

The European Veterans Championships, hereinafter referred to as "the Championships" or "the Event", shall be organised according to the ETTU Regulations applicable for the Event, i.e. Chapter "E" of the ETTU Handbook (version effective after 2024 ETTU Congress on 17th October 2024), and according to these Directives applicable for the Event. Should the regulation be amended in 2024, the directives, where needed, (i.e. where any contradictory text) will be automatically amended in order to be in line with the regulation amendment.

The relevant rights and obligations of the Organising Association are listed in these Directives, which must be respected and fulfilled by the Organising Association (LOC). The Organising Association (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 Organising Association (LOC)

## 2. FINANCIAL PROVISIONS

### 2.1. ORGANISING LEVY

The LOC must pay according to regulation E 5.2 an organisation levy of 20,000 € to ETTU within 1 month after completion of the Championships.

### 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 8.

### 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 AREA (seating capacity of at least 2000 persons)

#### 3.1.1. FIELD OF PLAY

maximum number of tables (ratio): **1 table = 28 players**

#### regular court requirement:

court size: 10x5 m

surroundings : A/B or C boards

#### final day court requirement :

number of courts: **20**

court size: 12mx6m

surroundings : A/B or C boards

### **3.1.2. LIGHTING**

The lighting conditions shall be equal for all playing courts. The lighting level shall be at least six hundred lux (600Lux). 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 lighting reflection on the tables is minimised.

### **3.1.3. 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 recommended to put the ITTF-approved floor on the concrete floor or any other similar floor**

If the ETTU approves the installation of taraflex on a concrete floor, the basic requirement for this is that the concrete floor is flat enough (without any obstacles) so that the table tennis surface enables smooth and safe movement on it.

### **3.1.4. HEATING AND AIR-CONDITIONING**

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

### **3.1.5. 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 changing room on each 400 participants (30m<sup>2</sup>)
- 2 male match officials changing room
- 2 female match officials changing room

### **3.1.6. MATCH OFFICIALS LOUNGE**

The match officials' lounge area must be big enough to accommodate 60 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 salad have to be provided in the match officials lounge.

### **3.1.7. MEDICAL ROOM AND SERVICE**

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 sufficient number of medical teams during the whole duration of the Event) shall be capable of dealing with apparently minor illnesses or injuries. A suitable medical centre or hospital nearby shall be available for more extensive treatment. It is important that at least one defibrillator is present in the venue.

### **3.1.8. 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 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.

### **3.1.9. ETTU REGISTRATION AND RESULT MANAGEMENT SYSTEM REQUIREMENTS**

The organiser must use the official ETTU Online Registration System and ETTU Result Management System.

#### **3.1.9.1. INTERNET**

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

- network for the ETTU Result Management Team (ethernet cable based)
- network for the ETTU Media Team
- network for the streaming team
- network for the accredited persons

##### **3.1.9.1.1. Network for the ETTU Result Management Team**

Connectivity:	LAN (Ethernet Cable)
Number of connections :	8 (Back Office) + 4 (Info Desk) + X <sup>1</sup> (Area Manager) + Y <sup>2</sup> (RMS Kiosk)
	<small><sup>1</sup> depending on number of tables/halls (see 3.1.9.4)</small>
	<small><sup>2</sup> depending on number of players/halls (see 3.1.9.6)</small>

Minimum download/upload speed :	200Mbs/200Mbs
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##### **3.1.9.1.2. Network for the ETTU Media Team**

Connectivity:	wi-fi and LAN
Number of connections :	6
Minimum download/upload speed :	200Mbs/200Mbs

##### **3.1.9.1.3. Network for the online streaming team**

Connectivity:	wi-fi and LAN
Number of connections :	16
Minimum download/upload speed :	200Mbs/200Mbs

#### **3.1.9.1.4. Network for the accredited persons**

Connectivity:	wi-fi
Number of connections :	3000
Minimum download/upload speed :	50Mbps/10Mbps

#### **3.1.9.2. BACK OFFICE (TOURNAMENT CONTROL CENTER)**

- room of minimum 50m<sup>2</sup>
- protected office space (no public access) in a quiet area close to the FoP
- LAN connection with 16 ports, minimum 200/200 Mbps; TCC is the point where the ETTU RMS server is located therefore, all network planning in the venue must be done according to Back Office location
- desk with 8 seating positions
- 3 laser network printers, 2 B/W and 1 colour
- photocopier machines (colour)
- it is required that the Back Office is near the Tournament Info Desks
- 4 laptops with Windows 10 or 11
- In case of separate playing halls (> 100m distance from main venue), separate Back Offices are needed in each of these halls.

##### **3.1.9.2.1 Manpower needed for the Back Office**

- two volunteers (one each time, working in shifts) with good organisational skills and fluent in English, are needed for the result management

#### **3.1.9.3. TOURNAMENT INFO DESK**

- located in a space close (best directly in front of or adjacent) to the Back Office, easy to access for players
- 1 position for each 1.000 participating players
- 1 laptop with Windows 10 or 11 for each person
- Monitor screen (minimum 24") HDMI connect to laptop (1 for each position)
- 1 network laser printer (A4 - b/w)
- LAN network, same subnet as ETTU RMS
- 1 QR code scanner, 1 laptop and 1 Monitor minimum (RMS Kiosk in the Info Desk)

##### **3.1.9.5.2. Manpower needed for the Info Desk**

- 2 volunteers per day and working in shifts, with table tennis background and MS Office knowledge, fluent in English and one more language (preferably German), for each Info Desk position.

#### **3.1.9.4. AREA MANAGER**

##### **3.1.9.4.1. Required number of Area Managers Positions:**

- each **24 playing tables** requires **1 Area Manager Position**
- Each separate hall needs a minimum of **1 Area Manager Position**, regardless of the number of tables in the hall. Of course, if there are more than 24 tables, additional Manager Area Positions are needed.

**3.1.9.4.2. Technical requirements for each Area Managers Position:**

- platform of minimum 10m<sup>2</sup>, preferably 1m high platform
- desk with 4 seating positions
- network (LAN), on the subnet of Result Management Network
- laptop with Windows 10 or 11
- fast laser printer (B/W)
- local proximity and free view to all tables controlled by this Area Manager

**3.1.9.4.3. Manpower needed on each Area Manager Position**

- two volunteers (one each time, working in shifts) with good organisational skills and fluent in English, preferably with table tennis background

**3.1.9.5. TABLE MANAGERS POSITION**

**3.1.9.5.1. Required number of Table Managers Positions:**

Group Stage :

- each 6 **playing tables** requires **1 Table Manager Position**

Knockout Stage :

- each 4 **playing tables in Consolation Event** requires **1 Table Manager Position**

**3.1.9.5.2. Technical requirements for each Table Managers Position:**

- desk with 2 seating positions

**3.1.9.5.3 Manpower needed on each Table Manager Position**

- two volunteers (one each time, working in shifts), preferably with table tennis background as an umpire or referee)

**3.1.9.6. ETTU RMS KIOSK**

Required number of ETTU RMS Kiosk's : **each 32 tables - one kiosk**

**Requirement for each position of ETTU RMS Kiosk:**

- LAN network on the same subnet as ETTU RMS
- Laptop with HDMI connection
- TV screen (minimum 43") connected with the HDMI cable to laptop
- QR code scanner
- B/W printer
- LAN connection with ETTU RMS subnet

**Manpower needed on each ETTU RMS Kiosk:**

- one volunteer with good skills in MS Office, preferably with a table tennis background, fluent in english and one more language (preferably German)

### **3.1.9.7. ACCREDITATION DESK**

Accreditation desk must be open two days before Championships begins, and must be open throughout the Championships.

In one accreditation desk spot can't be more than 250 accredited players

The organisation of Accreditation desk must be :

- 1st criteria: according to the alphabetic order of the National Association
- 2nd criteria: according to the alphabetic order of participant
- Volunteers who are working at the Accreditation Desk must speak fluent English.

### **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).

For the avoidance of doubt:

- 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: maximum number of tables / 3
- flooring: the same floor as it is in the main hall
- subflooring: the same subfloor as it is in the main hall
- lighting: minimum 600 Lx
- lighting source: minimum 4m above the floor, vertically above the playing area

### **3.3.3. PLAYING SCHEDULE**

The playing schedule (time slots and table numbers for all matches) will be confirmed by ETTU and published 15 days prior Championship start.

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.

### **3.4. 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 fifteen (15) m2 space for each major sponsor (confirmed by ETTU), free of charges (\*)
- of twelve (12) m2 space for the official timekeeper sponsor, free of charges (\*)
- of fifteen (15) m2 space to each ETTU Supplier Pool member but only to those who have confirmed until the deadline date as agreed between LOC and ETTU
- 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.

**(\*) only in case ETTU confirms sponsor**

## 4. ACCOMMODATION / TRANSPORTATION

### 4.1. HOTEL

All ETTU staff, officials, referees, and umpires shall be accommodated in as few hotels as possible.

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 LOC must provide the accommodation to the VIP persons in a minimum four stars hotel (suite or single rooms occupancy)

The LOC must provide the accommodation to the ETTU staff in a four stars hotel with single room occupancy.

The LOC must provide the accommodation to the match officials in at least a three stars hotel (double room occupancy with twin beds mandatory for umpires, otherwise single rooms, and single room occupancy mandatory for the referee team).

### 4.2. HOSPITALITY

The Organising Association shall provide free hospitality for:

- o 3 Executive Board members,
- o the Chair or deputy and 2 members of the Veterans Committee
- o the Chair of the Ranking Committee or deputy
- o Press and Medical Officials or their deputies,
- o 3 ETTU staff members
- o 5 service providers / freelance staff confirmed by ETTU
- o 3 members of the Swaythling Club International (SCI)
- o all invited umpires.
- o Competition Manager,
- o referee team \*

***\* the LOC must provide free hospitality from dinner two days before the Championships begin until the morning after they end, plus the travel expenses.***

The organising Association shall provide free hospitality for the ETTU Competition Manager when the facilities and proposed playing conditions of the championships are inspected.

The hospitality costs include:

- accommodation in hotels checked and approved 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,



#### **4.3. MEALS (for persons in free hospitality packages)**

Meals shall be provided either in the venue (separate room) or in the hotel of accommodation. Lunch must be provided in the venue with a minimum capacity of 120 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 (boneless), 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:

<b>Breakfast:</b>	06:30-10:00
<b>Lunch:</b>	12:30-15:30
<b>Dinner:</b>	19:00-22:00 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)

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 (for persons in free hospitality packages)**

Water must be free of charge in sufficient quantity for all persons (free of charge hospitality) during the Championships.

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 (for persons in free hospitality packages)**

The LOC shall provide free transportation for all persons in free of charge hospitality packages:

- 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 105 minutes before the start of the first match
- during the competition days, the last departure must be 30 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 90-120 minutes

### **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:

- ETTU for Board members, Committee Chairs, staff
- 2 persons of each ETTU supplier pool members
- Sponsors / Partners / 3 SCI members

LOC must confirm the cost of additional VIP accreditations which may additionally be bought.

#### **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

Victory Ceremony Requirements:

- two separate podiums or arrangement (1-2-3-3)
- for the winners, podium position or arrangement must be big enough to accommodate 2 players
- for the runners-up, podium position or arrangement must be big enough to accommodate 2 players
- bronze medalists, podium position or arrangement must be big enough to accommodate 4 players

The LOC must submit to ETTU for approval the podium / arrangement layout.

### 5.5. AWARDS

Medals shall be arranged by the LOC and presented to the winners, runners-up and losing semi-finalists of each category.

Medals shall be presented for the winners of the Consolation Events.

### 5.6. OPENING CEREMONY

An Opening Ceremony shall be organized one day before Championships starts, and must be free of charge for all accredited persons

### 5.7. FAREWELL PARTY

A farewell party shall be organised during the Championships.

## 6. PRESS / MEDIA

### 6.1. BULLETIN

A Bulletin 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 - Major Sponsor 1 advertisement - Timekeeper Sponsor 1 advertisement) and supplier pool members 1 half-page colour advertisement. \*Only if ETTU confirms sponsors.
- ETTU will provide with the required marketing material
- ETTU will have the final sign off of the Bulletin
- Bulletin shall be included in the Entry package for each participant (no additional cost for participants)

### 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 ten (10) internet connections (cable and wireless). Press photographers and TV camera operators shall have easy access to the playing area.

There shall be a designated space for a backdrop near the exit of the FoP, 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. 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. ETTU, either directly or through its partner, shall exclusively be entitled to exploit these rights without restriction.

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 by ETTU, accomplishing all the technical requirements (guidelines to be provided by ETTU).

## 8. MARKETING, ADVERTISING, SPONSORSHIP

ETTU has the exclusive right to appoint a Title Sponsor, 1 Major 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 Field of Play being online streamed by ETTU. The ETTU logos will be either delivered by ETTU free of charges to the LOC or ETTU will reimburse the LOC with the respective logos' production costs.

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 (main sponsors i.e. Title and Majors).

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.

Should ETTU and / or the LOC find sponsors for the Championships where field of play advertisement display is being required, the parties will agree in due time on the sponsorship inventory.

## 9. PERSONNEL

During the Championships the LOC must provide with the following:

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

### 9.1. OFFICIAL PHOTOGRAPHER

The official photographer is directly responsible to the ETTU Media Manager

The official photographer is requested to be in the venue during most parts of the Championships.

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

## **9.2. OFFICIAL PRESS OFFICER**

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

The official press officer is requested to be in the venue during most parts of the Championships.

Requested devices:                   laptop with MS office  
  dictaphone or smartphone

Requested knowledge:               knowledge of English in speaking and writing

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

## **9.3. 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 periods where announcements (ceremonies etc) have to be made.

Requested devices:                   sound system

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

Main duties:                    players presentation ceremony  
  victory ceremony  
  opening ceremony

## **9.4. 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 periods where announcements (ceremonies, etc) have to be made.

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 Host Association is responsible to clear any music rights.

## 10. MATCH OFFICIALS

The ETTU URC will announce 1 Referee and Deputy Referees for the Championships. The number of deputy referees is dependent on the number of area managers' positions (AMP). The final number of DR shall be calculated according to following formula: AMP+2

Number of umpires Day 4-5	<b>128</b>	at least 64 foreign umpires
Number of umpires Day 6	<b>64</b>	

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

### DAILY ALLOWANCES:

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

Referee Advanced / International:	120€ / 100€	per working day + 2 additional working days
Deputy Referee:	80€	/ per working day
Gold Badge Umpire :	70€	/ per working day
Blue Badge Umpire :	60€	/ per working day
White Badge umpire:	55€	/ per working day
Other umpires:	40€	/ per working day

Travelling costs: The LOC must cover the travelling cost for the referee team

The LOC will pay the lowest reasonable travel costs

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

Travelling 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 Championships starts

## 11. 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.

## 12. MISCELLANEOUS

Any side activity during the Championships 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.