DIRECTIVES FOR ORGANIZERS

1. PARTIES INVOLVED

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

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

2. ENTRIES

The maximum number of entries depends on the maximum number of tables for specific event.

The minimum number of tables organizers need to provide is 12.
The following number of entries will be accepted:

	TEAMS	MIXED TEAMS	SINGLES ENTRIES
12 tables	88	40	176
14 tables	100	48	200
16 tables	112	56	224
18 tables	124	64	248
20 tables	136	72	272

3. SPORT FACILITIES

3.1. PLAYING HALL

The Organising Association shall submit the proposed plan of arrangements for the playing hall (showing, in particular, the playing areas, the umpires and referees tables, the call area, the racket control centre, the seats for players/coaches, officials, umpires, the medical, the media and the photographers) to the ETTU/CM, ETTU/SG and the Chair of the ETTU/YC for approval not later than 30 days before the Event.

The layout of the playing hall must contain the following:

- layout of the FoP in real proportion
- walkways
- team benches
- coaches chairs
- competition tables
- camera positions for the streaming on 1 table (optional)

3.1.2. FIELD OF PLAY

- required number of tables: according to number of entries
- required number of show courts : 1
- show court size: minimum 14x7 m
- regular court size: minimum 12x6m
- show court surroundings: B boards
- regular court surroundings : Regular surroundings (C boards)

Show courts:

show court size :	14 x 7 m
surroundings :	B boards (provided by Joola)
size of the boards :	1,4 m

total number of boards for one show court: 30 (5+5+10+10)

Preferably, ¸the show court must be dislocated from other tables

The layout of the show court must consider the march-in procedure and easy connection with the tournament backdrop.

The streaming camera must have a clear view of the FoP of each show court.

Joola will provide a net, towel boxes and umpires table.

Regular courts:

Requirement:

regular court size :	12x6m
surroundings :	A, B or C-boards or LED
size of the C-board :	recommendation: 2m

3.1.3. LIGHTING

The lighting conditions shall be equal for all playing courts. The lighting level shall be at least one thousand (1000) LUX over the table. 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 entering in through windows or other openings or apertures is strictly forbidden.

The tables must be positioned to minimize light reflection on their surfaces. minimised.

3.1.4. ITTF approved floor in the playing hall

The floor of all playing courts must be an ITTF approved sports floor.

Advertisements on the floor must comply with ITTF Regulations for International Competitions.

Subflooring: the wooden floor or any other sports floor is a mandatory requirement as a subfloor. It is strictly forbidden to put the ITTF-approved floor on a 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 and 25 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.

Reccommendation:

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

3.1.7. LOUNGES

3.1.7.1. MATCH OFFICIALS LOUNGE

The match officials lounge area must be big enough to accommodate 20 persons simultaneously. The match official's lounge must be nearby the call area.

In the match officials lounge organizers shall provide the following:

FOOD AND BEVERAGES

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

REST ROOM AREA

- tables and chairs

3.1.8. CALL AREA

Call are must contain the following :

- tables for umpires (same number as playing tables)
- 2 bigger tables for the referee team and umpire's manager
- 1 playing table for the ball selection
- 2 boxes for the ball selection
- 200 envelopes

3.1.9. MEDICAL

The medical service in the playing hall (including the permanent presence of a medical doctor or physiotherapist 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. MATCH OFFICIALS TABLE

There shall be a platform (with sufficient tables to accommodate 10 chairs) for the tournament conduct (including the Referee and deputy, the Competition Manager, and ETTU persons with all facilities for the tournament control.

3.1.11. INTERNET

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

- network for the ETTU Result Management Team
- network for the streaming team (optional)
- network for the accredited persons

3.1.11.1. Network for the ETTU Result Management Team

Conectivity:	LAN
Number of connections :	4
Minimum download/upload speed :	20Mbs/20Mbs
Live-Ticker devices:	ETTU will bring on each competition one scoring device, for show table

3.1.11.2. Network for the streaming team

Connectivity:	LAN
Number of connections :	1
Minimum download/upload speed :	20Mbs/50Mbs

3.1.11.3. Network for the accredited persons

Connectivity:	wi-fi
Number of connections :	200
Minimum download/upload speed :	50Mbs/10Mbs

3.1.12. DRAW ROOM

Draw room must be big enough to accommodate 10 persons.

Draw room requirements:

- projector
- screen
- sound system (microphone, speakers)
- two big tables

The drawing room must be in the same building as the playing hall.

3.2. EQUIPMENT

The equipment which LOC will use in the event must meet the following conditions :

- only ETTU Suppliers Pool Members can be equipment suppliers at the EYS
- the equipment must be ITTF approved

The brand and type of equipment used at the Event shall be announced by the Organizer in the Prospectus.

3.1.13. MIXED TEAMS -TEAM MATCH SCORING COUNTER

For XT events, the LOC must ensure a separate scoring counter for each team match, which must be placed between the two tables where the specific team match is played.

A strong recommendation is to use scoring counters that display numbers above 25 points.

3.3. PRACTICE HALL AND PRACTICE, PLAYING SCHEDULE

3.3.1. 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:	75% of number of tables in the Main Hall
• flooring:	preferably same flooring as it is in the Playing hall or sport floor - not mandatory
• subflooring:	wooden floor, sports floor
• lighting:	minimum 600 Lux
• lightning source:	minimum 4m above the floor, vertically above the playing area

3.3.2. PRACTICE

Practice in the Practice Hall shall be available:

- the day before tournament starts from 10:00-21:00
- each day of the tournament, 90 minutes before the first match starts until the last match of the day ends

Practice in the Main Hall shall be available:

- day before tournament starts from 10:00-21:00
- each day of the tournament, 90 minutes before the first match starts

3.3.3. PLAYING SCHEDULE

The proposed playing schedule will be prepared not later than 3 weeks before the event by the ETTU/CM

3.4. PLAYERS NUMBERS (BACK NUMBERS)

Back numbers are not required any more. Player numbers must be printed on the accreditation of each player. ETTU will provide players numbers 7 days before tournament starts.

4. JOOLA - TITLE SPONSOR OF EYS ***

JOOLA, as the Title Sponsor of the Europe Youth Series and sponsor of the ETTU Development Camps, commits to providing the following material support directly to event locations (LOC), free of charge:

- Joola balls (quantity of balls will be arranged with each LOC separatly, depending on number of tables and predicted number of matches
- 35 B-boards
- Joola Net
- Joola Towel Boxes

Obligations of LOC :

- accept and use JOOLA equipment provided for the events as follows:
  - on show court (streaming table) to use :
    - only Joola B-boards
    - Joola umpire table
    - Joola Net
    - Joola sticker on opposite side of camera
  - use Joola balls throught the comeptition
- ensuring JOOLA branding is visible in livestreams and promotional materials.
- allowing JOOLA product presentations during events, if requested
- to place a JOOLA promotional stand at selected Youth Series tournaments, subject to logistical feasibility and ETTU approval.

*** **In the event Joola is confirmed as a Tile Sponsor**

5. ACCOMMODATION AND MEALS

5.1. ACCOMMODATION

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

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

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

- minimum one three stars hotel (75% of rooms)
- optional: student, sport or hostel accommodation with a bathroom in each room - accommodation must be approved by the ETTU CM

All accommodation facilities shall have single, double and triple room options.

The accommodation facilities shall be preferably within walking distance, but anyway not more than 30 minutes (in the rush hours) by car or bus from the playing hall.

The organizers must provide the accommodation to the ETTU in a four stars hotel (single rooms occupancy)

The organizers must provide the accommodation to the match officials in minimum three stars hotel (double room occupancy for umpires and single room occupancy for the referee team)

Cost per day per person in triple room can't exceed 115€ per person per day in 3*** hotel

Cost per day per person in double room can't exceed 130€ per person per day in 3*** hotel

Cost per day per person in single room can't exceed 145€ per person per day in 3*** hotel

The price of accommodation in sports, student or hostel accommodation must be lower than the accommodation in *** option.
There is no Entry Fee option.
All Associations must book official package throughot all event for accredited persons.
In all accommodation facilities Internet free of charge with good connectivity is a mandatory requirement

5.2. HOSPITALITY

The organiser must provide free hospitality from the lunch of the day before the Event starts until breakfast after it ends for 5 persons providing different services for the ETTU or LOC.

The Organizer must provide a hospitality discount of 50% for up to four players nominated by the ETTU development department. Players will be selected latest seven days after the entry deadline.

5.3. MEALS

Meals shall be provided as following :

Breakfast :	in the hotel
Lunch :	in the venue
Dinner :	in the venue or in the hotel

Lunch and dinner menus shall be proposed 2 weeks in advance and approved by the ETTU.

Lunch and dinner in the form of a buffet are recommended, with the following minimum requirements:

- hot starter dish e.g. soup.
- meat option (red meat, white meat or fish)
- vegetarian option
- side dish e.g. pasta, rice, potato
- additional cooked vegetables
- salad
- bread
- flavourings and oils including but not limited to olive oil, vinegar, tabasco etc.
- dessert

Meal times:

Breakfast:	06:30-10:00
Lunch:	12:00-16:00
Dinner:	18:30-22:00 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)

The meals area must meet following conditions:

- the capacity must be big enough to accommodate 30% of all accredited persons at the same time
- 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 strong recommendation is to have a minimum of 2 lines where accredited persons can take the meals.

5.4. WATER

Water must be available free of charge in unlimited quantities for all accredited persons during the tournament.
Water should be available in gallons.
There is a possibility of using tap water. In case tape water is used, organizers must provide a medical certificate made by a competent authority (medical, health institute…) that tap water is of exceptional quality. This certificate can't be older than 3 days before the tournament starts.
Water must be available in the playing hall, practice hall and dining rooms.

6. TRANSPORT

The Organising Association shall provide free transportation for all participants as follows:

• Upon their arrival, from the nearest international airport and railway station to the hotel or playing hall, the waiting time at the airport/train station should not exceed 60 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 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 at the venue must be 90 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 at the venue, the departure of the last shuttle will be 45 minutes after the last match is over.

• during practice and competition days, the frequency of the shuttle should be as per Competition Manager Schedule

The Competition Manager will decide on the duration of each shift and the capacity of the shuttle transport per shifts

7. PRESS / MEDIA

In case the ETTU Media Team is present at competition following requirement must be fulfilled:

There shall be a Mixed Zone providing access for media persons to players and coaches with a backdrop.

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.

ETTU will inform organizers not later than 30 days before the tournament starts, if ETTU media team will be present at the event

There shall be an Official Photographer working in close co-operation with the responsible ETTU person on site.

8. PROTOCOL

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

8.1. AWARD CEREMONY

There shall be a victory ceremony at the end of the Event with a suitable podium or arrangement (eight persons in teams events and four persons in singles events) and a backdrop. ETTU will provide the Victory Ceremony protocol.

Instead of podiums, victory ceremony spots can be used.

The backdrop shall be approved by the ETTU Marketing manager.

National anthems shall not be played at the Award Ceremony.

8.2. TROPHIES AND AWARDS

The Organising Association should provide following awards:

Team Events :	Trophy	1st - 3rd position (2x3rd position)
	Medals	for all players in team including coach
Singles Events:	Trophy	1st - 3rd position (2x3rd position)
Doubles Events:	Trophy and Medals for winners (both players)	
	Medals for 2nd and 3rd position (2x3rd position) for both players	

9. ETTU RESULT MANAGEMENT SYSTEM

ETTU will provide the Result Management System for the tournament.

ETTU TMS consists from the following parts:

- Tournament software
- Live Ticker (only on streaming table)
- Live Ticker on other tables
- Results Presentation (not mandatory for Europe Youth Series)

9.1. Tournament software

Requirements which organizers have to provide are:

- separate LAN network with 100/100Mbs upload/download speed
- 4 LAN connections
- 1 BW laser printers
- 2000 white papers
- 1 volunteer in each shift
- power sockets

9.2. Live Ticker on streaming table

Live Ticker on streaming table is mandatory requirement, as live ticker data will be used for scoring graphic on the streaming

ETTU will bring:

- android device
- holder for tablet

LOC nees to provide :

- SIM card minimum 20/20 Mb/s
- power socket

9.3. Live Ticker on other tables

In the case that organizers would like to provide the Live Ticker requirements are as follows:

Requirements which organizers have to provide are:

- android device (provided by LOC)
- if possible sim card, with a minimum Internet speed of 20/20 Mb/s
- is SIM card is not possible, LAN network
- Power socket for each device
- LAN adapter with USB charging implemented

* In case ETTU would like to have Live Scoring from all tables, ETTU will provide scoring devices (tablets), while LOC will need to provide SIM cards for each tablet. In such a case, ETTU will separately contact LOC on the requirements.

9.3. Results presentation in the venue

In the case that organizers would like to provide the Result Presentation requirements are as follows:

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
- LAN network with 20/20Mbs 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 20/20Mbs upload/download speed with the same subnet as it is Tournament Software
- power socket
- Android TV device

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

If organizers want to provide a Live Ticker and Result Presentation service, ETTU must be informed during the bidding process.

10. LIVE STREAMING

The live streaming should be provided by the organizers covering one show court.

Live stream will be shown on the ETTU.tv platform and ETTUtv Youtube channel.

The ETTU scoring graphic must be implemented in the stream.

11. MARKETING, ADVERTISING

11.1. Show-court

It is mandatory that at least one table have ITTF approved floor and Joola B boards (30 boards - 10 on the longer side and 5 on the shorter side)

11.2. Floor stickers

2 ETTU floor stickers must be provided by organizers.

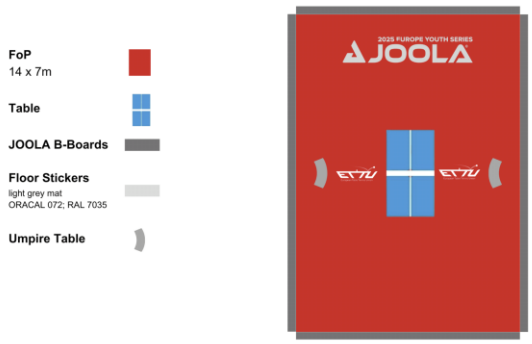
Size of floor sticker: 1,50x0,6 m

Colour: Light Grey Mat ORACAL: 072 RAL: 7035

1 Floor Sticker will be provided by Joola

11.3. Layout of the show-court

The following layout of show-court must be implemented:



11.4. Backdrop

ETTU marketing team will provide backdrop layout 30 days before tournament starts.

12. PERSONNEL

During the Championships Organiser have to provide the following manpower which are helping ETTU staff :

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

12.1. OFFICIAL PHOTOGRAPHER

The official photographer is directly responsible to the ETTU Media Manager or to the ETTU Competition Manager

The official photographer is requested to be in the venue during the entire 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

12.2. OFFICIAL ANNOUNCER and DJ

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

Requested devices:	sound system
Requested knowledge:	knowledge of English in speech and writing work experience as an event leader
Main duties:	players presentation ceremony victory ceremony opening ceremony

The LOC is responsible to clear any music rights.

13. PROSPECTUS

The Prospectus is the final document for each Event

The Prospectus will be made in close cooperation between ETTU and LOC

Next items are mandatory to be included in Prospectus:

- organizer
- Tournament Director, name and contacts
- Referee name and contact detials (TBC by the ETTU URC)
- Media Officer name and contact details
- ETTU Competition Manager
- Venue details
- Events
- Schedule of draws and location
- Equipment (must be member of ETTU suppliers pool)
- Hospitality options
- Type of meals provided
- Official Airport
- Official Train Station
- Transportation details
- Room Cancelation policy
- Entry cancelation policy
- Accreditation Detaills
- Payment methods
- Visa application system

The Prospectus must be published latest two months before tournament starts.

14. ETTU COMPETITION MANAGER

The appointed ETTU Competition Manager is responsible for implementing the ETTU philosophy on how to run the ETTU Youth Series

The ETTU Competition Manager responsibilities are defined as follows:

The ETTU Competition Manager is the official representative of the ETTU and has the final authority in all matters relating to the agreement. In case of disputes, the Competition Manager may over-rule the Referee and/or the Tournament/Event Director. However, in matters regarding the interpretation of the rules and racket control outcome, the Referee's decision will be final.

The host Association will provide free hospitality in at least a 4 **** hotel with a secure Internet connection to the ETTU Competition Manager (or a designated official), who will arrive two (2) days before the start of the event. High-speed internet access has to be provided free of charge in both the sports hall and the hotel to the ETTU Competition Manager.

15. TOURNAMENT/EVENT DIRECTOR

The Tournament Director is appointed by the Host Association/LOC.

The Tournament Director´s responsibilities are :

- Implementation of agreement between ETTU and Host Association
- Implementation of directives
- Close cooperation with the ETTU Competition Manager

16. MATCH OFFICIALS

The Host Association should appoint one International Referee and two Deputy Referees in agreement with ETTU URC.
One of the two Deputy Referees can also be a National Referee, who is working as Assistant Referee.
One of the two International Referees must be from a foreign Association.

The name list has to be proposed by the organizers three months before the tournament starts, and before making it official, it needs the approval of the ETTU URC.

If the tournament will be played in more than one hall, an additional deputy or assistant referee is needed for each additional playing hall.
Sufficient number of umpires: number of tables x 2,5
At each table, only one umpire will be on duty. The exceptions are the semi-final and final matches, where two umpires must be on duty.

The exceptions are the semi-final and final matches, where two umpires must be on duty.

25% of the umpires shall be International Umpires from foreign Associations.

Organizers must send an open invitation letter jointly with the ETTU URC to all ETTU member associations three months before the tournament starts.
If the number of applicants exceeds the available places, a joint selection (Organizers/URC) will be made.
Daily allowances :

referee:	80€ / per working day + 2 additional working days
deputy referee:	80€ / per working day + 1 additional working day
international umpires :	50€ / per working day
natuonal umpires :	40€ / per working day
Travelling costs:	The organizers must cover the travelling cost only for the referee and deputy referee team.
Travelling costs by car :	0,40€ per km + paytoll/vignette costs
Travelling costs by plane:	economy airfare; must be approved by the LOC, latest 60 days before tournament starts

17. SUSTAINABILITY

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

- Plastic reduction: As per directive 5.4, 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.
- 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.
- 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.
- Marketing materials: Banners and backdrops must be made from recycled or recyclable materials whenever possible. For annual tournaments, 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.

18. LEVY TO ETTU

Member Associations must pay a players fee of 20€ for each of their registered player in singles events to the LOC.
The Organizer must invoice each association the total cost of their players fees. After completion of the tournament the Organizer must return the total players fees collected to ETTU, upon receipt of an invoice from ETTU.

19. 2026 JOOLA EUROPE YOUTH SERIES KEY PERSONS

ETTU DEPUTY PRESIDENT FOR COMPETITIONS :

Mrs Heike AHLERT heike.ahlert@outlook.de

ETTU YOUTH COMMITTE CHAIRMAN

Mr Thomas BUZA thomas.buza@svenskbordtennis.com

ETTU DEPUTY SECRETARY GENERAL - DEVELOPMENT MANAGER

Ms Galia DVORAK galia.dvorak@ettu.org

ETTU COMPETITION DIRECTOR

Mr Alen IVANCIN competition@ettu.org

ETTU COMPETITION MANAGERS

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ETTU MARKETING MANAGER :

Ms Chiara COLANTONI chiara.colantoni@ettu.org

ETTU URC

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