

The Europe Youth TOP 10 as "the Event", shall be organised according to the ETTU Regulations applicable for the Event, i.e. Chapter "I" of the ETTU Handbook, and according to these Directives applicable for the Event.

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

1. PARTIES INVOLVED

ETTU – European Table Tennis Union, (Secretary General (SG), **Competition Director (CD)**, 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. INSURANCE

The LOC must arrange cancellation, abandonment, and liability insurance to cover losses arising from necessary or unavoidable cancellation, disruption, curtailment, postponement, or abandonment of the Event. A copy of the signed insurance must be sent by email to the ETTU Secretary General and Vice-President for Finance as soon as available, and no later than 3 months before the Event. The ETTU Secretary General and Vice-President for Finance will keep the content of this insurance confidential and will review it only for control purposes.

2.2. ADVERTISEMENTS PRODUCTION

The costs for the production of all advertisements shall be at LOC's charge.

2.3. INCOME RIGHTS

See detail under item 9.

2.4. BUDGET CONTROL

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

2.5. LIABILITIES

The LOC is responsible for complying with all requirements laid down in these Directives. Failure to comply with one or more major provisions may result in penalties imposed by the Executive Board in accordance with the Event Agreement.

3. VENUE AND SPORT FACILITIES

3.1. PLAYING HALL (seating capacity of at least 500 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 vips, players/coaches, officials, umpires, the medical, the media and the photographers) to the ETTU/CD, ETTU/SG for approval not later than six (6) months before the Event.

The LOC shall submit a proposed in- and outside venue branding visual to the ETTU/CD, ETTU/MM for approval not later than six (6) months before the Event.

The layout of the playing hall must contain the following:

- layout of the FoP in real proportion
- VIP seating
- commentator seats/area
- physiotherapists' seats/area
- participating delegations' seats/area
- walkways
- coaches chairs
- competition tables
- entry point
- exit point
- players' entry branued arrangement
- camera positions tables which will be covered with streaming
- mix zone position
- competition management, media and technical tables/area

it must be only one entry and only one exit point, preferably on the opposite sides of the hall

3.1.1. FIELD OF PLAY

- | | |
|---------------------------------------|--|
| • required number of tables: | days 1-3 5 tables |
| • required number of show courts : | 2 |
| • show court size: | minimum 14x7 m |
| • show court surroundings: | LED surroundings, A-boards or B-boards |
| • required number of regular courts : | 3 |
| • regular court size: | minimum 14x7m |
| • regular court surroundings: | LED surroundings, A-boards, B boards or C-boards |

Live Streaming Courts:

Requirements:

number of streaming courts: days 1-3: 2 show courts

The layout of the streaming courts must consider the march-in procedure and easy connection with the mixed zone.

Streaming camera must have clear view to the FoP of each streaming court. Cameras' position must be approved by ETTU.

3.1.2. LIGHTING

The lighting conditions at the streaming courts shall be similar 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 arranged in order to minimise lighting reflection on the tables.

3.1.3. FLOORING

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

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

3.1.4. HEATING AND AIR-CONDITIONING

The temperature in all playing areas (including the practice hall) must be between 18 to 25 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:

- 2 male and 2 female changing rooms for players
- 1 male and 1 female changing rooms for match officials

3.1.6. PLAYERS, COACHES AND MATCH OFFICIALS LOUNGE

3.1.6.1. PLAYERS LOUNGE

The player's lounge area must be big enough to accommodate 20 persons at the same time in case accommodation is not within 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 within walking distance from the venue, players lounge can be smaller without deck chairs.

3.1.6.2. 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

3.1.6.3. MATCH OFFICIALS LOUNGE

The match officials lounge area must be big enough to accommodate 15 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 within walking distance and lunch is not foreseen in the venue, snacks (sandwiches, salad, etc...) have to be provided in the match officials lounge.

3.1.7. CALL AREA

Call area must contain the following :

- 5 tables for umpires
- 2 bigger tables for the referee team and umpire's manager
- 1 halve of playing table for the ball selection
- 2 boxes for the ball selection
- 45 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.

3.1.8. 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.

3.1.9. 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
 - 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

3.1.10. 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. The ETTU meeting room must be equipped with a screen and required connections (for presentations or online hybrid meetings), a coffee machine and water

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.

3.1.11. COMPETITION AND MEDIA TABLE

There shall be a platform (with sufficient tables to accommodate 20 chairs) for the tournament conduct 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 6 seats for ETTU).

3.1.12. 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 and TV team
- network for the accredited persons
- network for press and media

The professional IT technicians (Internet network specialists) must be on duty in the venue during the whole Event

3.1.12.1. Network for the ETTU Result Management Team

Connectivity: LAN
 Number of connections : 5
 Minimum download/upload speed : 200Mbps/200Mbps
 output devices: TV screens, Cube screen...

3.1.12.2. Network for the ETTU Media Team

Connectivity: wi-fi and LAN
 Number of connections : 3
 Minimum download/upload speed : 200Mbps/200Mbps

3.1.12.3. Network for the online streaming team

Connectivity: wi-fi and LAN
 Number of connections : 4
 Minimum download/upload speed : 200Mbps/200Mbps

3.1.12.4. Network for the accredited persons

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

3.2. EQUIPMENT

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

ETTU has the right to appoint the equipment supplier.

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

Should the LOC have sufficient quantity and quality of ITTF approved flooring available and wishing to use this flooring for the Event, the LOC must submit this request while applying to host for the Event. If such floor is from a non ETTU supplier pool member, ETTU may grant permission to LOC to use that floor but without granting any advertisement of the flooring supplier. The details including finances regarding such acceptance and also regarding an eventual complete equipment rights transfer must be agreed latest in the Event agreement between ETTU and LOC.

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

Excluded from the available equipment right is :

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

Additional note: ETTU opted out from ITTF regulation 3.2.5.6.6 which says "There shall be no advertisement, name of table, name or logo of the manufacturer or supplier of the table on the undercarriage, except if the table manufacturer or supplier is the title sponsor of the tournament."

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

3.3.1. WARMING UP AND 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 8 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
- lighting: minimum 800 Lx
- lighting source: minimum 4m above the floor, vertically above the playing area

3.3.2. PRACTICE SCHEDULE

Practice in the Warming Up/Practice Hall 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

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 and confirmed by the ETTU CM.

3.3.4. PLAYING SCHEDULE

The playing schedule (time slots and table numbers for all matches) will be confirmed by ETTU and published 1 month before the Championship starts.

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 twelve (12) m2 space to each ETTU Supplier Pool member but only to those who have confirmed until deadline date as agreed between LOC and ETTU, free of charges
- 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. The LOC must put volunteers or personnel at disposal to help and support each brand / partner having a sales booth.
- 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.
- members of the 'ETTU Suppliers Pool' may handle their sales booth directly or through their local retailer.

* only in case ETTU confirms sponsor

- LOC must indicate at the hosting application a detailed venue plan with dedicated spaces for each sales booth. Sales booths must be placed at a prominent place inside the venue where spectators are frequently passing.

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 3 stars hotel
- minimum one 4 stars 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 LOC must provide the accommodation to VIP persons in a minimum four stars hotel (suite or single rooms occupancy)

The LOC must provide the accommodation to all ETTU nominated persons in the same hotel which is minimum a four stars hotel (each in single rooms occupancy)

The LOC must provide 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 50% of the cost of hospitality (on the basis of the price for a double room) from the evening: before the Event begin until the morning after they end for all participating players.

The participating Associations must use the accommodation provided by the LOC.

The LOC must provide free hospitality from the lunch of the day before the Event starts until breakfast after it ends for all:

- 1 Executive Board member,
- the chairs of the Youth and Ranking Committees or their deputies
- Competition Director and Competition Manager **,
- 3 ETTU staff members **
- all invited foreign umpires
- all invited foreign Referees *
- the CD or CM at the pre-inspections

** the LOC must provide free hospitality from the evening two days before the Event begin until the morning after they end, plus reimburse the travel expenses.*

*** The LOC must provide free hospitality for up to 1 person from ETTU (listed above) starting from the evening 3 days before the Event begin.*

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

In case there is no replacement, an Association cancelling a person from their registered delegation after the deadline of the final entries and up to 15 days before the championships starts has to pay a cancellation fee of 100 € per person to the organising Association.

In case there is no replacement, an Association cancelling a person from their registered delegation during the last 14 days before the championships or arriving with less persons than registered, has to pay 100 % of the hospitality costs for every person and for the whole period this person was initially registered.

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 with minimum capacity for 30 persons.

Lunch and dinner menus shall be proposed 1 month 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:

Breakfast:	06:30-10:00
Lunch:	12:30-16:30
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 4 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 Event.

Water shall be available in gallons only.

Using tap water cannot be a substitute.

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 30 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 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 :	30 persons	
daily shifts (if meals are served in the venue):		10 persons
daily shifts (if meals are served in the hotel):		30 persons
evening shifts :	30 persons	

The Competition Manager will decide on the timing of each shift

The LOC must arrange for up to 3 parking spaces for ETTU in the parking of the official hotel and in the closest parking at the competition venue, free of charges.

5. PROTOCOL

All protocol questions directly related to the Event shall be fixed between the ETTU/SG or CD/CM or MM (depending on the type of protocol) and the LOC Event Manager / Tournament Director.

5.1. VIP ACCREDITATION, VIP TICKETS, REGULAR TICKETS AND ACCESS

5.1.1. 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

5.1.2. ACCESS

The Accreditation cards layout will be prepared by ETTU. ETTU will confirm for its personnel and its stakeholders the required access fields. The LOC is responsible for the production (printing and assembling) of all accreditation cards.

5.2. AWARD CEREMONY

There shall be a victory ceremony at the end of the event with a suitable podium or arrangement for 3 persons and a backdrop. ETTU will approve the victory ceremony protocol and arrangements with the backdrop. No anthem shall be played.

A physical podium is required. The LOC shall provide appropriate decoration arrangements to enhance the presentation.

Backdrop (LED screen or printed board) must follow official ETTU layout.

Lighting, graphics and pyrotechnic effects may be used to enhance the ceremony implemented subject to ETTU approval.

The design of all the awards, including medals and trophies, must be submitted for ETTU approval.

The LOC is responsible for providing hostesses and presentation trays for delivering medals and trophies to the award presenters.

Ceremony protocol must be agreed with ETTU 2 weeks prior to the event.

5.3. AWARDS

For All Events (for players finishing on 1st, 2nd and 3rd place):

- Trophy for the winner
- Medal for each player (including winner)

6. PRESS / MEDIA

6.1. BULLETIN

An electronic 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 and organising Association's 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, ball sponsor 1 advertisement) and supplier pool members each 1 half-page colour advertisement.
- Up to 4 additional pages for ETTU.
- ETTU will provide the LOC with its own stakeholders' (suppliers and partners) graphics for the inclusion into the bulletin
- ETTU will have the final sign off of the Bulletin

6.2. PRESS CENTRE and FACILITIES

The Official Press Officer and an Official Photographer must follow the ETTU media guideline and work in close co-operation with the ETTU.

7. ETTU TOURNAMENT MANAGEMENT SYSTEM (TMS)

ETTU will provide the Result Management System for the Event.

ETTU RMS consists of the following parts:

- Tournament software
- Live Ticker
- Results Presentation

7.1. TOURNAMENT SOFTWARE

Requirements which LOC have to provide are:

- separate network LAN with 200/200Mbps upload/download speed
- 5 LAN connections
- 2 BW laser printers
- 700 white papers
- 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:

- 6 sim cards with minimum 20/20 Mbs
- if sim cards are not possible, LAN network 200/200 Mbs on each table (umpire position)
- power socket on each FoP (umpire's high chair or table)

ETTU will provide:

- tablets
- tablet holders
- LAN adapters if needed

7.3. RESULTS PRESENTATION

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

The requirements for that are:

- access point to the control device of the screen or laptop
- network (LAN/wi-fi) with 200/200Mbps
- power socket
- HDMI cable

Displays of the results on specific table :

For each screen, requirements are as follows :

- Android TV - size 55"
- LAN network with 200/200Mbps
- power socket
- HDMI cable

The complete setup of the network must be ready two days before the start of the Championship.

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. ETTU, either directly or through its partner, shall exclusively be entitled to exploit these rights without restriction.

The LOC shall:

- provide Live Streaming production on 2 (two) tables (guideline for live streaming will be made available by ETTU). LOC must record all produced matches and deliver these to ETTU (via cloud or harddrive)

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

- The LOC must make available an appropriate connectivity to ensure the event's live and/or delayed online transmissions, accomplishing all the Internet Service Provider's technical
- supply the TV and IP-TV Service Providers' staff with the accreditations required for getting access to all necessary locations;

The organiser shall work in close cooperation with ETTU to ensure high-quality, consistent branding and promotion of the event, the ETTU identity and its partners.

9. MARKETING, ADVERTISING, SPONSORSHIP, VIP ARRANGEMENTS

The organiser shall work in close cooperation with ETTU to ensure high-quality, consistent branding and promotion of the event, the ETTU identity and its partners.

9.1. SPONSORSHIP

ETTU has the exclusive right to appoint a Title Sponsor*, 1 Major Sponsor, the Official Timekeeper Sponsor and the Umpires and Referees clothing sponsor. Furthermore the ETTU logo must be included on the floor and surrounds (resp. LEDs) at each show court.

**** ETTU has the first right of appointing a Title Sponsor and may either confirm the Title Sponsor in due time or offer to the LOC to buy out the Title Sponsor right from ETTU against either a direct and fixed fee or against a commission percentage.***

The LOC has the exclusive right to appoint according to the available rights* its own sponsors and suppliers (1 Major Sponsor and other sponsors)

**** ETTU approval is required for each sponsor of the LOC in order to check on no conflicts i.e. to protect industry exclusivity.***

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, entry tickets, accreditation badges and second row advertisements (around the Field of Plays) which must be developed in partnership with ETTU and signed off by ETTU.

Annex 1 provides further details on the sponsorship inventory.

9.2. BRANDING AND VISUAL IDENTITY

The event must follow the official ETTU branding guidelines, including logo usage, colour schemes, typography, and layout. All branding must be applied consistently across venue signage, event materials, and digital channels.

- Official font to be used in all event-related graphics: 'Exo 2'
- Official ETTU Colour: #065586

The ETTU logo must be prominently displayed on all official signage, accreditation, promotional material, and digital content. No unauthorised adaptations or distortions are allowed.

A full branding implementation plan must be submitted to ETTU for approval at least three (3) months before the event. Final layouts and designs must be approved prior to production.

9.3. VENUE BRANDING

ETTU branding must be implemented in all key areas of the venue, including:

9.3.1. Venue entrance and exterior:

- Promotional banners and branded materials are required and must be displayed at the venue entrance.
- LOC shall implement promotional activities in the host city, before and during the event, to increase awareness of the event

9.3.2. Competition hall:

- Perimeter panels (non-digital) around the field of play must follow ETTU approved designs. If the venue is equipped with LED boards along the stands, ETTU will provide the content and layout to be displayed on those LED screens.
- A jumbo screen is recommended to display match results, sponsor activities and fan engagement contents. This will be managed in coordination with ETTU

9.3.3. Other spaces:

- Basic ETTU and event branding is required in the following areas:
 - Training Hall
 - Players' lounge,
 - Coaches' lounge
 - mixed zone
 - umpires' area,
 - media working space and accreditation zones
 - vip area.

Backdrops used for ceremonies, media interviews, and press conferences must include ETTU and official sponsor logos, ETTU will provide the layout.

9.4. MEDIA AND PRESS OPERATIONS

9.4.1. Accreditation

Layout for accreditations will be provided by ETTU.

9.4.2. Participants Promotional Activities

Any promotional activity involving the participants of the event must be approved in advance by the ETTU Competition Director and Marketing Manager.

9.5. SOCIAL MEDIA

The LOC shall not create or operate any separate social media accounts, profiles, or channels using the official name of the Event or any variation of it. Should the LOC wish to publish content related to the Event through existing social media platforms of the National Association or other affiliated entities, the content shall be coordinated in advance and shared with ETTU.

All content must include the official event # selected by ETTU.

LOC Social media contents must follow ETTU's identity. LOC shall coordinate templates with ETTU Digital Content Manager and must tag ETTU in all social media posts related to the event. If required LOC must share with ETTU all social media content.

Official ETTU Social Media Channels:

- Instagram: @ettu_official
- YouTube: @ettutvofficial
- Facebook: European Table Tennis Union
- LinkedIn: ETTU (European Table Tennis Union)
- TikTok: @ettu_official
- Douyin: @ettuofficial

9.6. FAN ENGAGEMENT

Fan engagement activity requests from the LOC must be approved and coordinated with the ETTU Marketing Manager.

9.6.2. Merchandising

Only one official merchandising per event is allowed, conducted by the LOC.

All official event merchandise must be submitted to ETTU for approval. Only approved items may be sold or distributed on site.

9.6.3. Mascote

If the LOC intends to introduce an event mascot, the design, branding, and usage plan must be approved by ETTU.

9.7. VIP

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

9.7.1. VIP seats

VIP seats must be reserved for accredited persons, shall be VIP seats close to show court in FoP or reserved seats in the tribunes. ETTU must confirm the allocation of VIP seats, which should, in principle, be in the best locations. ETTU has the first right to assign seating for ETTU persons / guests.

9.7.2. VIP lounge

The LOC must provide a dedicated VIP lounge for accredited guests.

The VIP lounge must be able to accommodate a minimum of 20 people and include furniture such as tables, chairs, and informal seating arrangements. The area shall be in line with the official ETTU visual identity.

Catering services must be available offering hot food, snacks and beverages.

VIP access must be restricted to accredited guests only.

If the lounge doesn't have a clear view of the competition area, LOC shall put TV screens with live streaming and scoring.

9.8. DATA PROTECTION

The LOC must ensure that all persons accessing to the Event venue are informed that by entering the Event venue, all attendees acknowledge that they have read, understood, and accept ETTU's Privacy Policy, accept to be filmed and photographed and release all relating rights to ETTU and its appointed rightholders, including the collection and use of personal data for event-related purposes.

This information must be included on the entry tickets or on the entrance doors of the Event venue.

9.9. APPROVALS AND COMPLIANCE

All branding, promotional materials, and media plans must be submitted to ETTU for approval.

ETTU reserves the right to request changes or removal of any non-compliant content or visual.

LOC must comply with all local security regulations and laws.

For the safety and integrity of the event, the following items and activities are strictly prohibited within the venue and its surrounding areas:

- Weapons of any kind, including knives, firearms, or objects that may be used as weapons.
- Explosive, flammable, or hazardous materials. illegal drugs, or any banned substances.
- Large banners, flags, or items that may obstruct views or disrupt the event.
- Materials or items of a political, discriminatory, offensive, or provocative nature.
- Unauthorized recording, broadcasting, or commercial equipment.
- Any devices or means used for illegal betting or gambling activities.

Spectators and participants are strictly forbidden from engaging in political demonstrations, unauthorized protests, discriminatory acts, or any form of illegal betting connected with the event.

The Local Organising Committee (LOC) is responsible for ensuring the security of the event and is required to enforce these measures at all times. Security personnel and stewards are entitled to search individuals and their belongings, deny entry, or remove persons who fail to comply with these regulations.

10. PERSONNEL

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

- official photographer
- official press officer
- official announcer/speaker
- official DJ

10.1. OFFICIAL PHOTOGRAPHER

The official photographer is directly responsible to the ETTU Press Manager

The official photographer is requested to be in the venue during the whole Event.

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:

10.1.1. taking photos of:

- players in action, players with coaches during breaks
- celebrations
- emotions
- spectators and fans
- sponsors exposure at field of play and from other locations at the venue
- award ceremonies
- players entrance/march in
- umpires
- inside and outside venue including trade stands, VIP area etc

10.1.2. editing and renaming of each picture and taking pictures showing the sponsors'

advertisements in connection to the Event (for each sponsor pictures when they are displayed at LED surrounds and FoP, net, table etc in connection to the matches in play)

All photos must be high-resolution (minimum 200 DPI or 2000 px).

Photos must be sent to ETTU via WeTransfer at the end of each day (or sooner if required) to: press@ettu.org

10.2. OFFICIAL PRESS OFFICER

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

The official press officer is requested to be in the venue during the whole Event.

Requested devices: laptop with MS office
 dictaphone or smartphone

Requested knowledge: knowledge of English in speaking and writing

Duties: a.o. taking quotes from players after matches

10.3. OFFICIAL ANNOUNCER/SPEAKER

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 Event.

Requested devices: sound system

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

Main duties:

- players presentation ceremony
- victory ceremony
- opening ceremony
- fan engagement activities: entertaining the audience before matches, during breaks and in between matches

The official language is English. The speaker may also use the local language for key announcements.

Scripts content must be coordinated with ETTU.

The Official Announcer must be approved by ETTU latest 1 month prior Event start.

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 Event.

Audio content must be coordinated with ETTU.

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 Referees for the Event.

Number of umpires Day 1-3: **20** at least 10 foreign umpires

The LOC will send an open invitation letter, jointly with the ETTU URC to all ETTU member associations 5 months before the Championship 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+1 additional day
Gold Badge Umpire :	60€ per working day
Blue Badge Umpire :	55€ per working day
White Badge umpire:	50€ per working day
Other umpires:	40€ per working day

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

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 the Championship starts

12 SUSTAINABILITY

The organisers shall ensure the implementation of the following sustainability measures:

12.1. Plastic Reduction

As per directive 4.1, no plastic water bottles or cups shall be distributed. Only water stations (gallons) shall be provided. All participants (players, coaches, umpires, staff, EB members, etc.) must bring their own reusable bottles.

12.2. Printed Materials

Printing in all working areas (e.g. referee table, call area, umpire briefings, management office) shall be strictly limited and only permitted when absolutely necessary (e.g. when information cannot be distributed or accessed electronically in a timely or reliable manner). No printed materials such as prospectus, general information, or results shall be distributed. The official event bulletin, as referred to in Directive 6.1, shall be made available preferably in electronic format. If printed copies are produced as souvenirs, their quantity shall be strictly limited.

12.3. Waste Management

The LOC shall ensure proper waste separation and recycling procedures are in place at the venue, in accordance with local regulations. Clearly marked bins for different waste types (e.g. glass, paper, food, cardboard, metal, plastics) must be available and easily accessible in all relevant areas, including competition hall, training areas and lounges. Staff and volunteers shall be instructed to monitor and support proper waste disposal. The LOC must provide with the sustainable policies of their proposed hotels.

12.4. **Equipment recycling**

Special collection points for used balls and rubbers shall be available inside the venue.

12.5. **Marketing materials:**

Banners and backdrops must be made from recycled or recyclable materials whenever possible. For annual tournaments (not valid for European Event), organisers shall reuse backdrops and avoid printing dates or years. Alternatively, use modular elements that can be changed yearly. If reuse is not possible, organisers are encouraged to repurpose banners into items such as bags or cases, ideally produced locally.

12.6. **Sustainable hosting:**

Organisers proposing venues with sustainable features receive additional points in their application. This includes:

- Venues located near airports and accessible by public transport.
- Walking distance between venue and official hotels to avoid bus transport.
- Use of electric vehicles for official transport.
- Accommodations and venues with official green certification.

13 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.

14 MISCELLANEOUS

Any side activity during the Event 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 may confirm at its sole discretion any amendment to these directives which will not imply an additional financial cost to the LOC (example: ETTU persons in charge for the respective domains/areas)