



EUROPEAN TABLE TENNIS UNION

EUROPEAN VETERANS CHAMPIONSHIPS

DIRECTIVES

May 2018

The European Veterans Championships, hereinafter referred to as “the Event”, shall be organised according to the ETTU Regulations applicable for the Event, i.e. Chapter “E” 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 Veterans Committee (VC)
- The Organising Association, represented during the Event by an Event Manager, to be appointed by the Organising Association

2. SPORT FACILITIES:

2.1 HALLS

There shall be playing halls (preferably under one roof), with a seating capacity of at least 2000 persons and which are large enough to accommodate at least one hundred (100) playing courts (tables), in separate playing areas of 10 x 5 m with at least 8 larger playing courts for the finals. It is recommended to have at least 30 tables for practise.

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/VC for approval not later than six (6) months before the Event.

2.1.1 Lighting

The lighting conditions shall be equal for all playing courts. The lighting level shall be at least six hundred (600) 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.

2.1.2 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.

2.1.3 Heating

The temperature in all playing areas shall be between 18 to 22 degrees Celsius.

2.1.4 **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.

2.1.5 **Racket Control Centre**

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

2.1.6 **Medical Room and Service**

There shall be special rooms for medical and physiotherapy services for men and women, each equipped with at least 2 massage tables and a refrigerator.

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/or physiotherapists.

The medical service in the playing hall (including the permanent presence of a 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.

2.1.7 **ETTU rooms**

There shall be a meeting room for the ETTU Veterans Committee with a capacity for 10 persons, either in the playing hall or in the hotel of accommodation, during the whole duration of the Event.

In the main hall there shall be special rooms with appropriate furnishings including a printer, copy machine etc, internet connection and refreshments for the ETTU President and the ETTU/SG during the whole duration of the Event.

In the main hall there shall be a room with appropriate furnishings and internet connection for ETTU staff and officials.

There shall be a Jury meeting room for daily Jury meetings.

2.1.9 **Announcer's platform**

A raised platform shall be arranged in the playing hall for the announcers.

A suitable audio service shall be provided in the playing hall.

2.1.10 **Tournament Conduct**

The organiser shall use the official ETTU software and result management system.

There shall be a raised platform for every hall (with 3-4 tables and 8-10 chairs) for the tournament conduct (including the Referee and deputy, the Competition Manager, the VC and RC Chairs, the Media Manager) with all facilities for tournament control.

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 equipments to be used at the Event shall be announced by the Organiser not later than three (3) months before the beginning of the Event.

2.3 PRACTICE AND PLAYING SCHEDULE

2.3.1 Practice

There shall be a practice room/hall, preferably inside the building of the playing hall or very close to it, equipped with the same flooring and at least thirty (30) tables of the same brand and colour as in the playing hall.

In the playing hall, practice shall be available throughout the day before the beginning of the Event.

2.3.2 Playing Schedule

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

The playing schedule should include the following limitations:

Day 1: Group matches singles event (all categories)

Day 2: Group matches doubles event (all categories)

Day 3: Free day

Day 4: Singles event: competition proper and consolation

Day 5: Doubles event: competition proper and consolation

Day 6: Semi—final and final matches; consolation finals shall be played in a different hall or in the opposite part of the main hall.

3. ACCOMMODATION / TRANSPORTATION

3.1 HOTEL

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

The hotels shall be of minimum 3 stars standard and approved by ETTU. The hotels shall be preferably within walking distance, but anyway not more than 30 minutes by car or bus, from the playing hall.

3.2 HOSPITALITY

In addition to regulation E.8 the organiser must provide free hospitality from lunch of the day before the Event starts until breakfast after it ends for up to 6 persons providing different services for the ETTU and the organisers (eg.: results management service, live streaming, ETTU development partner).

3.3 MEALS

The participants have to arrange themselves for meals.

For all persons entitled to free hospitality catering shall be provided either in the playing hall (separate room) or in the hotel of accommodation.

Meal times shall be flexible and co-ordinated with the playing sessions in order to allow the participants to have their meals at reasonable times. Meals shall be arranged in a way to keep the waiting lines as short as possible, in any case the waiting time shall not exceed 10 minutes.

3.4 TRANSPORTATION

Transportation is to be arranged, with the help of the organisers, by the participants themselves.

The Organising Association shall provide free transportation for all persons entitled to free hospitality as follows:

- at their arrival, from the nearest international airport or railway station to the hotel or playing hall;
- at their departure, from the hotel or playing hall back to the respective airport or railway station.

There shall be an appropriate number of passenger cars available for the persons entitled to free hospitality.

Additionally, there shall be an appropriate number of passenger cars available.

4. PRESS / MEDIA

4.1 BULLETIN

A Bulletin concerning the Event shall be issued by the Organising Association.

4.2 INTERNET SITE

There shall be an Internet homepage for the Event, - also in the English language - either on a separate site or on a specifically dedicated page of the Organising Association's site. Necessary information must be given to the ETTU Secretariat in order to set up a link to that site.

The event shall be announced and presented on the Internet website at least three (3) months in advance, showing all information relevant for the Event.

During the Event, all results shall be available and permanently updated.

4.3 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 ten (10) 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.

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 co-operation with the ETTU Media Manager.

5. PROTOCOL

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

5.1 VIP ENTRY CARDS

VIP entry cards shall be provided to ETTU for guests, sponsors 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 FAREWELL PARTY

A farewell party shall be organised during the Championships.

5.4 VIP CARE

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

5.5 FLAGS

The following flags shall be hoisted in the playing hall

- the national flag of the Organising Association
- the 2 ETTU flags
- 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 Secretariat.

5.6 VICTORY CEREMONY

There shall be a victory ceremony at the end of the Event with a suitable podium (for 8 persons in doubles events and 4 persons in singles events) and a backdrop.

5.7 TROPHIES and AWARDS

The medals shall be presented to the winners, runners-up and losing semi-finalists according to regulation E.12.

5.9 RESULTS

There shall be a regular and updated public display of all results in the playing halls.

6. TV, INTERNET and VIDEO

- 6.1 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. The international TV rights, standard (i.e. regular on-air) and non-standard (i.e. cable, satellite, live streaming, mobile, pay-TV, Internet etc.) are the property of the ETTU. These rights include any kind of Television transmission, Internet Broadband Streaming, IP-TV and Data & Scoring Rights (live, delayed and excerpts), Mobile devices rights and Radio rights, Worldwide media rights in relation to all matches played within the European Veterans Championships for unrestricted exploitation in all languages by any kind of media, already existing or invented/created in future, including but not limited to.
- 6.2 The domestic TV rights (i.e. the TV rights on the territory of its home country) are the property of the Organising Association.
- 6.3 Each player shall be allowed to use one video camera during their own matches.
- 6.4 The Live and delayed online transmission of the Event may be provided by the appointed ETTU IP-TV Service Provider, without any additional cost for the Organiser (except free hospitality for the technical staff persons).
- 6.5 The IP-TV Service Provider shall:
- have the exclusive right of the TV streaming via web (live and delayed broadcast)
 - decide, in agreement with the ETTU Competition Manager, which matches will be live or delay broadcasted.

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

- 6.6 The Organiser has to:
- make an appropriate connectivity available to ensure the event's live and/or delayed transmissions, accomplishing all the Internet Service Provider's technical requests;
 - supply the IP-TV Service Provider staff with the accreditations required for getting access to all necessary locations;
 - make available to ETTU and to the IP-TV Service Provider adequate spaces and working areas;
 - give to IP-TV staff appropriate assistance during the Event.

7. 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.

8. WIFI-CONNECTIVITY

WIFI-Connectivity in the venue must be guaranteed and free of charge for all accredited participants throughout the whole event.

9. 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.

10. SWAYTHLING CLUB

The Organiser shall give free hospitality (accommodation, boarding, VIP entry tickets etc.) to at least six (6) members of the Swaythling Club International.

11. PROMOTION OF THE NEXT EUROPEAN VETERANS CHAMPIONSHIPS

The Organiser shall provide the representatives of the Organising Committee of the next EVC a suitable and adequate space in the main hall for promotion.

12. PRIVACY POLICY

By registering and entering the Championships, 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).

13. 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.
