

The Europe TOP-16 Cup, hereinafter referred to as “the Event”, shall be organised according to the ETTU Regulations applicable for the Event, i.e. Chapter “H” of the ETTU Handbook (version effective 13th September 2023), and according to these Directives applicable for the Event.

The relevant rights and obligations for the Organising Association (hereafter called the LOC) are listed in these Directives which must be respected and fulfilled by the LOC. The LOC and ETTU shall work in close co-operation.

1. PARTIES INVOLVED

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

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

2. FINANCIAL PROVISIONS

2.1. ORGANISING LEVY

The LOC must pay an organisation levy of 15,000 € to ETTU within 2 months after the event.

2.2. INSURANCE

The LOC must arrange cancellation and abandonment and liability insurance in order to cover losses due to necessary or unavoidable cancellation, disruption, curtailment postponement or abandonment of the event.

2.3. ADVERTISEMENTS PRODUCTION

The costs for the production of all advertisements on all the Event playing equipment (Including the surrounds and the floor covering of the Event playing courts) shall be at LOC’s charge.

2.4. INCOME RIGHTS

See detail under item 9.

2.5. BUDGET CONTROL

The LOC shall regularly update the ETTU President, Vice-President for Finances and Secretary General on the ongoing position of their relative budget.

3. VENUE AND SPORT FACILITIES

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

The LOC 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 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 / chairs
 - 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

3.1.1. FIELD OF PLAY

- required number of tables:

Day 1:	2 tables
Day 2:	1 table
- required number of show courts : 2
- show court size: minimum 16,8x8,4 m
- show court surroundings: LED surroundings (mandatory for the TV court min. 1 court fully surrounded by LED), A or B-boards

TV court:

Requirements:

- court size : minimum 16,8x8,4 m
- lightning: minimum 1600 Lx
- surroundings : LED screens (court fully surrounded by LEDs)
- height of the LED screen: 50 cm or 80 cm
- show table: ETTU approval is needed
- Tv production: it is necessary to provide enough space for the needs of TV cameras

Show court:

Recommendation:

- show court size : 16,8x8,4 m
- surroundings : LED screens (recommneded), A or B-boards
- size of the A/B-board : 1,4 m
- total number of A/B-boards for one show court: 36 (6+6+12+12)

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 each show court.

The event may be played over 3 days on 1 competition table to be confirmed by ETTU.

3.1.2. MULTI BALL SYSTEM

Multiballs system shall be implemented throughout the tournament on all competition tables. The LOC must provide a sufficient number of volunteers, preferably "youngsters" who will collect the balls.

3.1.3. 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.

On the TV table, the minimum lightning level shall be 1600 LUX.

3.1.4. FLOORING

The floor of all playing courts shall be an ITTF approved sports floor (see detail under 3.2.)

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 (quality proved) or any other sports floor is a mandatory requirement as a subfloor. It is not allowed to put the ITTF approved floor on the concrete floor, or any other similar 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.

Recommendation:

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

3.1.7. PLAYERS, CHOACHES AND MATCH OFFICIALS LOUNGE

3.1.7.1. PLAYERS LOUNGE

The player's lounge area must be big enough to accommodate 20 persons at the same time in case that accommodation is not in walking distance (max. 10 minutes) or more than ten minutes of driving time.

In the players lounge the LOC shall provide the following:

FOOD AND BEVERAGES

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

REST ROOM AREA

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

In case accommodation is in walking distance from the venue, players lounge can be smaller without deck chairs.

3.1.7.2. COACHES LOUNGE

The coaches' lounge area must be big enough to accommodate 10 persons at the same time

In the coaches lounge, the LOC shall provide the following:

FOOD AND BEVERAGES

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

REST ROOM AREA

- tables and chairs

3.1.7.3. MATCH OFFICIALS LOUNGE

The match officials lounge area must be big enough to accommodate 10 persons at the same time. The match official's lounge must be nearby the call area.

In the match officials lounge, the LOC shall provide the following:

FOOD AND BEVERAGES

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

In case accommodation is not in walking distance and lunch is not foreseen in the venue, sandwiches and salat have to be provided in the match officials lounge.

REST ROOM AREA

- tables and chairs

3.1.8. CALL AREA

Call area must contain the following :

- 2 tables for umpires
- 1 bigger table for the referee team and umpire's manager
- 1 half of playing table for the ball selection
- 4 boxes for the ball selection
- 50 envelopes and stickers

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.

3.1.9. MEDICAL ROOM AND SERVICE

There shall be special rooms for medical and physiotherapy services for women and men, 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. ANTI-DOPING CONTROL FACILITIES

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

3.1.11. ETTU ROOMS

There shall be a meeting room for the ETTU Executive Board with a capacity for 15 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 colour 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.

3.1.12. 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 TC Chair, the RC Chair, the Press Manager, and the ETTU Media team, ETTU IT team) with all facilities for the tournament control.

A separate platform for the LOC and ETTU media teams nearby the mixed zone may be arranged if possible (minimum 4 seats for ETTU).

3.1.13. INTERNET

During the whole event, 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

3.1.13.1. Network for the ETTU Result Management Team

Connectivity:	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*)

3.1.13.2. Network for the ETTU Media Team

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

3.1.13.3. Network for the online streaming team

Connectivity:	LAN
Number of connections :	4
Minimum download/upload speed :	20Mbps/50Mbps

3.1.13.4. Network for the accredited persons

Connectivity:	wi-fi
Number of connections :	100
Minimum download/upload speed :	50Mbps/10Mbps

3.1.14. DRAW ROOM AND JURY MEETING ROOM

The LOC shall provide a room with a capacity of 80 persons as draw room. Chairs and tables shall be available.

Draw room requirements:

- projector
- screen
- sound system (microphone, speakers)
- three big tables (in total 6 meters length)
- two transparent bowls (size shall be big enough to include up to 8 drawing balls of 8cm diameter each)

There shall be a Jury meeting room for daily Jury meetings

3.2. EQUIPMENT

Only ETTU Suppliers Pool Members can be equipment supplier at ETTU events / competitions.

The LOC is recommended to open a tender to the ETTU supplier pool members

If the LOC has sufficient quantity and quality of ITTF approved flooring available from a non ETTU supplier pool member, LOC may use this but without granting any advertisement of the flooring supplier.

In case LOC gets non or no satisfactory offer from the ETTU supplier pool members on the flooring, LOC may get an offer from another flooring supplier which however the ETTU supplier pool members have the right to match (Matching offer right).

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

For the avoidance of doubt:

- the official timekeeper supplier is not confirmed as equipment and this right remains with ETTU
- the Referees and umpires clothing including the advertisement space is not confirmed as equipment and this right remains with ETTU

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

3.3. WARMING UP, PRACTICE HALL AND PRACTICE, PLAYING SCHEDULE

3.3.1. WARMING UP 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 4 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

3.3.2. 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 4 tables (same brand and type as it is in the main hall)
- flooring: ITTF approved 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 SCHEDULE

Practice in the Practice Hall shall be available:

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

Practice in the Main Hall shall be available:

- one and half day before the start of the Event
- each day of the Event, 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.

3.3.3. PLAYING SCHEDULE

The playing schedule (time slots and table numbers for all matches) will be confirmed by ETTU and published 1 month prior Event start. The LOC may submit to ETTU with their preferred starting times of their players.

3.4. EXHIBITION/TRADE STANDS:

The LOC must provide the following sales booths inside the competition venue:

- of thirty (30) m2 space for the title sponsor (best position), free of charges
- of thirty (30) m2 space for the official balls supplier, free of charges
- of fifteen (15) m2 space for the major sponsor (confirmed by ETTU), free of charges
- of twelve (12) m2 space for the official timekeeper sponsor, free of charges
- of twelve (12) space to each ETTU Supplier Pool member but only to those who have confirmed until deadline date as agreed between LOC and ETTU, at a flat fee of five hundred (500) EUR.
- the LOC must provide these sales booths built and accessorised with perimeter walls and front desk and must provide with security to either securely lock access (over night) or provide with a separate storage room, free of charges.
- LOC cannot sell any exhibition/trade space to companies marketing products belonging to the same category (categories) than as those marketed by the Event Sponsors or 'ETTU Suppliers Pool' members.
- LOC may sell a number of exhibition/trade areas or stands to local retailers of table tennis equipment, who can exhibit products of different trademarks (including products of the member companies of the 'ETTU Suppliers Pool'), without however showing any brand inside or outside the stand, except the retailer's trade name.
- members of the 'ETTU Suppliers Pool' may handle their sales booth directly or through their local retailer.

4. ACCOMMODATION / TRANSPORTATION

4.1. HOTEL

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

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

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

- minimum one 4 stars hotel
- Five star hotel

All hotels shall have single and double occupancy options

The hotels shall be preferably within walking distance, but anyway not more than 30 minutes (in 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 (suite 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)

4.2. HOSPITALITY

In accordance to the tournament regulation the LOC must provide free hospitality from the lunch of the day before the Event starts until breakfast after it ends for:

- All invited players
- Members of the Executive Board, the Medical and Press Officials or their deputies, the Chairmen of the Ranking and Technical Committees and 3 ETTU staff members;
- All invited foreign referees and umpires.
- For the Referee from the evening two days before the event begins until the morning after it ends, plus reimbursing the travel expenses.
- for the ETTU Competition Manager when he inspects the facilities and proposed playing conditions of the tournament.
- Each Association shall pay the travel expenses and hospitality of its officials, but the ETTU shall reimburse to his parent Association the expenses of an invited reserve player who attends but is not required to play

The hospitality costs include:

- accommodation in a high-level hotel (checked by ETTU),
- all meals of high quality,
- the return transportation from the nearest international airport/railway station to the hotel and venue,
- the shuttle bus transportation during the competition hall/hotel,
- the accreditation to the competition with guaranteed seats for the final matches

4.3. MEALS

Meals shall be provided either in the playing hall (separate room) or in the hotel of accommodation. Lunch must be provided in the venue (in case hotel is not within walking distance) with minimum capacity for 60 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 (each meal):

- hot starter dish e.g. soup.
- red meat option, as main dish
- white meat option, as main dish
- fish dish, 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:

Breakfast:	06:30-10:00
Lunch:	12:30-16:00
Dinner:	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 recommendation is to have a minimum of 2 lines where accredited persons can take the meals.

4.4. WATER

Water must be free of charge in sufficient quantity for all accredited persons during the tournament.

Water shall be available in bottles or 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.

4.5. TRANSPORTATION

The LOC 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 waiting time at the airport/train station shall not exceed 10 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 120 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 shall 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 :	20 persons
daily shifts (if meals are served in the venue):	20 persons
daily shifts (if meals are served in the hotel):	30 persons
evening shifts :	20 persons

The Competition Manager will decide on the timing of each shift (start first until end last)

5. PROTOCOL

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

5.1. VIP ACCREDITATION

VIP accreditation shall be provided by the LOC free of charges to:

- 1 Delegate per member Association (only to persons registered as delegate)
- ETTU for Board members, staff, guests, sponsors, partners and suppliers (50 persons in total)

LOC shall confirm the cost of additional VIP accreditations which ETTU and or the member Associations may buy in case of need.

5.2. RECEPTIONS

The LOC 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 the VIP accredited persons.

5.4. VICTORY CEREMONY

There shall be a victory ceremony at the end of the event with a suitable podium and a backdrop. ETTU will approve the victory ceremony protocol and arrangements with the backdrop.

5.5. TROPHIES AND AWARDS

Trophies for the winners shall be presented in memory of World Champions Richard Bergmann (men) and Trude Pritzi (women). Trophies (silver salvers) will be provided by ETTU

The LOC shall provide medals for all players reaching the podium.

6. PRESS / MEDIA

6.1. BULLETIN

A Bulletin (preferably electronic) shall be prepared by the LOC and include at least:

- The players' names and their associations
- General schedule of the competition
- Welcome letter of the ETTU President
- Some general information about the host country and host city
- Advertisements of the sponsors (Title Sponsor logo and name on the front cover and 1 full page colour advertisement - Ball supplier's logo on the front cover - Major Sponsor 1 advertisement - Timekeeper Sponsor 1 advertisement) and supplier pool members 1 half-page colour advertisement.
- ETTU will provide with the required marketing material
- ETTU will have the final sign off of the Bulletin

6.2. PRESS CENTRE and FACILITIES

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

7. ETTU RESULT MANAGEMENT SYSTEM (RMS)

ETTU will provide the Result Management System for the tournament.

ETTU RMS consists from the following parts:

- Tournament software
- Live Ticker
- Results Presentation

7.1. TOURNAMENT SOFTWARE

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

Requirements which LOC have to provide are:

- separate LAN network with 20/20Mbps upload/download speed
- 4 LAN connections
- 2 BW laser printers
- 1000 white papers
- 1 volunteer in each shift
- power sockets

7.2. LIVE TICKER

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

Umpires shall run the live ticker.

Requirements which LOC has to provide on each table are:

- LAN network with 20/20Mbps upload/download speed with the same subnet as it is Tournament Software
- 2 power sockets

ETTU will provide:

- tablet
- docking station
- tablet holder

7.3. RESULTS PRESENTATION

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

The requirements 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.

8. TV, INTERNET AND VIDEO

RIGHTS AND OBLIGATIONS

Except as otherwise stipulated (e.g. in the co-operation agreement with Organiser):

- the national and international media rights, standard (i.e. regular on-air) and non-standard (i.e. cable, satellite, live streaming, mobile, pay-TV, Internet, betting, data etc.) remain the exclusive property of the ETTU and ETTU shall exclusively be entitled to exploit these rights without restriction.
- the obligation of TV production remain with the LOC. The LOC shall produce a TV production according to the TV production guideline as laid down in **Annex 1** for 1 table (Table 1) for all matches played on Table 1. The TV merchandising will be done by ETTU together with the LOC. The LOC will receive a share (percentage to be discussed) of the net TV income. Net income = gross income deducted by VAT, agency fees and technical costs (delivery costs from venue to the licensees).
- the obligation of the online stream production for the non-TV produced tables remain exclusively with ETTU.

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

The LOC shall:

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

9. MARKETING, ADVERTISING, SPONSORSHIP

ETTU has the exclusive right to appoint a Title Sponsor*, 1 Major Sponsor, the Ball sponsor, the Official Timekeeper / Official Watch Sponsor and the Umpires and Referees clothing sponsor. Furthermore the ETTU logo must be included on the floor and surrounds at each show court. * ETTU has the first right of appointing a Title Sponsor. If by a certain deadline, ETTU has not confirmed a Title Sponsor, the LOC may receive this right. In both options a share model of the Title Sponsor income may be agreed.

The LOC has the exclusive right to appoint according to the available rights, its own sponsors and suppliers (1 Major Sponsor, other sponsors and equipment* supplier sponsors). *see equipment detail under 3.2.

Each party will keep 100% of their own (sponsor) rights income unless both parties agree on an income share model of the total main sponsorship.

All grants, so be from Government, regional government and / or city, will be kept 100% by LOC. All ticketing income (gate receipts) will be kept 100% by LOC. Revenues from Official program, smaller sponsors, Official merchandise, value-in-kind sponsors etc. are to be kept 100% by LOC. All other miscellaneous income, if any and not fitting into the above descriptions, to be kept by 100% by LOC.

The LOC shares with ETTU the advertisements rights on the Event announcement posters, program leaflet and entry tickets which must be developed in partnership with ETTU and signed off by ETTU.

Annex 2 provides further details on the sponsorship inventory.

10. PERSONNEL

During the tournament the LOC has to provide with the following:

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

10.1. OFFICIAL PHOTOGRAPHER

The official photographer is directly responsible to the ETTU Media Manager
The official photographer is requested to be in the venue during the whole 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

10.2. OFFICIAL PRESS OFFICER

The official photographer is directly responsible to the ETTU Media Manager
The official photographer is requested to be in the venue during the whole tournament.

Requested devices: laptop with MS office
 dictaphone

Requested knowledge: knowledge of English in speaking and writing

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

10.3. 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 whole tournament

Requested devices: sound system

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

Main duties: official draw ceremony
 players presentation ceremony
 victory ceremony
 opening ceremony

10.4. OFFICIAL DJ

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

The official DJ is requested to be in the venue during the whole tournament.

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

The LOC is responsible to clear any music rights.

11. MATCH OFFICIALS

The ETTU URC will announce 1 Referee and 1 Deputy Referee for the tournament.

Number of umpires Day 1	8	at least 4 foreign umpires
Number of umpires Day 2	6	at least 4 foreign umpires

All umpires shall have at least blue badge qualification

ETTU URC, in cooperation with LOC, must send an open invitation letter jointly with the ETTU URC to all ETTU member associations 5 months before the tournament starts.

DAILY ALLOWANCES:

The LOC must provide directly to all visiting match officials daily allowances as follows :

Referee : 100€ / per working day + 2 additional working days

Deputy Referee: 100€ / per working day

Gold Badge Umpire : 100€ / per working day

Blue Badge Umpire : 100€ / per working day

Travel costs: The LOC must cover the travel costs for the umpire and referee team.

Travel costs by car : 0,40€ per km + payroll/vignette costs*

Travel costs by plane: economy airfare; the travel costs must be approved by the LOC in case the travel cost per person exceeds 500€, latest 60 days before tournament starts

*the amount to be reimbursed for a travel by private car shall not exceed the amount that would have cost the same travel by aircraft, except if the travelling by private car has explicitly been authorised beforehand by ETTU or by LOC.

12. CONTRACTS

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

13. MISCELLANEOUS

Any side activity during the tournament must be approved by ETTU.

All other provisions to be respected by the LOC 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 (LOC).

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

ETTU reserves the right to update the directives where required but will for any modification consult with the LOC in case an LOC has been that time already been confirmed.