

## 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. ENTRIES

The maximum number of entries depends on maximum number of tables for specific event.

The minimum number of tables organizers need to provide is 12, but minimum 16 tables is a strong recommendation by ETTU.

The following number of entries will be accepted:

	TEAMS	MIXED TEAMS	SINGLES ENTRIES
12 tables	88	40	176
14 tables	100	48	200
16 tables	112	56	224
18 tables	124	64	248
20 tables	136	72	272

## 3. SPORT FACILITIES

### 3.1. PLAYING HALL

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 (3) 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
- camera positions for the streaming on 1 table (optional)

### 3.1.2. FIELD OF PLAY

- required number of tables: according to number of entries
- required number of show courts : 1 (if streaming will be provided)
- show court size: minimum 14x7 m
- regular court size: minimum 12x6m
- show court surroundings: A or B boards
- regular court surroundings : Regular surroundings (C boards)

### **Show courts:**

#### Recommendation:

show court size :	14 x 7 m
surroundings :	A, B-boards or LED
size of the boards :	1,4 m
total number of boards for one show court:	30 (5+5+10+10)

Preferably, the show court must be dislocated from the other tables

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

The streaming camera must have a clear view of the FoP of each show court.

### **Regular courts:**

#### Requirement:

regular court size :	12x6m
surroundings :	A, B or C-boards or LED
size of the C-board :	recommendation: 2m

### **3.1.3. LIGHTING**

The lighting conditions shall be equal for all playing courts. The lighting level shall be at least eight hundred (800) LUX over the table. 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.

### **3.1.4. FLOORING**

There are two option for flooring:

#### **3.1.4.1. ITTF approved floor in the playing hall**

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

ETTU will provide A-boards for show court (30 B-boards).

If there will be ITTF-approved floor and A-boards, streaming on the show court throughout all tournaments is mandatory.

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

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

### 3.1.4.1. Sport floor of exceptional quality

Sport floor must be approved by ETTU minimum 3 months before the event.

Sport floor can be:

- wooden floor
- sport carpet for other sports
- multifunctional sport floor

In the practice hall minimum requirement is sports floor.

### 3.1.5. HEATING AND AIR-CONDITIONING

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

### 3.1.6. 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.

Reccommendation:

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

### 3.1.7. LOUNGES

#### 3.1.7.1. MATCH OFFICIALS LOUNGE

The match lounge area must be big enough to accommodate 20 persons simultaneously. 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

### 3.1.8. CALL AREA

Call area must contain the following :

- tables for umpires (same number as playing tables)
- 2 bigger tables for the referee team and umpire's manager
- 1 playing table for the ball selection
- 2 boxes for the ball selection
- 200 envelopes

### 3.1.9. 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.

### 3.1.10. COMPETITION AND TABLE

There shall be a platform (with sufficient tables to accommodate 10 chairs) for the tournament conduct (including the Referee and deputy, the Competition Manager, and ETTU persons with all facilities for the tournament control.

### 3.1.11. INTERNET

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

- network for the ETTU Result Management Team
- network for the streaming team (optional)
- network for the accredited persons

#### 3.1.11.1. Network for the ETTU Result Management Team

Connectivity:	LAN
Number of connections :	4
Minimum download/upload speed :	20Mbps/20Mbps

#### 3.1.11.2. Network for the streaming team (optional)

Connectivity:	LAN
Number of connections :	1
Minimum download/upload speed :	20Mbps/50Mbps

#### 3.1.11.3. Network for the accredited persons

Connectivity:	wi-fi
Number of connections :	200
Minimum download/upload speed :	50Mbps/10Mbps

### 3.1.12. DRAW ROOM

Draw room must be big enough to accommodate 40 persons.

Draw room requirements:

- projector
- screen
- sound system (microphone, speakers)
- two big tables

The drawing room must be in the same building as the playing hall.

### 3.2. EQUIPMENT

The equipment which LOC would use in the event must meet the following conditions :

- the equipment must be ETTU suppliers pool member equipment
- the equipment must be ITTF approved equipment

The brand and type of equipment used at the Event shall be announced by the Organiser in the Prospectus.

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

#### 3.3.1. 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: 75% of number of tables in the Main Hall
- flooring: preferably same flooring as it is in the Playing hall or sport floor
- subflooring: wooden floor, sports floor
- lightning: minimum 600 Lx
- lightning source: minimum 4m above the floor, vertically above the playing area

#### 3.3.2. PRACTICE

Practice in the Practice Hall shall be available:

- day before tournament starts from 10:00-21:00
- each day of the Championships, 90 minutes before the first match starts until the last match of the day ends

Practice in the Main Hall shall be available:

- day before tournament starts from 10:00-21:00
- each day of the Championships, 90 minutes before the first match starts

### 3.3.3. PLAYING SCHEDULE

The proposed playing schedule will be prepared not later than 3 weeks before the event by the ETTU/CM

## 4. ACCOMMODATION AND MEALS

### 4.1. ACCOMMODATION

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 (75% of rooms)
- optional: student, sport or hostel accommodation with a bathroom in each room - must be approved by ETTU CM

All accommodation facilities shall have single, double and triple occupancy options.

The accommodation facilities 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 in a four stars hotel (single rooms occupancy)

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

Cost per day per person in triple room can't exceed 90€ per person per day in 3\*\*\* hotel

Cost per day per person in double room can't exceed 100€ per person per day in 3\*\*\* hotel

Cost per day per person in single room can't exceed 120€ per person per day in 3\*\*\* hotel

The price of accommodation in sports, student or hostel accommodation must be lower than accommodation in \*\*\* option.

There is no Entry Fee option.

In all accommodation facilities Internet free of charge with good connectivity is mandatory requirement

### 4.2. HOSPITALITY

The organiser must provide free hospitality from the lunch of the day before the Event starts until breakfast after it ends for 5 persons providing different services for the ETTU and the organisers.

Organizers must provide a hospitality discount of 50% for up to four players nominated by the ETTU development department. Players will be selected latest seven days after the entry deadline.

### 4.3. MEALS

Meals shall be provided either in the playing hall (separate room) or in the accommodation hotel.

Lunch and dinner menus shall be proposed 2 weeks 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.
- meat option (red meat, white meat or fish)
- vegetarian option
- side dish e.g. pasta, rice, potato
- additional cooked vegetables
- salad
- bread
  
- flavourings and oils including but not limited to olive oil, vinegar, tabasco etc.
  
- dessert

Meal times:

<b>Breakfast:</b>	06:30-10:00
<b>Lunch:</b>	12:00-16:00
<b>Dinner:</b>	18:30-22:00 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)

The meals area must meet following conditions:

- the capacity must be big enough to accommodate 30% of all accredited persons at the same time
- 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 2 lines where accredited persons can take the meals.

#### 4.4. 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.

There is a possibility of using tap water. In case tap water is used, organizers must provide a medical certificate made by a competent authority (medical, health institute...) that tap water is of exceptional quality. This certificate can't be older than 3 days before the tournament starts.

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

#### 5. TRANSPORT

**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 20 minutes
- 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 90 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 45-60 minutes
- during the official practice days, the frequency of the shuttle is 60 minutes

The Competition Manager will decide on the duration of each shift and the capacity of the shuttle transport per shifts



### 6. PRESS / MEDIA

In case that ETTU Media Team will be present at competition following requirement must be fulfilled:

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

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.

ETTU will inform organizers not later than 90 days before the tournament starts, shall ETTU media team will be present at the event

There shall be a Press Officer and an Official Photographer working in close co-operation with the responsible ETTU person on site.

### 7. PROTOCOL

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

#### 7.1. AWARD CEREMONY

There shall be a victory ceremony at the end of the Event with a suitable podium (8 persons in doubles events and 4 persons in singles events) and a backdrop. ETTU will provide the Victory Ceremony protocol.

Instead of podiums, victory ceremony spots can be used.

The backdrop shall be approved by ETTU Marketing manager.

Anthems shall not be played at the Award Ceremony.

#### 7.3. TROPHIES AND AWARDS

The Organising Association should provide following awards:

**Team Events :** Trophy 1st - 3rd position (2x3rd position)  
Medals for all players in team including coach

**Singles Events:** Trophy 1st - 3rd position (2x3rd position)

**Doubles Events:** Trophy and Medals for winners (both players)  
Medals for 2nd and 3rd position (2x3rd position) for both players

### 8. ETTU RESULT MANAGEMENT SYSTEM

ETTU will provide the Result Management System for the Championships.

ETTU RMS consists from the following parts:

- Tournament software

### 8.1. 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 on the same subnet
- 1 BW laser printers
- 2000 white papers
- 1 volunteer in each shift
- power sockets

### 9. LIVE STREAMING (OPTIONAL)

The streaming should be provided by the organizers covering one show court.

Stream will be shown on the ETTU.tv platform

The ETTU scoring graphic must be implemented in the stream.

### 10. MARKETING, ADVERTISING

#### 10.1. Branding Colour (CMYK)

C92      M100      YF      K29

#### 10.2. Tournament Logo

The following ETTU Youth Series Logo shall be used at all events.



#### 10.3. Tournament Backdrop

The following Backdrop shall be used at all events (3 x 2,20 m) :



### 10.4. Show-court

#### 10.4.1. A-Boards

On the events where show-court will be implemented, ETTU will provide A-boards for complete show court

ETTU will send to organizers 30 B-boards (10+10+5+5)

#### 10.4.2. Floor stickers

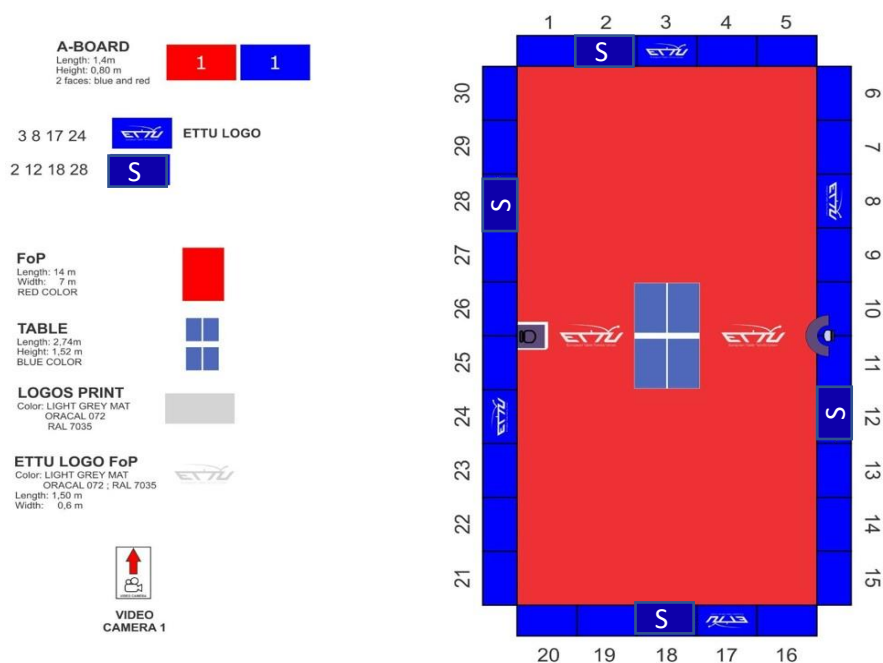
2 floor stickers must be provided by organizers.

Size of floor sticker: 1,50x0,6 m

Colour: Light Grey Mat      ORACAL: **072**      RAL: **7035**

#### 10.4.3. Layout of the show-court

The following layout of show-court must be implemented:



The other board positions are free for organizers.

Organizer must inform ETTU not later than 90 days before the event which boards will be used by organizers.

For that positions organizer must send logos to the ETTU marketing department.

Print for all boards will be on ETTU cost.

## 11. MANPOWER

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

- official photographer
- official press officer
- official announcer and DJ

### 11.1. OFFICIAL PHOTOGRAPHER

The official photographer is directly responsible to the ETTU Media Manager or to ETTU Competition Manager

The official photographer is requested to be in the venue during the all Tournament.

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: taking photos of table tennis players in action  
editing and renaming of each picture

### 11.2. OFFICIAL PRESS OFFICER

The official press officer is directly responsible to the ETTU Media Manager or to ETTU Competition Manager

The official photographer is requested to be in the venue during all the Tournament.

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

### 11.3. OFFICIAL ANNOUNCER and DJ

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

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

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

The LOC is responsible regarding the rights of music.

### 10. PROSPECTUS

The Prospectus is a KEY document of each Event.

The Prospectus will be made in close cooperation between ETTU and LOC

Next items are mandatory to be included in Prospectus:

- organizer
- Tournament Director, name and contacts
- Referee name and contact details (TBC by the ETTU URC)
- Media Officer name and contact details
- ETTU Competition Manager
- Venue details
- Events
- Schedule of draws and location
- Equipment (must be member of ETTU suppliers pool)
- Hospitality options
- Type of meals provided
- Official Airport
- Official Train Station
- Transportation details
- Room Cancellation policy
- Entry cancellation policy
- Accreditation Details
- Payment methods
- Visa application system

The Prospectus must be published latest two months before tournament starts.

### 12. ETTU COMPETITION MANAGER

The appointed ETTU Competition Manager is responsible for implementing the ETTU philosophy on how to run the ETTU Youth Series

His responsibilities are defined as follows:

The ETTU Competition Manager is the official representative of the ETTU and has the final authority in all matters relating to the agreement. In case of disputes, the Competition Manager may over-rule the Referee and/or the Tournament/Event Director. However, in matters regarding the interpretation of the rules and racket control outcome, the Referee's decision will be final.

The ETTU Competition Manager will work closely with the Referee in the tournament in all "technical" matters of the event such as:

- Entries, eligibility, seeding and draw.
- Time schedule (in both structure and detail).
- Allocation of matches by tables for each round.
- Venue Layout

The host Association will provide free hospitality in at least a 4 \*\*\*\* hotel with a secure Internet connection to the ETTU Competition Manager (or a designated official), who will arrive two (2) days before the start of the event. High-speed internet access has to be provided free of charge in both the sports hall and the hotel to the ETTU Competition Manager.

### 13. TOURNAMENT/EVENT DIRECTOR

The Tournament Director is appointed by the Host Association/LOC.

The Tournament Director responsibilities are :

- Implementation of agreement between ETTU and Host Association
- Implementation of directives
- Close cooperation with ETTU Competition Manager

### 14. MATCH OFFICIALS

The Host Association should appoint one International Referee and two Deputy Referees in agreement with ETTU URC.

One of the three must be from a foreign Association.

The name list has to be proposed by the organizers three months before the tournament starts, and before making it official, it needs the approval of the ETTU URC.

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:                      number of tables x 2,5

At each table, only one umpire will be on duty. The exceptions are the semi-final and final matches, where two umpires must be on duty.

25% of the umpires shall be International Umpires from foreign Associations.

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

If the number of applicants exceeds the available places, a joint selection (Organizers/URC) will be made.

Daily allowances :    umpires: 30€ / per working day  
                                  referee: 60€ / per working day + 2 additional working days  
                                  deputy referee: 60€ / per working day

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



## EUROPE YOUTH SERIES DIRECTIVES FOR ORGANIZERS

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

### 15. LEVY TO ETTU

For each entry in the singles events levy is 15 €.

Organizer must invoice each association that cost. After tournament ETTU will invoice organizers for that cost.

### 16. ETTU KEY PERSONS

#### ETTU DEPUTY PRESIDENT FOR COMPETITIONS :

Mrs Heike AHLERT [heike.ahlert@outlook.de](mailto:heike.ahlert@outlook.de)

#### ETTU SECRETARY GENERAL

Mr Richard SCRUTON [rcsettu@pt.lu](mailto:rcsettu@pt.lu)

#### ETTU DEPUTY SECRETARY GENERAL

Mr Pierre KASS [office@ettu.org](mailto:office@ettu.org)

#### ETTU YOUTH COMMITTEE CHAIRMAN

Mr Thomas BUZA [thomas.buza@svenskbordtennis.com](mailto:thomas.buza@svenskbordtennis.com)

#### ETTU MARKETING MANAGER :

Mrs Beatrice ROMANESCU [beatrice.romanescu@gmail.com](mailto:beatrice.romanescu@gmail.com)

#### ETTU PROJECT MANAGER

Mrs Galia DVORAK [projects@ettu.org](mailto:projects@ettu.org)

#### ETTU COMPETITION MANAGER

Mr Alen IVANCIN [competition@ettu.org](mailto:competition@ettu.org)

#### ETTU URC

Mr Werner THURY [urc@ettu.org](mailto:urc@ettu.org)

#### ETTU RANKING

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