2: 1-3.4.2022

## 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. For groups composed by 5 teams, there shall be two (2) playing courts (tables), in a playing area of at least 2x (14 m long, 7 m wide) and 4 m high.

For the group stages, preferably having training tables (same brand and type as the competition table) in a separate room annexed to the playing venue or in the same building.

8.2 The home club has to put on disposal to their guest clubs 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 All matches shall be played on ITTF approved floor mats.

8.4 The light intensity shall not be less than 800 LUX over the table.

8.5 The minimum temperature in the playing area shall be between 18° C and 25° C.

8.6 Each club shall notify ETTU the brands and colours of the table, net assembly and ball\*, together with the colour of the playing clothing (2 sets of shirts).

8.7 For the KO stage, the home club shall notify the visiting club of the colours of its playing clothing and the visiting team shall wear different colours.

For the group stages, teams shall bring 2 sets of playing clothing (shirts), with a clear

difference in the main colour, to use for the matches. In case 2 teams wish to use a shirt with no clear difference in colour and if there is no agreement between the teams, the Referee will draw the shirt to be used for each team by lot.

- 8.8 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.
- 8.9 For all competition matches only A-boards or B-boards must be used. No use of regular surrounds.
- 8.10 Background shall be kept dark.
- 8.11 LED panels are allowed provided they comply with the ITTF regulation.
- 8.12 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.
- 8.13 There shall be sufficient changing rooms (at least 3, 1 for each of the teams and 1 for the referee/umpires) of good standard.
- 8.14 Matches shall start at the designated time without delay.
- 8.15 Each club participating in the ECCW is recommended to have a Time-Out-Clock and shall provide it for the Referee at least 60 minutes before the match starts.
- 8.16 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. (unless COVID or other force majeure restriction).

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

## **9. HYGIENIC GUIDELINES**

- 9.1 Unless the global situation on COVID-19 has improved, the following hygienic guidelines shall be in place. ETTU will monitor the situation and shall confirm if there are any additional or less hygienic measures to implement.
- 9.2 All participants are encouraged to be careful at least 14 days before travelling to the competition to not meet too many people, not to visit crowded places, to keep safety distance, wear face masks where necessary, to regularly disinfect and wash hands. For further recommendations please see here: [COVID-19 - Single page recommendations from ITTF](#) or [ITTF COVID-19 Guidelines v1.0](#)  
It is recommended that teams arrive to the host country as separately as possible to the competition i.e. the whole team arriving together with a car or minibus is allowed but puts a higher risk to the team in case a person is positive on Covid.
- 9.3 Participants arriving are obliged to present a negative PCR-based Corona test taken within 48/72 hours (time depends on host country's rule) before arrival for entry into the host country. All participants will have to also undergo an antigen test at arrival at the host's cost. The host will have to cover antigen test costs only for 5 persons per team. For each person in addition to the 5<sup>th</sup> of their team, that team shall cover the costs of the antigen tests. The host shall inform about these antigen test costs with the registration form. The host team and the umpire team shall also undergo PCR and antigen tests (on the host's cost). As soon as the result is available and negative participants are free to go to the hall for training (but according to the training schedule only).
- 9.4 The teams should arrive 2 days before the competition starts.
- 9.5 The names of the persons and their travel details shall be confirmed to the host by latest the deadline given to the teams by ETTU (separate email). Each team shall nominate 1 person of their delegation being the responsible person of their team for Covid-19 /

hygienic matters.

9.6 All teams including the host team shall only use the official hospitality package (hotel and meals) for the whole duration of the competition and shall pay to the host upon reception of invoice hotel and meal costs. In order to be accepted, teams shall pay their invoice in full before arrival.

In case of cancellation of a team or a team's member without replacement of that member, the cancellation cost is 50% (deadline to be confirmed by the host and informed with the entry form) and 100% after (deadline to be confirmed by the host and informed with the entry form). More information on hospitality etc available under directive 12.

9.7 If one person is tested positive at antigen test, a PCR-based Corona test will follow immediately. In case the person being tested positive at the antigen test was in contact before with other persons of the team then a PCR-based Corona test will be made for the whole team. These tests are on the person's club costs.

If the PCR test reconfirms a participant positive, then the host country's rule will apply.

If more than 1 participant of the same team is tested positive by the PCR test, then the team is out of the competition.

Participants with symptoms of a respiratory infection will be refused entry to the competition and entry will be only granted again after negative result of a further antigen test.

If a participant is at any time positive, the rules of the respective health office for the host country apply. In case a team or a team's participant is taken out of competition by decision of the host country's health office due to positive Covid test(s), neither the team nor the person(s) is entitled to claim for any reimbursement and shall take on own cost eventual quarantine costs.

9.8 The hosts shall ensure:

- that entrance and exit is guarded (by volunteers of the host club or by security agents)
- to disinfect seats, tables, toilets etc on a regular basis.
- that disinfection gels are available at hotel and playing venue.
- to provide with a confirmation from the responsible national government on any restrictions (Covid measures) for persons entering the organisers' country and a confirmation from the relevant authority on authorisation of the competition.
- to provide with Covid antigen tests upon arrival for every participant (host to cover antigen test costs only for 5 persons per team), for the umpire team and ETTU staff/officials and any further test as proposed by the national health institute in order to guarantee a safe bubble.

9.9 The teams shall have no contact to the other teams, shall wear face masks (covering mouth and nose), shall not go out of the bubble, shall use the disinfection gels which are made at disposal by the host, shall keep distances to other persons of at least 1,5m.

Participants of a team stay together but with distance to each other as far as possible.

9.10 Generally, no spectators are allowed unless the host country's rule allows spectators, ETTU may accept under strict conditions (separate entrance and exit, no contact with participants, not using the same areas as toilets etc and sufficient distance to Field of Play).

9.11 Clubs needing PCR tests for one or more members of their delegation for returning to their home country shall inform the host without delay. The host shall then organise the testing on the visiting clubs' cost. The host shall inform about the PCR test costs with the registration form.

9.12 Only some people (media and press) may not be additionally tested, they keep distance, shall not use the same entry and exit of the participants and shall never cross participants

nor have meals taken at the same place than participants and wear FFP2 masks the whole time.

9.13 If the condition of no contact is failed on fault of a person and / or team, that person shall leave immediately the event hall and hotel for the whole duration of the competition. The respective team may be financially sanctioned by ETTU and the team may in addition be taken out of the competition.

9.14 Participants shall not leave the hotel, only for going to and from the venue for matches and practice and shall not use public transport. Save transfer between the hotel and hall will be provided by the host.

Participants leaving the bubble areas will be excluded from the competition. The surroundings of the hotels and of the playing venue are considered as an inclusive part of the bubble area.

9.15 Competition measures:

no handshake between players and between players and umpires.

No change of ends after games (sets) but change of ends after each individual match.

Tables will be disinfected after each individual match.

It is not allowed to wipe off (dry) hands on the table surface.

In case the table surface needs to be dried during an individual match, there will be on each side either a separate towel or papers which the player (on the table side that needs drying) shall use to dry the table surface.

Playing tables and boxes for towels will be disinfected after each individual match.

It is not allowed to breath on the ball.

Face masks have to be worn at any time by all persons when at the playing and training hall with sole exception of the players during play and during training.

Social distancing of 1-1.5 m when presenting the teams, in the player boxes.

After each team training session, the tables will be disinfected.

The host has to prepare a planning on the use of changing room per team for the group stages and need to disinfect before and after a team enters, in case a same changing room will be used by more than 1 team during a day. Use of the sanitary facilities (showers) is forbidden, only change of clothes in the changing room is permitted.

## 10. PRACTICE

For the group stage, practice shall be arranged for the visiting teams under the same conditions as for the home team with the same equipment as used during the match.

For the KO stage starting with the quarter finals, 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.

## 11. RESULTS

Immediately after a match the Referee shall send by e-mail to [result@ettu.org](mailto:result@ettu.org) a copy of the results sheet. Upon completion of the match, the ETTU Scorer App ("iScout") will automatically update the website.

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

12.1 The home club shall inform with the registration form, about the hotel (minimum 3 stars), and confirm the room rates which shall not be higher than the official rate of the hotel, and the hotel's website link. Visiting teams shall confirm to the host on the number of rooms (single and double) which the host shall book by the deadline set by ETTU (separate email). Each club shall be responsible for payment of their own rooms. 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. There shall be separate transportation for each team. If the visiting club delegation arrives / departs at different times / days where more than 1 transportation is needed, or if the delegation of a visiting team is superior to 5 and therefore more than 1 transportation is needed, then the visiting club shall reimburse the cost to the host for the additional transport(s). The costs of additional transport shall be confirmed with the registration form. Visiting teams shall not be allowed to use a different transport than the one provided by the host. The host shall ensure that the transportation used is clean, regularly disinfected and the drivers regularly tested.

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 host shall arrange that meals for all participants are available in a separate room with no access to other hotel guests. Participants shall wear face masks until seated and when leaving the dining table.

The host shall inform with the registration form about the proposed meals and costs.

Each club shall reimburse their meal costs to the host.

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.

Starting with the KO stage, 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.

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 the group stages – groups composed of less than 5 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 group stages – groups composed of 5 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.

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.

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.

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. The host shall contact ETTU and ETTU must approve the “emergency umpire team”.

13.4 The umpires appointed by the ETTU shall receive free hospitality (every umpire is entitled for a single room and full board / meals), 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.

Daily allowance:

Referee/Blue Badge: 100 euros

White Badge: 60 euros

National Umpire: 30 euros

13.5 The nominated umpires have to arrange their travel to and from the playing hall / airport / railway station as soon as their nomination is received and to inform the home club without delay. The nominated umpires shall use the most economic transport (car, train or flight). The umpire team shall arrive 1 day before the competition starts and shall undergo the tests as described under 9.3. For the KO stage and provided the Covid situation has improved, ETTU may confirm the umpire team to arrive on the competition day.

13.6 The appointed Referee has the following responsibilities:

- conduct the team match

- avoid early and late match start (punctual start)

- collect the team line up from both team captains latest 40 minutes before the first match starts

- send the team line up (match order of play/pairings) latest 30 minutes before the first match starts to following mail addresses:

[tabletennis@sportradar.com](mailto:tabletennis@sportradar.com)

[av-mcr@sportradar.com](mailto:av-mcr@sportradar.com)

[fixtures@sportradar.com](mailto:fixtures@sportradar.com)

[events@sportradar.com](mailto:events@sportradar.com)

[Program-Management@sportradar.com](mailto:Program-Management@sportradar.com)

[av-proco@sportradar.com](mailto:av-proco@sportradar.com)

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

The Referee shall send immediately after the match the signed score sheet to

[result@ettu.org](mailto:result@ettu.org)

and within 72 hours after the match(es) the Referees report to [result@ettu.org](mailto:result@ettu.org).



## 14. 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.

## 15. MEDIA AND MARKETING

15.1 The ETTU holds the following rights for every team match within the ECCW:

15.1.1

- -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

15.1.2 Sportradar has been granted the following exclusive media rights of the ECCW on a worldwide basis from the ETTU: TV signal, Internet Broadband Streaming, IPTV and Data & Scoring Rights (live, delayed and excerpts) and Mobile devices rights (incl. DVBH); for unrestricted exploitation in all languages. Sportradar is also allowed to produce ECCW competition matches on their own costs but without having to pay the home clubs any license fee.

As an exception to the exclusivity as per above, the grant of above rights to Sportradar shall be non-exclusive for all respective matches produced by ETTU or on behalf of ETTU (as e.g. by respective host broadcaster and/or the TV production company appointed by ETTU), but shall in each such case be granted to Sportradar on an exclusive basis for betting and gaming purposes.

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.

15.2 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).

Further details are laid down under item 16.

15.3 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 groups composed of 5 teams.

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 team match!).

Each host club will be assigned one or two android device(s) 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(s), with a good view of both the table and the scoreboard.

#### 15.4 **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.

#### 15.5 **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 ETTU (Media Shuttle) Portal. Each Club grants to Sportradar / ETTU free of charge the unrestricted worldwide exploitation rights concerning the respective uploaded photos.

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<sup>1</sup>Pre-announced companies: ETTU.tv production teams and other interested media companies which have the written permission from Sportradar 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 Sportradar / ETTU and its officers, employees and agents against any liability, loss damage, costs or expenses arising therefrom upon first request.

<sup>3</sup>If made available to the clubs

## 15.6 **PHOTOGRAPHS**

Participating clubs shall upload the following photographs to the ETTU (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.

## 15.7 **INTEGRATION VIDEO PLAYER**

It is recommended to every club to integrate the OTT Partner Player video player on its club website, if made available.

## 15.8 **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.

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

## 15.9 **PLAYING CLOTHING**

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.

The use / choice of shirts to use is defined in directive 8.6 and 8.7.

## 15.10 **MARKETING / BRANDING**

The competition A-boards or B-boards and floor stickers displaying the sponsor(s) and ETTU logos will be produced and paid by the host.

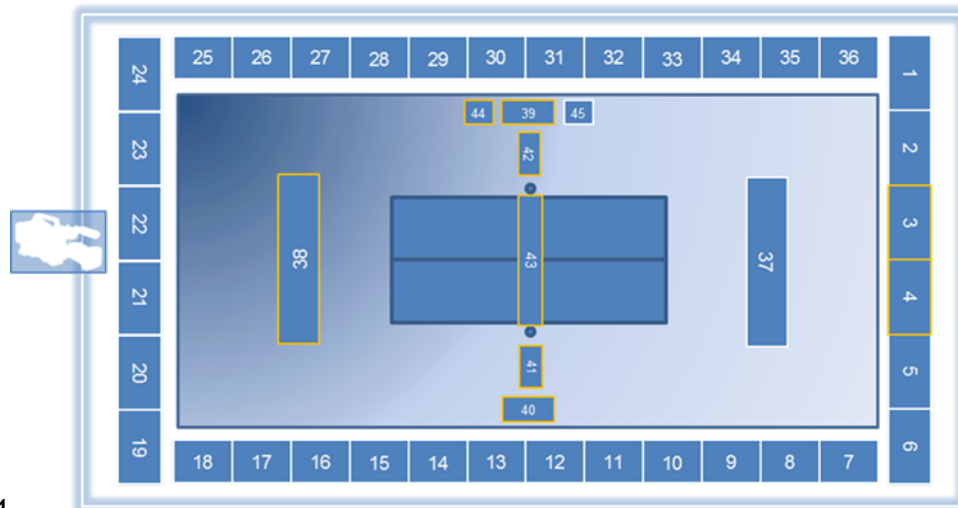


Figure1

In case there is no official sponsor, each host shall receive the right to use all boards for advertisement except number 3 and 4 and floor sticker 41 and 42 where the host shall arrange for ETTU logos.

The financial contribution from ETTU to each host in group stage 1 (only for groups with 5 teams, otherwise 500€) is 700€ as general support which also includes a compensation to the costs for the ETTU logos and stickers production, online stream\* and the backdrop which shall include ETTU and host club's sponsors logos for interviews. Backdrop dimensions: 4m length x 2,2m height.

The financial contribution from ETTU to each host in group stage 2 is 500€ as general support which also includes a compensation to the costs for the ETTU logos and stickers production, online stream\* and the backdrop which shall include ETTU and host club's sponsors logos for interviews. Backdrop dimensions: 4m length x 2,2m height.

The financial contribution from ETTU to each host of a quarter-final, semi-final and to the host of the final (first leg) is 700€ as general support which also includes a compensation to the costs for the ETTU logos and stickers production, online stream\* and the backdrop which shall include ETTU and host club's sponsors logos for interviews. Backdrop dimensions: 4m length x 2,2m height.

The financial contribution from ETTU to the host of the final (second leg) is 1000€ as general support which also includes a compensation to the costs for the ETTU logos and stickers production, online stream\* and the backdrop which shall include ETTU and host club's sponsors logos for interviews and award ceremony. Backdrop dimensions: 6m length x 2,2m height.

A guide manual for the backdrop graphic and ETTU logos will be made available for download at [www.ettu.org](http://www.ettu.org).

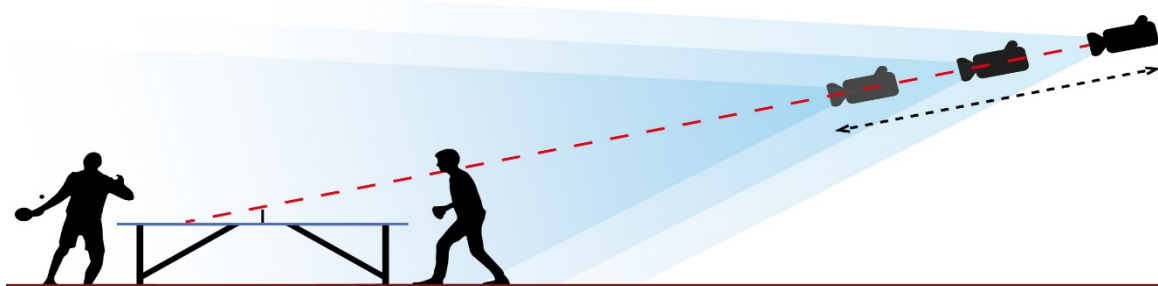
\*Online stream obligations laid down in 16.

## 16. INTERNET - STREAMING

Every host club has to produce online streaming of its matches 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.

For the group stages a 1 camera online stream production for all matches shall be made by the host.

For the quarter-finals, semi-finals and finals a 2 camera online stream production shall be made by the host.

A guide manual will be made available for download at [www.ettu.org](http://www.ettu.org)

The Referee shall send the team line up etc according to directive 13.6.

## 17. 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.

## 18. 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. *ttbc depending on Covid*

## 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.

**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.

ETTU will pay out a prize money of 6.000€ in total. The distribution of the prize money is as follows: 3.000€ for the winner, 1.500€ for the runner up and 750€ for each losing semi finalist.

The financial support for hosts is laid down in 15.10.

**21. FINANCIAL CONDITIONS**

21.1 The entry fee shall be paid according to Directive 2.5.

21.2 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).

**22. 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](http://www.ettu.org)).

**23. 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.

**24. 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.

**25. 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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