



**TOPSERIES
AUDIOVISUAL
LONG MANUAL**



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1.

PURPOSE OF THE MANUAL AND GUIDING PRINCIPLE:

1.1 Purpose

This manual sets out the mandatory rules that every promoter must comply with for the audiovisual production of TOPSERIES tournaments in the EVOLVE and CHALLENGE categories. Its objective is to ensure that any tournament, in any country and venue, produces visual and audiovisual content that is unmistakably recognizable as TOPSERIES in terms of:

1. Quality
2. Style
3. Consistency
4. Professionalism
5. Visual storytelling

This manual is contractually binding and mandatory.

1.2 Guiding principle (fundamental rule)

Technical compliance is not enough. The final content must convey a premium perception aligned with the TOPSERIES standard.

TOPSERIES reserves the right to reject technically correct material if it does not meet the required visual, narrative, and brand-perception standards.

2.

GOVERNANCE AND AUTHORITY

2.1 Roles and responsibilities

- **TOPSERIES**
 - > Final authority over quality, narrative, and publication.
 - > Validates audiovisual providers.
 - > Decides whether content is published or discarded.
 - > Conducts post-event audits and quality scoring.
 - > Creative and consistency supervision.
 - > Editing of strategic pieces (e.g., aftermovies).
 - > Coordination with promoters during content reviews.
- **Promoter**
 - > Hiring of validated photographers and filmmakers.
 - > Full compliance with this manual.
 - > Delivery of material according to the defined workflow.
 - > Has no authority over publication.

2.2 Provider validation

The promoter may not hire freely.

- **Mandatory requirements:**
 - > Sports portfolio
 - > Experience in live sports events
- **Non-accepted profiles:**
 - > Lifestyle photography
 - > Weddings / social events without sports experience

All providers must be validated in advance by TOPSERIES.

3.

TOPSERIES VISUAL AND NARRATIVE PHILOSOPHY

Every audiovisual piece must convey at least one of the following values:

1. Control
2. Precision
3. Competitive level
4. Sporting pressure
5. Visual order
6. Professional standard

Any content that conveys the following is strictly prohibited:

1. Chaos
2. Improvisation
3. Amateurism
4. Excessive informality
5. Low-cost aesthetics

4.

OPERATIONAL DIFFERENCES: EVOLVE VS CHALLENGE

The minimum visual standard is identical in both categories.

4.1 EVOLVE

- **Narrative:**
Progress, promotion, competitive development
- **Priority:**
Sporting action + growth within the system

4.2 CHALLENGE

- **Narrative:**
access to the circuit + an organized competitive community
- **Priority:**
Equitable coverage + high volume of photos per player

In both categories:

1. Premium quality prevails over volume.
2. “Visually inflating” one category to make it appear superior is not permitted.

5.

REQUIRED AUDIO/VISUAL TEAM

5.1 5.1 Minimum requirements



.....
Evolve

- 1 professional photographer
- 1 professional filmmaker.



.....
Challenge

- 1 hybrid filmmaker (photo + video).

Always mandatory:

The team may only be expanded with justification approved by TOPSERIES.

6.

MANDATORY TECHNICAL SPECIFICATIONS



6.1 Video

- **Minimum resolution:**
4K
- **Standard frame rate:**
50 fps
- **Format:**
MP4 (H.264)
- **Orientation:**
 - > 80% vertical
 - > 20% horizontal
- **Delivery:**
4K vertical master
- **Examples** pending approval with TOPSERIES:
 - > <https://www.instagram.com/p/DT3F7MmEYXv/>
 - > <https://www.instagram.com/p/DTyHHu9AQi8/>
 - > <https://www.instagram.com/p/DVEULNLAGeB/>
 - > <https://www.instagram.com/p/DVCtcsRjHOx/>



6.2 Photography

- **Mandatory delivery:**
 - > Edited JPG (during the event)
 - > Original RAW (in the days after the event)

Examples of photos:



6.3 Permitted photo editing

- **Allowed:**
 - > Cropping
 - > Basic adjustments (exposure, contrast, white balance)
- **Prohibited:**
 - > Aggressive color grading
 - > Strong personal presets
 - > Creative retouching
 - > Stylistic filters

There must be artistic consistency and natural color rendering.

- **Examples** pending approval with TOPSERIES:
 - > <https://www.instagram.com/p/DSkecaqAmza/>
 - > <https://www.instagram.com/p/DSfwDdHAI4t/>
 - > <https://www.instagram.com/reservepadel/>
 - > <https://www.instagram.com/reservecupseries/>
 - > https://www.instagram.com/p/DVCEXnqD1Ek/?img_index=6

7.

ONSITE LOGISTICAL REQUIREMENTS

- **The promoter must provide:**
 - > Work table
 - > Chair
 - > Minimum 3 power outlets
 - > Space for editing during the tournament
- **Each professional must have:**
 - > Their own laptop
 - > Hub with RJ45 port (if needed)
 - > Cameras and lenses required to meet TOPSERIES minimums
 - > Storage hard drives
 - > Sufficient memory cards to avoid running out of space

8.

ON-COURT AUDIO/VISUAL COVERAGE

8.1 Principle of equitable coverage

The tournament must be covered equitably during the group stage. Players who advance will have more content only because they play more matches.

8.2 Mandatory coverage

- **Coverage must include:**
 - > All courts at some point during the tournament
 - > Group stage and knockout rounds
 - > All existing divisions

8.3 Mandatory capture content

- **Must capture:**
 - > Gameplay highlights
 - > Player arrivals
 - > Reactions
 - > Fan zone
 - > Empty venue (beauty shots)
 - > Full awards ceremony

Warm-up, arrival, or awards photos are extra content. They do not replace the minimum required gameplay photos.

9.

MINIMUM NUMBER OF PHOTOS PER PLAYER

Mandatory rule:

Each player must have a minimum of 4 different photos of real gameplay by the end of their participation in the tournament.

- **To reach this minimum**, the following are not allowed:
 - > Warm-up photos
 - > Awards ceremony photos
 - > Posed photos

All of these count as extras.

10. WORKFLOW AND DELIVERABLES



10.1 Mandatory daily deliverables – TSEvolve

EVOLVE tournaments will follow this format:

- **Singles (Men and Women):**
 - > Friday (from 17:00): Group Stage, Round of 16 and Quarterfinals. or
 - > Sunday (from 10:00): Semifinals and Final.
- **Mixed Doubles:**
 - > Saturday (from 10:00): Group Stage, Round of 16 and Quarterfinals. or
 - > Sunday (from 11:00): Semifinals and Final.
- **Men's and Women's Doubles:**
 - > Saturday (from 13:00): Group Stage, Round of 16 and Quarterfinals. or
 - > Sunday (from 12:00): Semifinals and Final.

Based on this schedule, the following deliveries must be made:

1. **Friday:**
A selection of 15 photos from the singles category (10 of players, 2 of the venue, and 3 of the crowd/non-sport) – no later than 1 hour after the end of the day.
2. **Saturday:**
A selection of 15 photos from mixed doubles (10 of players, 2 of the venue, and 3 of the crowd/non-sport) – latest delivery time 14:00.
3. **Saturday:**
A selection of 15 photos from men's and women's doubles (10 of players, 2 of the venue, and 3 of the crowd/non-sport) – no later than 1 hour after the end of the day.
4. **Sunday:**
A selection of 25 photos from the finals of the three categories (15 of players, 4 of the venue, and 6 of the crowd/non-sport) and the full awards ceremony – no later than 1 hour after the end of the day.

These photo deliveries must be final files, previously edited and selected. They must be sent via WeTransfer.

5. **Final material:**
Monday at 12:00 (UTC/GMT +1) is the deadline for delivering all photographic material and all videos captured over the weekend. Photos must be edited according to the guidelines detailed in this document. Content (both photo and video) must be organized into folders with the following names:
 - FRIDAY_IND
 - SATURDAY_MIXDOB
 - SATURDAY_MASCFEMOB
 - SUNDAY_FINAL

10.2 Mandatory daily deliverables – TSCHALLENGE

CHALLENGE tournaments will follow this format:

- **Mixed Doubles:**
 - > Saturday (from 10:00): Start of Group Stage. Knockout rounds (R16, QF, SF and Final) will be played consecutively on the same day.
- **Men's and Women's Doubles:**
 - > Saturday (from 15:00): Start of Group Stage. Knockout rounds (R16, QF, SF and Final) will be played consecutively on the same day.
- **Singles (Men and Women):**
 - > Sunday (from 10:00): Start of Group Stage. Knockout rounds (R16, QF, SF and Final) will be played consecutively on the same day.

Based on this schedule, the following deliveries must be made:

1. **Saturday 1:**

A selection of 25 photos from Mixed Doubles (15 of players, 4 of the venue, and 6 of the crowd/non-sport) and the full awards ceremony – no later than 1 hour after the awards ceremony ends.
2. **Saturday 2:**

A selection of 25 photos from Men's and Women's Doubles (15 of players, 4 of the venue, and 6 of the crowd/non-sport) and the full awards ceremony – no later than 1 hour after the awards ceremony ends.
3. **Sunday:**

A selection of 25 photos from Singles (15 of players, 4 of the venue, and 6 of the crowd/non-sport) and the full awards ceremony – no later than 1 hour after the awards ceremony ends.

These photo deliveries must be final files, previously edited and selected. They must be sent via WeTransfer.

4. **Final material:**

Monday at 12:00 (UTC/GMT +1) is the deadline for delivering all photographic material and all videos captured over the weekend. Photos must be edited according to the guidelines detailed in this document. Content (both photo and video) must be organized into folders with the following names:

 - SATURDAY_MIXDOB
 - SATURDAY_MASFEMDOB
 - SUNDAY_IND

10.3 Mandatory naming convention

- **Format:**
TS_CATEGORY_CITY_SHIFT
- **Example:**
TS_EVOLVE_MADRID_DAY1_MORNING

In addition, photographers and filmmakers must keep the content on hard drives for 30 days after the event ends.

11.

REQUIRED CONTENT PER TOURNAMENT

11.1 Required photography

- Action photos (minimum 4 per player)
- Full awards ceremony coverage
- A total of 100 photos including:
 - > Crowd photos
 - > Venue photos
 - > Non-sport moments

11.2 Required video

- Match highlights from the first phase of all categories
- Match highlights from the final phases of all categories
- Awards ceremony
- Non-sport moments

12.

RELATIONSHIP WITH PLAYERS AND CONTENT USE

Players will have access to their photos the week after the tournament. Full galleries will be managed exclusively by TOPSERIES. Promoter watermarks are not allowed. Direct player requests to photographers will not be handled.

13.

PUBLICATION CONTROL

All content will be published exclusively on TOPSERIES official channels. The promoter may not publish content without prior validation.

14.

QUALITY SCORING SYSTEM

Each tournament will be evaluated with an internal score from 1 to 100 based on:

- Visual consistency
- Equitable coverage
- Technical quality
- Alignment with TOPSERIES narrative

This score may influence future contractual decisions.

15.

NON-COMPLIANCE PROTOCOLS

If 100% of the content does not meet the standard: only photos of winners and a minimal neutral recap will be published.

15.1 Repeated non-compliance

TOPSERIES may require changing the audiovisual provider for future tournaments.

16.

FINAL PRINCIPLE

1. TOPSERIES is a premium professional circuit.
2. This standard is non-negotiable.
3. Technical compliance with this manual does not guarantee content acceptance.
4. Visual, narrative, and brand perception must align with the circuit's global standard. In case of doubt, TOPSERIES' criteria will always prevail.