



# The Tournament of 100 Teams

## General Regulations

### 1. Participation

The Centennial Edition of our Company's Touch Rugby tournament, the Tournament of 100 Teams, will bring together players from four zones for regional rounds from April to June 2024.

Twenty-four teams from the regional rounds will qualify for the final, which will be played near Paris, France from October 3 to 6, 2024. This event aims to bring together employees from all continents and all branches to celebrate our common passion in a festive and unifying spirit.

It is open to **permanent or direct employees** of the countries invited to participate in the tournament. Trainees, temporary employees, "VIE" interns, retirees and service providers are excluded.

A selection process will be carried out at the country level. It is the responsibility of each country to ensure that participants meet all guidelines.

To submit a team, countries must respect the following conditions:

- The branch requirements communicated for their country.
- For regional rounds, each team will consist of 20 participants, including 12 players and 8 supporters. *At least 4 out of the 12 players must be female.*  
*Please note that due to limited capacity, supporters of qualifying teams cannot be accommodated at the final in October.*
- Team lists must indicate Name, Last Name, Branch, Function, Email and IGG for each participant.
- A team captain must be designated among the 12 players for each team. The captain will be the organization's main contact for all sporting and logistics needs. He/she will therefore have a sizeable responsibility off the field before (and during) the tournament dates.
- Each member must be a **permanent or direct employee** of the Company as detailed above.
- Each member of the team must have the agreement of his/her **hierarchy** to participate in the tournament.
- The 20 participants on each team (players and supporters) will be on corporate assignment for the duration of the tournament and vacation days are not to be taken. However, if any additional employees outside of the 20 official participants decide to attend the tournaments at their own expense, vacation days must be taken (with the validation of their hierarchy).

**Teams must be provided to the host country organizers of each zone by March 11, 2024.**



## **Registration Website**

A registration website will be opened in mid-March for the selected teams.

Each team captain will receive an email confirmation with a registration link.

To validate the registration of his/her team, the captain will have until **March 29, 2024**, to:

- Fill in all requested information relating to the 20 participants of the team, including personal details required by the host countries for organizational purposes.
- Read, approve, and sign the General Regulations and Game Rules.
- Print an approval form, to be signed by their hierarchy and uploaded on the registration website.

Each participant will also receive a link to accept the terms of their participation in the tournament. **The terms must be accepted by all 20 members of the team by March 29, 2024 in order to guarantee the team's participation. A complete list of terms is provided in this document in section 4. Terms of Participation.**

## **2. Expenses and Invoicing**

Each regional tournament and the final tournament will take place over a span of four days, from Thursday to Sunday. Players will arrive by Thursday afternoon and leave Sunday morning or afternoon.

Over the period of these four days, DG/COM will **cover the expenses** of the teams as follows:

- Transfers arranged by the organizing team between the designated airport in the host country and hotels reserved for the tournament. Grouped arrivals are to be organized on the Thursday immediately preceding the tournament and grouped departures are to be organized on the Sunday immediately following the tournament.
- Individual accommodation during the regional tournaments for three nights on Thursday, Friday and Saturday nights.

*Please note that teams qualifying for the final in October will be lodged in shared (double) accommodation due to limited capacity at the venue. Room assignments will be same-sex and organized by team. By entering the regional tournament, each team accepts this stipulation.*

- The following meals: breakfasts on Friday, Saturday, and Sunday mornings; lunches on Friday and Saturday; and dinners on Thursday, Friday, and Saturday evenings.
- Travel insurance for all participants for the duration of the tournament (See « Insurance » page 3).

**All other costs remain at the expense of the team, including but not limited to:** taxis or transfers due to missed flights; transfers outside of the specified arrival and departure dates;

transfers to and from the departure airport in the country of residence; accommodation preceding or following the three-night period reserved by the organizing team; lunches on the Thursday of arrival or the Sunday of departure; sports equipment including uniforms and shoes; personal and administrative fees related to visa applications or a medical certificate (if required by the host country).

The host country is responsible for organizing and purchasing travel for the teams in their regional tournament. The itinerary must be to and from the designated city of each regional tournament via train, flight, bus, or rental car.

DG/COM will **reimburse the travel expenses** of all teams subject to the following conditions:

- All team captains must validate their team's registration and ensure that team members accept the terms of the tournament by the **March 29, 2024** deadline.
- Airfare must be in **economy class** (First, Business or Air France « Eco Premium » classes will not be accepted).
- In case of a player change, only one train or air ticket will be covered by DG/COM. The reimbursement will be issued at the rate of the ticket purchased for the initial player.

### 3. Insurance

The organizers of each host country will arrange travel insurance for each participant for the duration of the tournament.

**Coverage will run for an explicit period of four days for the duration of the tournament, from the arrival of the teams on Thursday to their departure on Sunday.**

This insurance includes medical evacuation and repatriation coverage to transport an injured person to their country of residence.

All participants (players and supporters) at the tournament will be covered for the period.

The travel insurance offers four types of coverage:

- Damage to luggage, with a maximum reimbursement of 2 000€
- Medical assistance, including local hospitalization costs and repatriation to the home country, with a maximum reimbursement of 150 000€
- Curtailment
- Civil liability abroad, covering both tangible and intangible loss

Depending on the zone, participants may be asked to provide a medical certificate that states that they are medically and physically fit to participate in a touch rugby tournament.

**In addition, each participant must be able to document coverage by their own government social insurance systems or private health plans in their country of residence.**

European citizens invited to participate in France or Belgium are also asked to request their **European Health Insurance Card** and to bring it with them.



A medical team will be on site 24/7 for the duration of the tournament to attend to any injuries or illnesses, free of charge.

#### **4. Terms of Participation**

**By registering for the tournament, each participant will be asked to accept the following conditions:**

##### Medical & Insurance

*I hereby confirm that I am medically and physically fit to participate in the TotalEnergies 2024 Touch Rugby tournament. I understand that the tournament can be physically demanding, and I am in good physical health and capable of safely meeting the needs for this activity.*

*Medical assistance insurance including local hospitalization costs and repatriation to the home country will be provided for me for the four-day duration of the tournament, with a maximum reimbursement of 150 000€.*

*By participating in the tournament, I absolve TotalEnergies SE and all tournament organizers of any additional liability **beyond the dates of the tournament.***

##### Image Rights Authorization

*During the event, you may be photographed, recorded and/or filmed.*

*You expressly authorize TotalEnergies to reproduce and broadcast your image (and your voice if necessary) by any media, including printed media, intranets, extranets, internet and notably social networks (such as Facebook, Twitter, Instagram, Pinterest and equivalents) and file sharing websites (such as YouTube, Dailymotion and equivalents).*

*However, this authorization is limited to the use of the photographs and videos by TotalEnergies for the purpose of their internal and external institutional communication. This exploitation includes the creation of an archives collection for TotalEnergies, with the opportunity to use the photographs and/or videos taken within the frame of retrospectives (exhibitions, books, etc.) and, on an occasional basis, for press kits.*

*You also hereby give your authorization for any necessary modifications to be made to said photograph(s) and/or video(s), using any appropriate technical means, and for their full or partial utilization.*

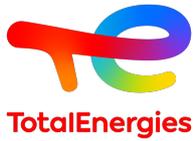
*The hereby authorization is granted expressly and free of charge, for a period of twenty (20) years, effective in all locations and every country.*

**We also ask that participants adhere to the following social media guidelines, applicable to all events related to the company's centennial.**

You can mention the 100 years of TotalEnergies in your posts on external social networks as long as you respect the [employee guide on social networks](#).

If you choose to mention the centennial, consider using the following hashtags:





(English) #pioneersfor100years

(French) #pionniersdepuis100ans

Be careful not to mention dates or locations ahead of the tournaments.

If you take photos during these events, wait until they are over to post on social media.

Take particular care to respect these rules from the Employee Guide on social networks:

DO NOT disclose photos or videos of employees without their consent.

DO NOT publish content contrary to public order, likely to shock or create controversy.

## 5. Rules of Conduct

The **respect of all persons and equipment** is the foundation of an enjoyable experience for everyone. Relations must remain cordial and respectful. Racism, sexism, and physical or verbal violence will not be tolerated. Any degradation of the infrastructures, equipment, or rooms will result in expulsion from the tournament. Damages will be invoiced to individual teams for replacements or repairs. **Fees incurred by an expelled participant (flight change, etc.) will not be reimbursed by tournament organizers.**

We remind you that the abuse of alcohol is dangerous for your health. We invite you to moderate your consumption of alcoholic drinks during the event.

**In addition, please be aware that the consumption of alcohol is strictly forbidden within the stadiums.**

Family members or colleagues of team members situated locally may be invited as match spectators, subject to approval by host country organizers.



For any question regarding these guidelines, please contact the DG/COM Organizing Team by email at: [100teams@totalenergies.com](mailto:100teams@totalenergies.com)

## 6. Key Dates

**March 11, 2024**

Selected teams to be submitted to host country organizers in each zone

**March 15, 2024**

Host countries provide final listings to DG/COM

**Mid-March 2024**

Access to Registration platform is granted to selected teams

**March 29, 2024**

Deadline for team registration

Deadline to accept terms of participation



April – June 2024  
October 3 – 6 2024

Regional tournaments  
Grand final near Paris, France