



EUROPEAN TABLE TENNIS UNION

EUROPEAN UNDER 21 CHAMPIONSHIPS

DIRECTIVES

September 2017

The European Under 21 Championships, hereinafter referred to as “the Event”, shall be organised according to the ETTU Regulations applicable for the Event, i.e. Chapter “U” 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, to be appointed by the Organising Association

2. SPORT FACILITIES:

2.1 HALLS

There shall be 1 playing hall, with a seating capacity of at least 500 persons and which is large enough to accommodate twelve (12) playing courts (tables), in separate playing areas of minimum 12 x 6 m with at least 2 larger playing courts for the finals.

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.

2.1.1 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.

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 Players', Coaches' and Officials' Lounge / Rest Room

There shall be separate lounges and rest rooms for players, coaches and officials with sufficient tables and chairs.

Free refreshments shall be available in the lounges.

2.1.6 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.

2.1.7 Medical Room and Service

There shall be special rooms for medical and physiotherapy services for women and men, 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.

2.1.8 Doping Control Facilities

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

2.1.9 **ETTU rooms**

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

The organiser shall provide a room with a capacity of 50 persons as draw room and to be used also for the 1st Jury meeting. Chairs and tables shall be available. There shall be a Jury meeting room for daily Jury meetings.

2.1.10 **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.

2.1.11 **Tournament Conduct**

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

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

There shall be a live ticker screen in the playing hall displaying live scores and results for all tables for the benefit of spectators.

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 eight (8) tables of the same brand and colour as in the playing hall.

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

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

2.3.2 Playing Schedule

The proposed playing schedule will be prepared not later than 3 months before the event and will be finalised by the ETTU/CM in close cooperation with the ETTU/YC, the ETTU/SG and the Organising Association.

3. ACCOMMODATION / TRANSPORTATION

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 hotels shall be of minimum 3 stars standard and approved by ETTU. The hotel 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 U.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 development partner).

3.3 MEALS

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

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

Meal times shall be flexible (lunch starting 11:30 – 16:00, dinner starting 18:00 until 30 minutes after the last match finished) 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

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

Where necessary (e.g. if the hotel of accommodation is not in walking distance) a regular and frequent transport service (shuttle bus, within intervals of maximum 30 minutes or whenever else needed) shall be provided between the hotel of accommodation and the playing hall. The schedule shall be flexible enough to cope with unplanned requirements.

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 may 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.

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 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 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 may be organised on the last day of 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 and a backdrop.

5.7 TROPHIES and AWARDS

The organising Association shall provide awards including medals according to regulation U.12.

5.8 PIGEON BOXES

Pigeon boxes for all participating Associations as well as for all ETTU Officials must be installed.

5.9 RESULTS

There shall be a regular and updated public display of all results in the playing hall. By using the live score system and the ETTU tournament software all results are immediately updated through the internet site.

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 Under 21 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 The Organising Association has to provide the ETTU Live Score System (LSS).
- 6.4 Each player shall be allowed to use one video camera during their own matches, operated by the nominated coach.
- 6.5 The Live and delayed online transmission of the Event will 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).
- 6.6 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.

6.7 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 and in the hotels 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. 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.
