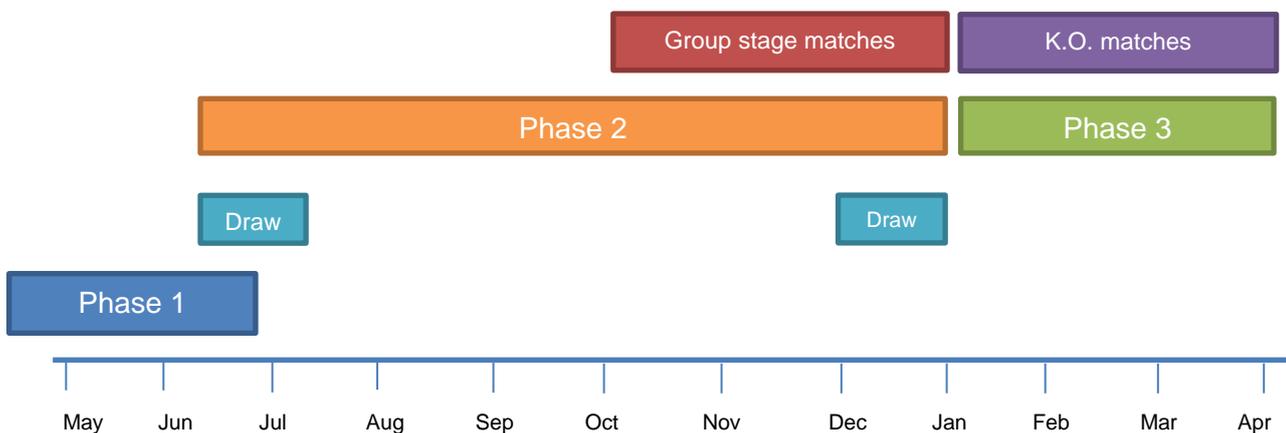




EUROPEAN TABLE TENNIS UNION



General Overview



May: Start registering for the TTCL. Therefore, you have to fulfill numerous standards and conditions. Please see **Phase 1** (see below, no. 1-4) for more details. Please make sure to follow each step of **Phase 1** determined by tsmg and ETTU precisely to guarantee a smooth running of processes. Together with the entry form, the clubs will receive an additional form in which they also have to fill in their preferred timeslots concerning the group stage matches.

June: The Draw for the group stage will be held on the 24th of June. The deadline for registration will be the 10th of June 2016. See **Phase 1** (no.5) for more details.

July: Please make yourself familiar with the above described timeline and start the preparations for the group stage. In this connection, it is absolutely necessary to follow the steps determined by tsmg and ETTU and the official match protocol for every home match. See **Phase 2** (no.1-4) for more details.

August: Please integrate the LAOLA1.tv video player on your website, prepare a camera position which corresponds to the specifications (see Directives no. 4.4.4), re-check the internet connection (min. 3Mbit/s upload) and check if your hall is able to handle the new venue specifications (see Directives no. 10.1). You will also find more detailed information concerning the specifications in the appendix. See Phase 2 (no. 2).

September: See Phase 2 (no. 7).

October: Start of the season on the 5th of October. Please make sure to internalize all new items included in the regulations and directives. For every home match, please make sure to strictly follow the official match protocol. It will be made available on the Media Shuttle Portal.

November: The first group stage matches have already been played. If you noticed any faults or if you have suggestions for improvements please let tsmg or ETTU know.

December: After the group stage matches have been played (last match weekend will be the 15th-16nd December) the Draw for the knock-out stage will take place on the 21st of December. Adapt the competition hall and get prepared for the knock-out stage, see Phase 3 (no. 1-7).

January 2017: The adaptations concerning the knock-out stage must be completed. The detailed adaptations are listed in Phase 3 (no. 1-7).

February 2017: Follow the official match protocol for every home match. It will be made available on the Media Shuttle Portal.

March 2017: For all semi-final and final matches, the running-order must be followed. It will be made available for the involved clubs in time.

April 2017: For all semi-final and final matches, the running-order must be followed. It will be made available for the involved clubs in time.

May 2017: For all semi-final and final matches, the running-order must be followed. It will be made available for the involved clubs in time.

To Do's in detail:

Entry – several weeks before the season starts:

Phase 1 = Registration (May to June)

1. **May:** A club wishing to enter the ETTU Club Competition - Men (ECCM) shall enter via its national association at the online entry system (plus entry form) by entering all requested data.

Deadline for the registration: 10th of June 2016

2. **May:** Clubs with any debts stemming from ETTU Club competitions (ECCM) will be unable to participate.

Clubs are only accepted to take part in the competition if they have accepted and agreed the Licensing Regulations.

3. **May:** With the entry form, the clubs will receive an additional form with pre-defined timeslots in which they have to fill in their preferred timeslots concerning the group stage matches.

Before the Drawing of Lots for the 1st stage, every home club must submit their two preferred timeslots as well as two timeslots that are not possible for the club for every round of the 1st stage to ETTU (ettu@pt.lu) and tsmg (ttcl-schedule@thesportsman.de). The clubs should already check the availability of their halls for the pre-defined timeslots.

ETTU and tsmg will then try to include the club's preferences in the final allocation of timeslots.

Deadline: The form with the preferred timeslots of the clubs needs to be sent to ttcl-schedule@thesportsman.de and ettu@pt.lu latest until the 10th of June 2016.

4. **June:** The Clubs concerned shall pay to the ETTU bank account the following entry fee upon reception of the seeding list: TTCL: 2,000 €

Clubs wishing to participate in the TTCL will only be accepted if the entry fees (see Directives item 2.2) are transferred to the ETTU bank account seven workdays prior the Drawing of Lots for the 1st stage.

5. **June:** Draw on 24th of June 2016 (Friday), in Vienna

Within 10 days after the Drawing of Lots (for the 1st and the 2nd stage), ETTU and tsmg will decide on the final schedule including playing dates and starting times for each match. The clubs can apply to change the allocated timeslots of their matches. This request must be submitted via e-mail to the ETTU and tsmg within two days after receiving the final allocation of timeslots per e-mail. The decision about these requests will be taken by ETTU and tsmg.

Phase 2 = Steps after the deadline **June to October**

1. **Always:** To guarantee a smooth running of the European Club Competitions Men, all participating clubs in European Club Competitions must reply to all organizational and communication requests from ETTU or tsmg latest within 48 hours (see Directives item 3).
2. **August:** Video Player Integration
Integrate the LAOLA1.tv video player on your website (follow the instruction enclosed → see Appendix no. 1)

How can you receive your player?

Please contact LAOLA1.at as soon as possible by filling in the ordering form (please see attachment No. 1) and sending an email to the contact below and inform us about:

Once the required information has been received we will provide you with an iFrame code for integration of the player onto your website

*The width which you require to integrate the player on your website
Contact: elisabeth.hofstaetter@laola1.tv*

LAOLA1.tv will also be responsible for the technical support and video delivery, as well as providing help and advice regarding the integration of the LAOLA1.tv video player on the club websites.

The continual maintenance and technical support will be provided by LAOLA1.tv

3. **For every home match:** Venue preparation

Set up a court layout with 36 A-boards for the home matches.

For all matches except the semi-final and final matches, the ETTU reserves the following 7 [seven] positions around/within the court: n° 3, 4, 38, 39 (50%), 40 (50%), 42, 44.

For the semi-final and final matches, the ETTU reserves the following 9 [nine] positions around/within the court: n° 3, 4, 21, 22, 38, 39 (50%), 40 (50%), 42, 44.

In case that ETTU prescribes this court layout, the clubs will be informed on time to adapt the hall.

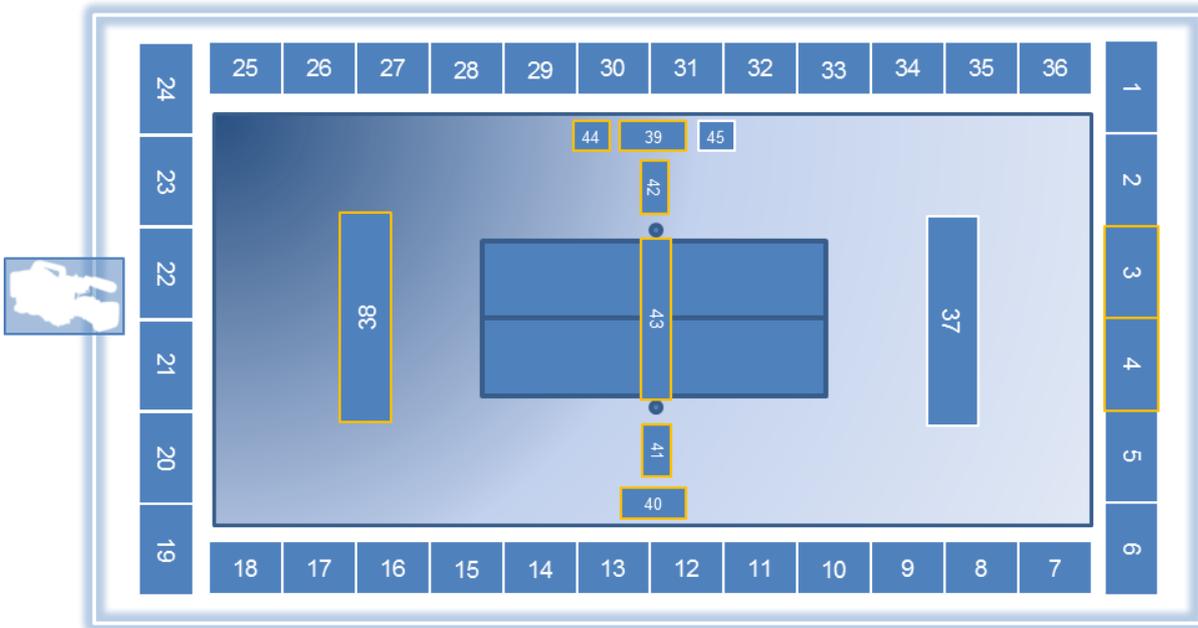
Official Court Layout:

Group stage and quarter-final:

3+4 (A-boards)
38 (Floor sticker)
39 + 40 (50%) (Umpire desks)
42 (Floor sticker)
44 (Towel box)

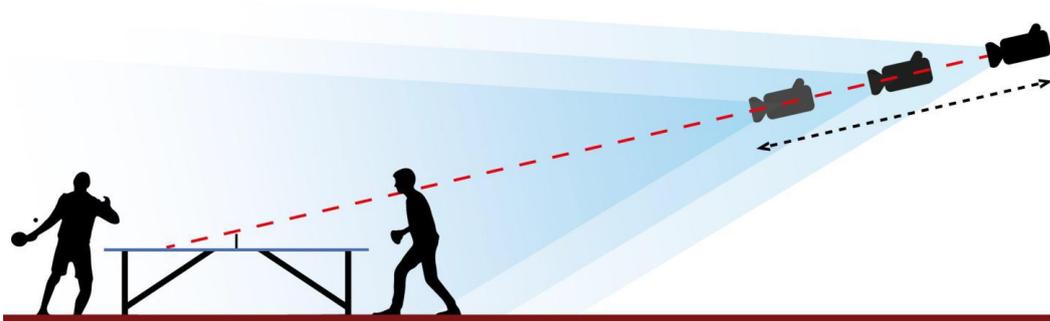
Semifinal and final:

3+4 (A-boards)
21 + 22 (A-boards)
38 (Floor sticker)
39 + 40 (50%) (Umpired desks)
42 (Floor Sticker)
44 (Towel box)



See Directives item 4.4.1

4. **For every home match:** Provide a camera position so that also the backside of the competition table is visible (see Directives item 11.2).



All matches of the TTCL Men will be produced, streamed and broadcasted live for ETTU.tv. unas media productions and their partners will be responsible for the live streaming of all group stage and quarter-final matches.

5 th – 7 th October Round 1	Wednesday – Friday
26 th – 28 th October Round 2	Wednesday – Friday
3 rd – 4 th November Round 3	Thursday – Friday
24 th – 25 th November Round 4	Thursday – Friday
30 th – 2 ⁿ Nov- December Round 5	Wednesday – Friday
15 th – 16 nd December Round 6	Thursday – Friday
21 rd December K.O. Draw	Wednesday

5. **August:** Eight (8) weeks before the first home match → send an invitation to the guest club giving details of the location, accommodation possibilities and send a copy of this invitation to the ETTU secretariat by email. 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 (see Directives item 8.5)

The home club shall propose to the away club a hotel of good standard (minimum 3 stars), and inform them about the room rates and the hotel's website link without delay (see Directives item 16.1 for further information)

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.

6. **End of August:** tsmg has been granted all media and marketing rights of the TTCL on a worldwide basis from the ETTU. Thus, only tsmg has the right to sell, market and/or exploit any media, marketing or sponsorship rights (already existing or invented or created in future) in relation to all TTCL competition matches. Consequently, all parties (e.g. broadcasters, internet platforms, media companies, participating clubs etc.) being interested in exploiting media rights of TTCL 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 tsmg. Without written permission from ETTU and/or tsmg, no party has the right to exploit any of above mentioned media rights in any existing or future developed exploitation ways (see Directives 4.1.2).
7. **September:** Latest three (3) weeks before the first match → Upload Team Photographs

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 color. If possible, all individual player photographs should have the same setting (background, clothing – see Directives item 4.4.3 for further information).

All clubs who did not participate in the TTCL last year will receive a link to register for the Media Shuttle Portal.

The following actions need to be implemented before every home match.

8. Minimum eight weeks before every home match, the home club needs to send an invitation to the away club (see Directives item 8.5).
9. All parties (e.g. broadcasters, internet platforms, media companies, participating clubs etc.) being interested in exploiting media rights of TTCL 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 tsmg (see Directives item 4.1.2).
10. Please make sure to follow the TTCL Social Media Concept (see Directives item 4.4.2). It needs to be implemented to improve the overall overall awareness for the TTCL. The Social Media Concept will also help the clubs to benefit from their social media channels as much as possible. It will be made available on the Media Shuttle Portal in due time.
11. All printed and online materials/documents produced by the clubs (e.g. brochure, magazine, poster, ticket, press-release, social media, etc.) must display:
 - The correct competition name: "Table Tennis Champions League Men, abbreviation: TTCL
 - The ETTU Logo
 - The competition logo
 - The logo of the title sponsor of the TTCL (if available)Additionally, all clubs must always, in any publication under their responsibility regarding the TTCL, use the correct denomination of the title sponsor.
All logos will be made available for uploading on the Media Shuttle Portal (see Directives item 4.4.7)
12. The clubs should also advise their players to support the social media activities from the clubs as well as from LAOLA1.tv and ETTU.
13. Prepare the venue as described in **Phase 2** (no. 3).
14. It is recommended to issue a program leaflet by the organizing club for every home match. This program leaflet shall also be in English and include the TTCL, ETTU and sponsor(s) logos (see Directives item 4.4.2).
15. Local press need to be invited to the game and get free access to all relevant areas of the competition hall. A convenient number of seats have to be arranged for the journalists along the court. These seats have to be equipped with tables and power sockets (see Directives item 4.4.2).
16. Match Start: Follow the Official Match Protocol (it will be made available for downloading on the Media Shuttle Portal).
17. The organizers must make sure that the stadium announcers follow the official match protocol and include the pre-defined announcements in the club's entertainment protocol (see Directives item 4.4.2).
18. After the match: All interviews from any kind of media companies must be held in front of press walls/interview walls where the logos of the official sponsors of the TTCL must be included (see Directives item 4.4.2).
19. After the match: The clubs shall write a press release/article about the match in the local language that should be distributed to all relevant national, regional and local media (see Directives item 4.4.2).
20. After the match: The home club needs to prepare a short "Post Event Report" which should include the following information:

1. Marketing Material if any was produced (brochure, poster, etc.)
2. Social Media activities (screen shots)
3. Number of spectators (sold tickets & ticket prices)
4. Pictures of the event
5. Press activities from the club and the local press (articles, press conference, etc.)
6. Additional Entertainment activities organized

This Report must be sent to the ETTU and tsmg as soon as possible but not later than 48 hours after the end of the match (see Directives item 4.4.2). It will be made available on the Media Shuttle Portal.

- 21.** A meal for the visiting team after the match must be provided free of charge by the home team. The maximum number of persons of the visiting club entitled for free transportation and meals as written above shall be 6 persons (see Directives item 15.1).
- 22.** For the matches, the host club shall provide free hospitality for one (1) day and night for 2 ETTU and 2 tsmg representatives if requested (see Directives item 15.1).
- 23.** The home club shall provide one main contact for organizational matters to the visiting club in order to arrange everything smoothly. This “team manager” shall be fluently speaking English (see Directives item 15.1)
- 24.** After the match: Each club is obliged to upload **5** photographs taken from every home match with cleared rights to the Media Shuttle Portal. Each Club grants to tsmg/ETTU free of charge the unrestricted worldwide exploitation rights concerning the respective uploaded photos (see Directives item 4.4.2).

Phase 3 - For the Quarter-Finals, Semi-Finals & Finals

See Directives item 16.2

1. After the Drawing of Lots for the 2nd stage (21.12.2016), every home club must submit their preferred 2 timeslots as well as two timeslots that are not possible.
2. The clubs can apply to change the allocated timeslots of their matches (with having a good reason). This request must be submitted via email to the ETTU and tsmg within two days after receiving the final allocation of timeslots per email. The decision about these requests will be taken by ETTU and tsmg within two days after receiving the final allocation of timeslots per email.
3. The home team shall prepare an agenda for the visiting team including transport from the airport / railway station which shall be sent within one week after reception of the arrival time / date of the visiting team to all parties involved (see Directives item 15.1).
4. Referees have to inform the home club in time about their accommodation needs. The home club has to book and take over the costs and has to arrange for their travel from and to the local airport or from and to the railway station to the hotel or to the playing hall and back, free of charge, and provide with a dinner after the match, free of charge (see Directives item 15.1).
5. 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.
6. Internalize the official match protocol.
7. The ETTU holds the following rights for every team match within the ECCM:
 1. Any kind of Television transmission
 2. Internet Broadband Streaming
 3. IPTV and Data & Scoring Rights (live, delayed and excerpts)
 4. Mobile devices rights and Radio rights
 5. Worldwide media rights in relation to all matches played within the TTCL for unrestricted exploitation (e.g. also archive rights and any kind of exploitation for betting purposes) in all languages by any kind of media, already existing or invented/created in future, including but not limited to (See Directives item 4.1).

All parties (e.g. broadcasters, internet platforms, media companies, participating TTCL clubs etc.) being interested in exploiting TTCL media rights must get in touch (minimum three weeks prior to match start) with ETTU and/or tsmg. Without written permission from ETTU and/or tsmg, no party has the right to exploit any of above mentioned media rights in any existing or future developed exploitation ways.

The right to sell, market and/or exploit any sponsorship and marketing rights (already existing or invented or created in future) capable of being marketed in relation to the TTCL, in particular the exclusive right to appoint a title or other sponsor – to be communicated at any time – plus the right to provide advertising exposure to the title or other sponsor at every TTCL match.



LAOLA1.TV VIDEO PLAYER ORDERING FORM

CLUB DETAILS*

Club name:	
Contact person:	
Phone number:	
Email:	

Please provide the following information to obtain the LAOLA1.tv video player:

The player will be provided by LAOLA1.tv via embed code for the respective website. The aspect ratio of the Player application is fixed; the width can be adjusted between 370 and 740 pixels to club requirement.

PLAYER DETAILS*

Required Width:		Pixel
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Once the required information has been received your player will be configured and we will provide you with an iFrame code (embedded code) for integration of the player onto your website.

*Please complete the form and return it with your contact information by mail to elisabeth.hofstaetter@laola1.tv