

The European Under 13 Championships, hereinafter referred to as “the Event”, shall be organised according to the ETTU Regulations applicable for the Event, i.e. **Chapter “S” of the ETTU Handbook**

In addition to these Regulations, the following Technical and Economic requirements must be respected and fulfilled in close co-operation with the ETTU Secretary General and the ETTU Competition Manager.

## 1. PARTIES INVOLVED

**ETTU – European Table Tennis Union**, (Secretary General (SG), Competition Manager (CM), Referee (REF), Marketing Manager (MM) and Youth Committee (YC)

**The Organising Association** - represented during the Event by an Event Manager or Tournament Director, to be appointed by the Organising Association

## 2. SPORT FACILITIES

### 2.1. PLAYING HALL (seating capacity of at least 2000 persons)

The Organising Association shall submit the proposed plan of arrangements for the playing hall (showing in particular the playing areas, the umpires and referees tables, the call area, the racket control centre, the seats for players/coaches, officials, umpires, the medical, the media and the photographers) to the ETTU/CM, ETTU/SG and the Chair of the ETTU/YC for approval not later than three (6) months before the Event.

The layout of the playing hall must contain the following:

- layout of the FoP in real proportion
  - walkways
  - team benches
  - coaches chairs
  - competition tables
  - entry point
  - exit point
  - camera positions for the streaming (2 tables)
  - mix zone position for the ETTU media team
- it must be only one entry and only one exit point, preferably on the opposit sides of the hall

#### 2.1.1. FIELD OF PLAY

- required number of tables: days 1-5 16
- required number of show courts : 2
- required number of normal courts: 14
- show court size: minimum 14x7 m
- regular court size: minimum 12x6 m
- show court surroundings: A or B-boards
- regular court surroundings : Regular surroundings (C boards)

### **Show courts:**

#### Recommendation:

show court size : 15,4 x 8,4 m

surroundings : B-boards

size of the B-board : 1,4 m

total number of B-boards for one show court: 34 (6+6+11+11)

Preferably, these two tables must be dislocated from the other fourteen with 3m space between show courts and regular courts.

The layout of the show court must consider the march-in procedure and easy connection with the mixed zone.

Streaming camera must have clear view to the FoP of the each show court.

### **Regular courts:**

regular court size : 12x6 m

surroundings : C-boards

size of the C-board : 2m

#### **2.1.2. LIGHTING**

The lighting conditions shall be equal for all playing courts. The lighting level shall be at least one thousand (1,000) LUX. The lighting sources have to be fixed at least five (5) meters above the floor, vertically above the playing area

The background shall be kept dark. Daylight coming in through windows or other openings or apertures is strictly forbidden.

The tables' direction must be so that lightning reflection on the tables is minimised.

#### **2.1.3. FLOORING**

The floor of all playing courts shall be an ITTF approved sports floor.

Advertisements on the floor must comply with ITTF Regulations for International Competitions.

In the practice hall, the flooring must be the same as in the playing hall.

Subflooring: the wooden floor or any other sports floor is a mandatory requirement as a subfloor. It is strictly forbidden to put the ITTF approved floor on the concrete floor, or any other similar floor

#### **2.1.4. HEATING AND AIR-CONDITIONING**

The temperature in all playing areas (including the practice hall) must be between 18 to 22 degrees Celsius.

### 2.1.5. CHANGING ROOMS

There shall be sufficient male and female changing rooms for both players and officials with sufficient showers and toilets and preferably with lockers for clothing.

#### Recommendation:

- 4 male changing rooms
- 4 female changing rooms
- 1 male match officials changing room
- 1 female match officials changing room

### 2.1.6. PLAYERS, CHOACHES AND MATCH OFFICIALS LOUNGE

#### 2.1.6.1. PLAYERS LOUNGE

The player's lounge area must be big enough to accommodate 150 persons at the same time in case that accommodation is not a walking distance or more than ten minutes of driving time.

In the players lounge organizers shall provide the following:

#### FOOD AND BEVERAGES

- fruits (banana, apple, pear, grapes)
- snacks, cookies

If hotel is not on the walking distance, organizers, additionally in players longe must provide:

#### REST ROOM AREA

- tables and chairs
- deck chairs
- pilates balls
- mats

#### 2.1.6.2. COACHES LOUNGE

The coaches' lounge area must be big enough to accommodate 30 persons at the same time

In the coaches lounge organizers shall provide the following:

#### FOOD AND BEVERAGES

- hot drinks (coffee, tea)
- fruits (banana, apple, pear, grapes)
- snacks, cookies

#### REST ROOM AREA

- tables and chairs

### **2.1.6.3. MATCH OFFICIALS LOUNGE**

The coaches' lounge area must be big enough to accommodate 40 persons at the same time. The match official's lounge must be nearby the call area.

In the match officials lounge organizers shall provide the following:

#### **FOOD AND BEVERAGES**

- hot drinks (coffee, tea)
- fruits (banana, apple, pear, grapes)
- snacks, cookies

#### **REST ROOM AREA**

- tables and chairs

### **2.1.7. CALL AREA**

Call area must contain the following :

- 16 tables for umpires
- 3 bigger tables for the referee team and umpire's manager
- 2 halves of playing table for the ball selection
- 4 boxes for the ball selection
- 300 envelopes
- 2 separate positions for volunteers (printing scoresheets for team events)
- LAN network connection with the same subnet as in the competition table
- two laptops with Windows 10 or 11
- 2 BW laser printers

#### **Racket control centre**

There shall be an appropriate room for racket testing, connected with call area, equipped with tables and chairs for at least four (4) persons and with constant influx of fresh air.

The power socket for three devices is a mandatory requirement in the racket control centre.

### **2.1.8. MEDICAL ROOM AND SERVICE**

There shall be special rooms for medical and physiotherapy services for girls and boys, each equipped with two massage table(s) and a refrigerator in each room.

One or more safety lockers shall be provided to the medical teams.

During the whole competition seats close to the playing area shall be allocated to team doctors and team physiotherapists.

The medical service in the playing hall (including the permanent presence of a medical doctor during the whole duration of the Event) shall be capable of dealing with apparently minor illnesses or injuries. For more extensive treatment, a suitable medical centre or hospital nearby shall be available.

### **2.1.9. ANTI-DOPING CONTROL FACILITIES (if needed)**

There shall be necessary facilities to allow doping controls in conformity with the applicable regulations

The anti-doping facilities ("Doping Control Station") reasonably separated from public activity, consists of:

- one private room exclusively dedicated for use by the DCO ("DCO room") with one desk, two chairs
- a waiting room/area with a suitable number of chairs (minimum 8) as well as an appropriate amount of individually sealed, non-caffeinated and non-alcoholic beverages, which includes a mix of natural mineral water and soft drinks
- one or more private and clean bathroom/toilet, adjacent or as near as possible to the DCO room and waiting area
- six towels for the athletes;
- two male and two female staff members/volunteers able to act as chaperones

### **2.1.10. ETTU ROOMS**

There shall be the following meeting rooms:

- a suitable meeting room for twenty (20) persons for ETTU meetings organised during the Event;
- one (1) office for the ETTU President, equipped with Internet connection and the required facilities to organise a meeting with up to eight (8) persons;
- one (1) office for the ETTU Secretary General and staff, equipped with printer, paper supply, Internet connection and visitor chairs for at least three (3) persons;

### **2.1.11. COMPETITION AND MEDIA TABLE**

There shall be a platform (with sufficient tables to accommodate 20 chairs) for the tournament conduct (including the Referee and deputy, the Competition Manager, the YC Chair, the RC Chair, the Press Manager, and the ETTU Media team, ETTU IT team) with all facilities for the tournament control.

If possible, it is welcome to provide a different platform for the ETTU media team nearby the mixed zone.

### 2.1.12. INTERNET

During the whole Championships, in the venue must be separate networks (free of charge) as follows :

- network for the ETTU Result Management Team
- network for the ETTU Media Team
- network for the streaming team
- network for the accredited persons

#### **Network for the ETTU Result Management Team**

Conectivity: LAN  
Number of connections : 6  
Minimum download/upload speed : 20Mbps/20Mbps  
Live-Ticker devices: each device requires a LAN connection with the same subnet (input and output devices\*)

\* input devices: tablet, laptop, PiPo device...

\* output devices: TV screens, Cube screen...

#### **Network for the ETTU Media Team**

Conectivity: wi-fi and LAN  
Number of connections : 6  
Minimum download/upload speed : 20Mbps/50Mbps

#### **Network for the streaming team**

Conectivity: LAN  
Number of connections : 10  
Minimum download/upload speed : 20Mbps/50Mbps

#### **Network for the accredited persons**

Conectivity: wi-fi  
Number of connections : 600  
Minimum download/upload speed : 50Mbps/10Mbps

### 2.1.13. DRAW ROOM

Draw room must be big enough to accommodate 40 persons.

Draw room requirements:

- projector
- screen
- sound system (microphone, speakers)
- five big tables (in total 10 meters length)
- two transparent bowls (size of the aquarium)

### 2.2. EQUIPMENT

ETTU may grant to the organisers the right to appoint one or more ETTU suppliers' pool members as event equipment suppliers who shall provide the technical equipment.

The brand and type of the different technical types of equipment to be used at the Event shall be announced by the Organiser not later than six months before the beginning of the Event.

### 2.3. PRACTICE HALL AND PRACTICE, PLAYING SCHEDULE

#### 2.3.1. PRACTICE HALL

There shall be a practice room/hall, preferably inside the building of the playing hall or very close to it (maximum 3 minutes walking distance).

Practice hall requirements:

- number of tables: minimum 12 tables (same brand and type as it is in the main hall)
- flooring: the same floor as it is in the main hall
- subflooring: wooden floor, sports floor
- lightning: minimum 600 Lx
- lightning source: minimum 4m above the floor, vertically above the playing area

#### 2.3.2. PRACTICE SCHEDULE

Practice in the Practice Hall shall be available:

- two days before the start of the Championships
- each day of the Championships, two hours before the first match starts until the last match of the day ends

Practice in the Main Hall shall be available:

- one day before the start of the Championships
- each day of the Championships, two hours before the first match starts

A time schedule for practice, both in the practice and in the main hall, will be prepared by the ETTU CM.

#### 2.3.3. PLAYING SCHEDULE

The proposed playing schedule will be prepared not later than 6 months before the event and will be finalised after the team draw by the ETTU/CM in close cooperation with the ETTU/YC, the ETTU/SG and the Organising Association.

### 3. ACCOMMODATION / TRANSPORT

#### 3.1. HOTEL

All players, coaches, officials and referees/umpires shall be accommodated in as few hotels as possible.

The organiser must endeavour to accommodate players, coaches, officials and delegates from an Association in the same hotel.

The organizers must offer the accommodation to the NA-s in a:

- minimum one three stars hotel
- minimum one four stars hotel

All hotels shall have single, double and triple occupancy options

The hotels shall be preferably within walking distance, but anyway not more than 30 minutes (in the rush hours) by car or bus, from the playing hall.

The organizers must provide the accommodation to the ETTU VIP persons in a minimum four stars hotel (suit or single rooms occupancy)

The organizers must provide the accommodation to the ETTU staff in a four stars hotel (single rooms occupancy)

The organizers must provide the accommodation to the match officials in preferably four stars hotel (double room occupancy for umpires and single room occupancy for the referee team)

#### 3.2. HOSPITALITY

**In addition to regulation D.8** the organiser must provide free hospitality from the lunch of the day before the Event starts until breakfast after it ends for up to 10 persons providing different services for the ETTU and the organisers (eg.: results management service, live streaming, ETTU premium partner).



### 3.3. MEALS

Meals shall be provided either in the playing hall (separate room) or in the accommodation hotel. Lunch must be provided in the venue with a minimum capacity of 120 persons.

Lunch and dinner menus shall be proposed 3 months in advance and approved by the ETTU.

Lunch and dinner in the form of a buffet are recommended, with the following minimum requirements:

- hot starter dish e.g. soup.
- red meat option, as main dish
- white meat option, as main dish
- fish dish (boneless), as main dish
- side dish e.g. pasta, rice, potato
- additional cooked vegetables
- salad
- two types of bread, in white and brown
- flavourings and oils including but not limited to olive oil, vinegar, tabasco etc.
- Minimum two cakes for dessert.
- Varieties of fruit and yoghurt for dessert.

Meal times:

<b>Breakfast:</b>	06:30-10:00
<b>Lunch:</b>	12:00-16:00
<b>Dinner:</b>	18:30-22:30 or 30 minutes after the last match finished (if dinner is at the venue) or 30 minutes after the last shuttle arrives at the hotel (if dinner is served at the hotel)

Meals shall be arranged to keep the waiting lines as short as possible; in any case, the waiting time shall not exceed 10 minutes. The strong recommendation is to have a minimum of 3 lines where accredited persons can take the meals.

### 3.4. WATER

The water must be free of charge in unlimited quantities for all accredited persons during the Championships.

Water should be available in the bottles or the gallons.

Using tap water cannot be a substitute for bottled or gallon water.

Water must be available in the playing hall, practice hall and dining rooms.

### 3.5. TRANSPORTATION

The Organising Association shall provide free transportation for all participants as follows:

- at their arrival, from the nearest international airport and railway station to the hotel or playing hall; the minimum waiting time at the airport/train station can't exceed the 10 minutes time
- at their departure, from the hotel or playing hall back to the respective airport and railway station; the teams arrival at the airport/railway station must be 120 minutes before the scheduled flights (if there is no other request from the NA-s)

Where necessary (if the hotel of accommodation is not within walking distance; walking distance - **walking time not longer than 10 minutes**), a regular and frequent transport service (shuttle bus) must be provided

The shuttle bus requirements:

- during the competition days, arrival of the first shuttle to the venue must be 105 minutes before the start of the first match
- during the competition days, the last departure must be 15 minutes after the last match is over in case dinner is served in the hotel. If dinner is served in the venue, the departure of the last shuttle is 45 minutes after the last match is over.
- during the competition days, the frequency of the shuttle should be between 30-45 minutes
- during the official practice days, the frequency of the shuttle is 60 minutes
- the number of buses needed for the transport must be sufficient to transfer:
  - morning shifts : 100 person
  - daily shifts (if meals are served in the venue): 50 persons
  - daily shifts (if meals are served in the hotel): 100 persons
  - evening shifts : 100 persons

The Competition Manager will decide on the duration of each shift.

### 4. PRESS / MEDIA

#### 4.1. PRESS CENTRE and FACILITIES

There shall be a press centre and press conference room with direct access to the playing hall, equipped with sufficient tables, chairs and at least twenty (20) internet connections (cable and wireless). Press photographers and TV camera operators shall have an easy access to the playing area.

There shall be a Mixed Zone providing access for media persons to players and coaches.

Media persons shall be provided with special seats and tables within the playing hall having direct internet access; they shall be supplied promptly with all results and interesting items of news.

There shall be a Press Officer and an Official Photographer working in close cooperation with the ETTU Press Official.

### 5. PROTOCOL

All protocol questions directly related to the Event shall be fixed between the ETTU/SG or CM and the Event Manager/Tournament Director.

#### 5.1. VIP ENTRY CARDS

VIP entry cards shall be provided to ETTU for guests, sponsors, partners and suppliers according to the signed contract.

#### 5.2. RECEPTIONS

The Organising Association may wish to extend invitations to a reception before or during the Event. The necessary arrangements have to be clarified with the ETTU/SG in due time.

#### 5.3. VIP CARE

There shall be a VIP lounge, with seats and tables, with drinks and snacks available for guests, sponsors, partners, suppliers free of charge.

#### 5.4. FLAGS

The following flags shall be hoisted in the playing hall

- the national flag of the Organising Association
- the ETTU flag
- the national flags of the participating Associations.

The Organising Association shall be responsible for all matters of flag protocol, working in close co-operation with the ETTU.

The order of the flags shall be according the english alphabet .

The display of the flags shall be according to IOC guidelines.

### 5.5. VICTORY CEREMONY

There shall be a victory ceremony at the end of the Event with a suitable podium (for 24 persons in team events, 8 persons in doubles events and 4 persons in singles events) and a backdrop. Victory ceremony protocol and arrangements together with the backdrop shall be approved by the ETTU Marketing Manager..

### 5.6. TROPHIES AND AWARDS

The Organising Association shall provide awards according to regulation D.13. in a close cooperation with the ETTU Marketing Manager.

## 6. ETTU RESULT MANAGEMENT SYSTEM (RMS)

ETTU will provide the Result Management System for the Championships.

ETTU RMS consists from the following parts:

- Tournament software
- Live Ticker
- Results Presentation

#### **Tournament software**

Tournament software is the "heart" of the ETTU RMS.

Requirements which organizers have to provide are:

- separate LAN network with 20/20Mbps upload/download speed
- 4 LAN connections
- 2 BW laser printers
- 5000 white papers
- 1 volunteer in each shift
- power sockets

#### **Live Ticker**

All playing tables shall be covered with the Live Ticker system.

Requirements which organizers have to provide are:

- LAN network with 20/20Mbps upload/download speed with the same subnet as it is Tournament Software
- 8 devices (laptop, tablets)
- 8 LAN connections
- 8 power sockets
- 8 positions on the podium in the venue from where volunteers can run the Live Ticker (clear view of the score from the table)
- 15 volunteers in each shift

### Results Presentation

Results will be displayed in the venue on the big screen (cube) in real-time.

The requirements for that are:

- access point to the control device of the screen
- LAN network with 20/20Mbps upload/download speed with the same subnet as it is Tournament Software
- power socket
- HDMI cable

There is the possibility of presenting the results on TV screens all over the venue. The presentation of the results on each display spot requires the following:

- LAN network with 20/20Mbps upload/download speed with the same subnet as it is Tournament Software
- power socket
- HDMI cable
- HDMI splitter in case there are two display devices on one raspberry device (necessary for in court screens on the umpires tables)

The complete setup of the network must be ready two days before the start of the event.

## 7. TV, INTERNET AND VIDEO

### 7.1. INTERNATIONAL RIGHTS

Except as otherwise stipulated (e.g. in the co-operation agreement with Organiser), the international media transmission rights, standard (i.e. regular on-air) and non-standard (i.e. cable, satellite, live streaming, mobile, pay-TV, Internet etc.) remain the exclusive property of the ETTU and ETTU shall exclusively be entitled to exploit these rights without restriction.

### 7.2. DOMESTIC RIGHTS

The domestic TV rights (i.e. the TV rights on the territory of its home country) are the property of the Organising Association.

### 7.3. ONLINE LIVE STREAMING

The Organiser shall produce online live streaming for all matches played on the 2 show court tables on its own cost which will be shown on ETTU.tv

The Streaming Provider shall:

- provide streaming from 2 tables with one camera
- publish the streaming on the ETTU.tv platform

The streaming production team shall be available one day before the match to conduct rehearsal with the ETTU person in charge.

The ETTU live streaming graphic shall be used (the ETTU marketing team will provide the graphic design, while organiser is responsible for the module which will run the live scoring).

No further filming and broadcast of the Event is permitted, unless separately agreed and approved by ETTU.

### 8. MARKETING, ADVERTISING

The exclusive right to appoint a title sponsor is vested in the ETTU.

The Organising Association must always, in any publication under their responsibility regarding the event, use the correct denomination of the title sponsor. An Organising Association failing to do this shall be fined by the Executive Board and made liable for the payment of all undisputed damages claimed by the title sponsor.

### 9. MANPOWER

During the Championships Organiser have to provide the following manpower which are helping ETTU staff :

- volunteers for live ticker
- official photographer
- official press officer
- official announcer
- official DJ

#### **VOLUNTEERS FOR LIVE TICKER**

Volunteers for live ticker are responsible to the ETTU IT team and Competition Manager.

Number of volunteers in each shift:          number of tables/2+2

Requested devices:                                  Laptop or Tablet

Requested knowledge:                              table tennis background  
MS office knowledge

Duties:      running live ticker for the ETTU website and intranet from the all playing tables

#### **OFFICIAL PHOTOGRAPHER**

The official photographer is directly responsible to the ETTU Press Official

The official photographer is requested to be in the venue throughout the Championships.

Requested devices:                                  a camera that delivers high-quality images of athletes on the move in complex light conditions

Requested knowledge:                              experience in sports photography  
picture editing

Duties: provide the ETTU free of charge and free of rights and without delay with digital photographs generally relating to the Event and showing the ETTU sponsors' and suppliers' visibility. The photographer must cooperate with the ETTU press official who will provide the photographer with all needed requirement in due time editing and renaming of each picture

### **OFFICIAL PRESS OFFICER**

The official Press Officer is directly responsible to the ETTU Press Official

The Press Officer is requested to be in the venue throughout the Championships.

Requested devices: laptop with MS office  
dictaphone

Requested knowledge: knowledge of English in speech and writing

Duties: taking quotes from players after matches  
making a written form of a quote

### **OFFICIAL ANNOUNCER**

The official announcer is directly responsible to the ETTU Competition Manager and ETTU Marketing Manager

The official announcer is requested to be in the venue during the all Championships

Requested devices: sound system

Requested knowledge: knowledge of English in speech and writing  
work experience as an event leader

Main duties: players presentation ceremony  
victory ceremony  
opening ceremony

### **OFFICIAL DJ**

The official announcer is directly responsible to the ETTU Competition Manager and ETTU Marketing Manager

The official announcer is requested to be in the venue during the all Championships.

Requested devices: sound system

Main duties: responsible for music during the players presentation  
responsible for music during the victory ceremony  
responsible for music during the opening ceremony  
responsible for music during the non playing periods

It is strongly recommended to use music to which they have full rights or free music for which they should not have rights

### 10. MATCH OFFICIALS

The ETTU URC will announce Referee and three Deputy Referees for the Championships.

If the tournament will be played in more than one hall, an additional deputy referee is needed for each additional playing hall.

Sufficient number of umpires: **56**

50% of the umpires shall be International Umpires from foreign Associations.

ETTU URC, in cooperation with organizers, must send an open invitation letter jointly with the ETTU URC to all ETTU member associations three months before the tournament starts.

Daily allowances :

Referee: 70€ / per working day + 2 additional working days

Deputy Referee: 60€ / per working day

Gold Badge Umpire : 50€ / per working day

Blue Badge Umpire : 50€ / per working day

White Badge umpire: 45€ / per working day

Other umpires: 35€ / per working day

Travelling costs: The organizers must cover the travelling cost only for the referee and deputy referee team.

Travelling costs by car : 0,30€ per km + payroll/vignette costs

Travelling costs by plane: economy airfare; must be approved by the LOC, latest 60 days before tournament starts

### 11. CONTRACTS

Except with the prior written consent of ETTU, the Organising Association shall, in relation with the Event, not enter into a contract whose provisions are in conflict with the provision of these directives

### 12. MISCELLANEOUS

All other provisions to be respected by the Organising Association but not mentioned neither in the ETTU Regulations applicable for the Event nor in the present directives shall be laid down in detail in the co-operation agreement to be concluded between ETTU and the Organising Association.

Hygienic guidelines (if needed) may be prepared by ETTU and the Organiser in order to guarantee a safe environment for all persons involved