



**EHF EURO 2010 QUALIFICATION**

# **REGULATIONS**

**Men's EHF Euro 2010 in Austria**

**Women's EHF Euro 2010 in Denmark/Norway**



EUROPEAN HANDBALL FEDERATION

## Regulations

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## **I. INTRODUCTORY MATTERS**

### **1 GENERAL**

In accordance with the EHF Statutes, the following Regulations and Manuals shall form an integral part of these Regulations:

- the EHF Regulations for Advertising on Clothing
  - the EHF Rules on Safety and Security Procedure
  - the EHF Arbitration Regulations
  - the IHF Rules of the Game
  - the IHF Player's Eligibility Code (part of the IHF Transfer Regulations)
  - the IHF Anti-Doping Regulations
- 
- In accordance with its Statutes and based on the respective decisions, the European Handball Federation (EHF) conducts the qualification for the EHF 2010 Men's European Championship with the Final Tournament to take place in Austria resp. the EHF 2010 Women's European Championship with the Final Tournament to take place in Denmark/Norway.
  - The EHF Member Federations are legally and financially accountable towards the EHF in respect of their National Team entering these competitions.
  - The official names for these competitions are the Men's EHF Euro 2010 Qualification resp. the Women's EHF Euro 2010 Qualification (both short: EHF Euro 2010 Qualification).
  - The EHF has the right to transfer the use of certain TV and advertising rights of the EHF Euro 2010 Qualification to a marketing partner and to entitle this marketing partner to undertake the respective organisational measures with regards to the usage of these rights.

### **2 FAIR PLAY**

The principles of fair play shall be observed by the EHF Member Federations and their National Teams in all matches. This includes not only the treatment of the guest team, the referees and delegates but also the behaviour of the spectators towards all participating parties.

- Observe the Rules of the Game and the Regulations governing the competition
- Respect all participants (players, officials, spectators, media representatives, etc.)
- Promote the spirit of sportsmanship and pursue the cultural mission

The EHF Fair play statement is to be read by the announcer prior to each game in the language of the home team as well as in English:

“To ensure fair conditions for all players, officials and referees and in the interest of the sport of handball we kindly request you, the spectators, to support your team in a fair manner and to show a positive attitude towards all participants and spectators. Thank you.”

### **3 EHF EVENTS**

#### **3.1 EHF Euro 2010 Qualification workshop**

Federations taking part in the EHF Euro 2010 Qualification are obliged to participate (at least one representative per Federation) in coordination meetings and workshops relating to the competition organised by the EHF.

#### **3.2 Availability of delegation members**

Delegation members (players and team officials) shall be available for activities relating to EHF Euro 2010 Qualification events (TV interviews, reportages, autograph sessions, internet chat, charity events, etc.) upon a respective request by the EHF.

## **II. COMPETITION**

### **1 STRUCTURE OF THE COMPETITION**

#### 1.1 Frequency

The EHF Euro 2010 Qualification is to be played prior to the EHF Euro 2010 Final Tournament. The qualification period should end six months prior to the Final Tournament at the latest.

#### 1.2 Announcement and deadlines

##### 1.2.1 Playing periods

All playing periods of the EHF Euro 2010 Qualification matches shall be specified by the EHF and the participating Federations will be notified with the announcement of the competition.

##### 1.2.2 Individual fixtures

The playing period of each round is fixed by the EHF calendar. The exact playing day and the hour of each game is subject to co-ordination between the EHF, both participating Federations and the TV stations involved.

All final decisions lie with the EHF.

### **2 ENTRY CONDITIONS**

#### 2.1 Eligibility to enter

The participation in the EHF Euro 2010 Qualification is restricted to those EHF Member Federations that have satisfied their obligations towards the EHF and the IHF.

#### 2.2 After the closing date for entries, the participating Federations are assigned to the respective pot for the draw of the qualification according to the EHF Men's National Team Ranking.

Eligibility to enter the competition is conditional upon the availability of sports facilities conforming to the Rules of the Game and the basic ability to fulfil the duties of a participating Federation bearing in mind the respective decisions by the EHF Congresses as well as by the EHF Executive Committee.

Responsibility in this regard rests with the respective Member Federation.

#### 2.3 Non-admittance of Federations to the EHF Euro 2010 Qualification

The EHF is entitled not to admit Federations to the competitions which do not fulfil the respective technical or organisational or administrative requirements.

The competence for decision taking relating to such matters shall be with the EHF Competitions Commission regarding technical questions and with the EHF Office regarding organisational, administrative and financial issues.

#### 2.4 Pledge of commitment

By registering for entry, all entrants in the EHF Euro 2010 Qualification take note of the conditions governing the competition and expressly undertake to observe applicable Rules and Regulations. At the request of the EHF an acknowledgement and pledge of commitment in this regard, signed by the responsible/authorised signatory of the Federation (official form), shall be sent to the EHF Office.

#### 2.5 Registration System

2.5.1 The Federations' registrations for entry to the EHF Euro 2010 Qualification shall be received by the EHF Office not later than the announced deadline.

2.5.2 In principle, entries submitted after the set deadline cannot be accepted as they adversely affect the technical preparations of such an event and the carrying out of the event by the EHF.

#### 2.6 Entry fees

2.6.1 Federations participating in a Euro resp. its qualification shall pay an entry fee of € 1,125. If payment is not received by the due date, the entry fee will be doubled automatically.

#### 2.7 Withdrawal (forfeit)

2.7.1 Any federation which registers for the competition and then withdraws from the competition at a later date shall forfeit its entry fee and shall additionally be fined as follows:

Withdrawal up to:

- |   |            |
|---|------------|
| a) 1 week before the draw of the qualification: | € 1,875.-  |
| b) 1 day before the draw of the qualification:  | € 3,750.-  |
| c) any later date                               | € 15,000.- |



- 2.7.2 The failure to play a scheduled qualification match shall be punished with a fine of € 15,000 to 30,000.
- 2.7.3 Failure to play a match or late arrival at the venue of a match through a team's provable fault shall, in addition to the basic punishment, render the defaulting team liable for damages and payment of all costs arising thereof to its opponent as well as the EHF and in particular their contractual partners.
- 2.8 Drawing
- 2.8.1 Dates and venues  
The draw for the EHF Euro 2010 Qualification shall be held at the venue named by the EHF on the date scheduled in the announcement.
- 2.8.2 Seeding  
Teams are seeded based on the EHF National Team Ranking valid for the EHF Euro 2010 Qualification.
- 2.9 Playing system for the EHF Euro 2010 Qualification
- 2.9.1 Pre-qualification  
If necessary, a pre-qualification shall be played in order to reduce the participating teams in the EHF Euro 2010 Qualification.  
The pre-qualification shall be played among those teams with the lowest position on the EHF National Team Ranking.
- 2.9.2 Qualification
- 2.9.2.1 All participating teams are to be drawn into a maximum of 7 groups with a maximum of 6 teams per group, each team playing each of the other teams once at home and once away.

2.9.2.2 In those groups with 6 teams, the group matches of the EHF Euro 2010 Qualification shall basically be played in accordance with the schedule set out below.

Round 1:	1 – 4	and	6 – 2	and	5 - 3
Round 2:	2 – 5	and	3 – 1	and	4 - 6
Round 3:	1 – 6	and	3 – 2	and	5 - 4
Round 4:	6 – 5	and	4 – 3	and	2 - 1
Round 5:	4 – 2	and	5 – 1	and	6 - 3
Round 6:	2 – 4	and	1 – 5	and	3 - 6
Round 7:	6 – 1	and	2 – 3	and	4 - 5
Round 8:	5 – 6	and	3 – 4	and	1 - 2
Round 9:	4 – 1	and	2 – 6	and	3 - 5
Round 10:	5 – 2	and	1 – 3	and	6 – 4

2.9.2.3 In those groups with 5 teams, the group matches of the EHF Euro 2010 Qualification shall basically be played in accordance with the schedule set out below.

Round 1:	1 – 5	and	4 – 2
Round 2:	2 – 1	and	5 – 4
Round 3:	3 – 4	and	5 – 2
Round 4:	2 – 5	and	4 – 3
Round 5:	4 – 5	and	3 – 1
Round 6:	1 – 4	and	5 – 3
Round 7:	5 – 1	and	2 – 3
Round 8:	1 – 2	and	3 – 5
Round 9:	1 – 3	and	2 – 4
Round 10:	3 – 2	and	4 – 1

Following the draw of the groups the participating Federations have the right to come to an agreement with the other teams in the group regarding changes in the playing schedule.

In case, the Federations concerned do not find an agreement among themselves regarding some or all of the proposed changes, the basic schedule remains valid.

2.9.2.4 Playing both matches between two teams in only one country is not permitted for any matches of the EHF Euro 2010 Qualification.

- 2.9.2.5 Playing the matches in form of a tournament at one venue is not permitted for the EHF Euro 2010 Qualification.
- 2.9.2.6 The defending champion and the organiser are directly qualified for the final tournament of the EHF Euro 2010.
- Those teams ranked 1st and 2nd in each group after the completion of the group matches qualify for the EHF Euro 2010.
- 2.10 Participation of players
- 2.10.1 Matches of the EHF Euro 2010 Qualification are carried out as official international matches. Players participating in a National Team competition must therefore be in possession of the citizenship of the respective nation. Proof of nationality has to be given by presenting the passport or the identity card of the country concerned. In addition, every player participating in a National Team competition shall be eligible to play for that country in accordance with the IHF regulations "IHF Players' Eligibility Code", cl. 6 "Eligibility to play". A player who cannot present either a passport or an identity card for the nation concerned shall not be allowed to participate in the match.
- 2.10.2 A player who has already played for a National Federation in the same competition shall not be eligible to play in matches of another National Federation.
- 2.10.3 Each Federation is obliged to submit a list ("squad list") with a maximum of 28 players to the EHF nine days prior to each playing period. This squad list must be reduced to a maximum of 16 players for each individual match at the occasion of the Technical Meeting at the latest. Following this and according to the procedure regarding the match report, the number of players must be reduced to a maximum of 14 players one hour prior to the match at the latest.
- 2.10.4 All players participating in the matches have to join their National Team on Monday prior to each playing period at the latest. A player who is not registered on the squad list of 28 players is not allowed to be added to the list at a later date.
- 2.10.5 All players participating in the matches have to join their National Team on Monday prior to each playing period at the latest.  
If a player is still on duty with his/her club on the weekend (up until Sunday) prior to the playing period, the player has to join his/her National Team only after this duty in the club, however, on Monday at the latest  
Each player has to be released from the National Team on the day after the second match of each playing period at the latest.

### **3 PLAYERS' CLOTHING**

- 3.1 Each team shall have two sets of playing clothing in different colours (one dark colour and one light colour). These shall be in conformity with the EHF's current Regulations for Advertising on Clothing.
- 3.2 Each player has the obligation to wear his name on the back of the shirt above or under the number. The minimum dimension is of 10 cm height, the type of writing has to be Latin letters, in order to make the names clearly visible for the spectators in the playing hall as well as on TV.
- 3.3 The player must wear numbers that are at least 20 cm high in the back of the shirt and at least 10 cm in the front. The numbers must be from 1 to 99. The colour of the number must contrast clearly with the colour of the shirt.
- 3.4 If the referees believe that the two teams' playing clothing may cause confusion, the guest team shall change its playing clothing.
- 3.5 If the playing clothing of the guest team should get lost, the home team shall offer reserve uniforms.
- 3.6 The wearing of thermo-trousers is permitted provided they are of a matching colour.
- 3.7 At the request of the EHF officials (delegate or referees) the team officials must change the colour of his/her clothing.
- 3.8 The home team shall inform its opponents as well as the EHF in good time of any restrictions or bans regarding advertising on players' playing clothing.

### **4 SCORING OF THE MATCHES AND RANKING**

- 4.1 General
  - 4.1.1 All matches of the EHF Euro 2010 Qualification shall be played in 2 x 30 minutes with a half-time break of 10 minutes.
  - 4.1.2 The matches shall be scored as follows:
    - a) win = 2 points
    - b) draw = 1 point
    - c) loss = 0 points
  - 4.1.3 Teams' rankings are obtained by adding up the number of points won.

- 4.2 Group matches
- 4.2.1 If two or more teams have scored the same number of points, the ranking will be determined as follows:
- 4.2.2 During the group matches:
- a) higher goal difference in all matches;
  - b) greater number of plus goals in all matches;
- 4.2.3 After completion of the group matches:
- a) number of points in matches of all teams directly involved;
  - b) goal difference in matches of all teams directly involved;
  - c) greater number of plus goals in matches of all teams directly involved;
  - d) goal difference in all matches of the group;
  - e) greater number of plus goals in all matches of the group:
- If no ranking can be determined, a decision shall be obtained by drawing lots. Lots shall be drawn by the EHF, if possible in the presence of at least one representative of each Federation concerned.

## **5 MATCH ADMINISTRATION**

- 5.1 Rules of the game
- Matches of the EHF Euro 2010 Qualification shall be played in accordance with the IHF's current Rules of the Game (valid since 1 August 2005).
- 5.2 Transmission of the match report
- 5.2.1 The home team has the obligation to arrange for the match result (including half-time and number of spectators) to be transmitted to the EHF Office in Vienna not later than 15 minutes after the end of the match by SMS (+43-664-4105243).
- 5.2.2 The home team has the obligation to arrange for the match report to be transmitted to the EHF Office in Vienna not later than one hour after the end of the match by fax (No. +43-1-801 51-149).



### **III. THE VENUE**

#### **1 REQUIREMENTS**

##### 1.1.1 Playing hall

1.1.1.1 Matches of the EHF Euro 2010 Qualification are allowed to be played only in halls that have been presented to the EHF with the required documentation (hall form, photos, etc.).

1.1.1.2 When choosing the playing hall for an individual match, the hosting Federation is obliged to consider the special requirements of each individual match (expected number of spectators, security, etc.).

##### 1.2 Availability of the playing hall

###### 1.2.1 Availability on playing dates

It is the responsibility of the participating Federation to have a playing hall available for each complete individual playing period indicated by the EHF. This includes all periods of the matches as long as the final playing schedule is not fixed.

The home matches are allowed to be played in different playing halls.

The matches of the EHF Euro 2010 Qualification must be played on floors with handball lines only.

The spectator capacity of each individual playing hall must be of a minimum of 2'000 spectators and the basic area of the court area must be at least 45x25m. Exceptions to this minimum are subject of approval by the EHF.

###### 1.2.2 Availability for training of the guest team

1.2.2.1 The home team shall provide the guest team the opportunity to hold a training session of at least one hour at a reasonable time in the playing hall on the day prior to the playing day. If the playing hall should not be available for this purpose on the day before the playing day, the home team shall offer another playing hall within a distance of not more than 25 km / 45 min from the guest team's hotel. These training facilities shall be offered free of charge.

1.2.2.2 The home team shall provide the guest team the opportunity to hold a training session of at least one hour in the playing hall on the day of the match.

1.2.2.3 Training facilities for a training session on the day before the match shall be requested by the guest team not later than 10 days before the day of the match.

In the case a team does not request this training session within the time period stipulated, training on the day prior to the match can be granted only on mutual consent.

### 1.2.3 Availability of playing court

Approximately 60 minutes prior to the start of the match the playing court shall be made available to the two teams for warm-up and play practice.

## 2 INSPECTION VISITS

The basic venue requirements set-up by the EHF shall be adhered to. The EHF has the right to inspect the playing hall and the hotel proposed by a participating Federation in order to make sure that these minimum requirements in terms of technical, organisational and marketing matters are fulfilled by the home team.

The combined effort of the EHF and the home teams in ensuring high quality standards is indispensable to meet the expectations of spectators in the playing hall, spectators on TV and sponsor partners. A first check in due time before the competition as well as a further check during the event ensures the smooth running of the operations in each area of the organisation. A reporting system guarantees a steady improvement for forthcoming seasons.

### 2.1 Duties of the home team

The home team has to be represented by a responsible person of the Federation taking care of the EHF Euro 2010 Qualification business. This person must be in command of the English language. Furthermore, the Federation is responsible for organising local transport and (eventually) accommodation for the inspecting EHF official. In the 1st site-inspection the cost for travel expenses as well as the daily allowance of the inspection is borne by the EHF, the cost for local transport and board and lodging (if necessary) of the EHF official has to be borne by the home Federation. In case of a 2nd inspection (audit) all cost are to be borne by the home Federation. Moreover, the presence of local persons in charge for the individual topics (playing hall, press/TV and marketing) within the complete duration of the inspection has to be secured by the Federation concerned.

### 2.2 Inspection visit (1)

An inspection visit is normally carried out in one day, in case of necessity the duration can be of 2 days. After the inspection visit a meeting with all parties involved will be held to summarise the feedback of the EHF representative(s). An official report which decides if the venue can be accepted for the EHF Euro 2010 Qualification will be signed by the venue inspector and the home Federation responsible. Three possible results can be achieved:

- **Approved:** the venues are in good condition and can be accepted without further remark by the EHF.
- **Approved under condition:** some of the venues do not correspond to the standards set for the EHF Euro 2010 Qualification and have to be improved. Amendments and possible solutions are presented by the EHF. A timetable for implementation is set up by the parties involved and a date for a 2nd inspection (audit) is agreed upon.



- **Not approved:** there is an important lack of technical standards, facilities or security standards. An improvement of the situation cannot be achieved due to the time factor or budgetary problems of the Federation. The venue cannot be accepted for EHF Euro 2010 Qualification matches. As a consequence the Federation has to propose another venue able to meet the standards without any further delay. A timetable is set up by the parties involved and a date for an inspection of the new venue is agreed upon.

### 2.3 Site inspection (2) – Audit (optional)

There are the same requirements with regards to the organisation as for the 1st inspection. The result of this inspection can be:

- **Approved:** which means that the venue is accepted or
- **Not approved:** in case the amendments stated in the 1st inspection have not been implemented. As a consequence the Federation has to propose another venue able to meet the standards without any further delay. In case a Federation cannot meet the venue standards set up by the EHF its participation in the EHF Euro 2010 Qualification can be cancelled.



## **IV. ORGANISATION OF THE EVENT**

### **1 MATCH DATES / TIMES**

The playing day as well as the throw-off time is fixed by the EHF in co-ordination with the TV partners and teams. The information about playing day, throw-off time, venue, etc. will be provided to all parties (guest teams, EHF officials, etc.) by the EHF.

### **2 TICKETS AND ACCREDITATIONS**

#### **2.1 Introduction**

The emission of tickets and the implementation of an accreditation system are basically within the competence of the Federations. An accreditation system for team members, press/media/TV representatives, the EHF sponsor partners, court personnel and EHF officials is advised to be introduced. In this way only people with the respective authorisation are allowed to access to certain areas of the venue.

Access controls shall prohibit an uncontrolled movement of unauthorised people. There has to be a clear access control for the playing court. Only EHF officials, the team members, the Federation's officials, the ceremony/event staff, the official photographer, the medical and security staff as well as a specific number of camera men/technical TV support, press representatives and other personnel having the approval of the EHF are allowed to be present next to the playing court during the match.

#### **2.2 Accreditations and invitations guest team**

Home teams shall make available to the guest teams 10% of the admission tickets against payment of the customary local price. At least 10 of those tickets must be with VIP access; however, the guest team must name the recipients of the VIP tickets not later than the day prior to the match at the Technical Meeting. The complete number of tickets has to be ordered by the guest team in writing not later than 10 days before the match. If no order for tickets is received by that date, the tickets may be sold by the home Federation without any restrictions.

#### **2.3 Accreditations and invitations of VIPs**

VIP accreditations have to be given out to local and EHF VIPs and special guests. Excellent visibility is a basic requirement for VIP accreditations and for normal tickets handed out for invited EHF guests. Contingents not needed will be returned in due time.

- 2.3.1 For each match of the EHF Euro 2010 Qualification, an allocation of max. 10 VIP tickets shall be made available to the EHF upon request (not later than 10 days prior to the respective match), free of charge.
- 2.3.2 Upon EHF request the VIP tickets shall either be sent directly to the EHF partner or made available at the accreditation counter of the home team. The accreditations have to be handed out in envelopes showing the company names as well as the visitor's names.
- 2.3.3 If possible, a number of parking areas shall be reserved for VIP guests. On request and in cooperation with the EHF Office accommodation and a shuttle service shall be organised. In such a case the costs are borne by the EHF respectively the sponsor representatives themselves.
- 2.4 Accreditations and invitations for media representatives
- The home team officially invites local and international press (in cooperation with the corporate communication department of the EHF) to the event and provides them with the necessary accreditations which gives them access to the press room, the press conference room, the mixed zone and the press seats on the tribune.
- The journalists accompanying the guest team must apply for an official accreditation 3 days prior to the match at the latest in order to be provided with the necessary accreditation. Moreover, they should receive the necessary support in reserving hotel rooms and assistance with visa applications should it be necessary. Should the home team wish to reject an application for media accreditation, the EHF must be consulted beforehand.
- If possible, a number of parking areas shall be reserved for press/media representatives. On request and in cooperation with the EHF Office accommodation or a shuttle service shall be organised. In such a case the costs are borne by the press/media representatives themselves.
- 2.5 Accreditations and invitations of TV staff
- The home team shall hand out the required accreditations to the host broadcaster. The number of accreditations has to be agreed upon with the host broadcaster in good time prior to their arrival.
- On request from other EHF partner TV stations accreditations have to be made available.
- 2.6 Accreditations and invitations of EHF officials
- EHF officials – representatives, delegates, referees, office staff, etc. - have to be provided with an accreditation upon their arrival.

2.7 Accreditations and invitations of EHF

The home team shall grant the EHF as well as its media and marketing partners free access and movement to all the indoor premises and outdoor areas of the competition venue. Upon request a maximum of 10 all access accreditations shall be handed out to the EHF upon the arrival.

### **3 TRANSPORT**

3.1 Guest team

3.1.1 Each travelling team shall pay its own travel and visa expenses. The home team has to organise the local transport which begins and ends at the closest international airport/train station suitable for the match date/venue. A heated/air-conditioned bus shall be at the disposal for the guest team at all times from the point of arrival to the point of departure. The arising cost is covered by the home team.

3.1.2 The cost of the guest team's local transfers for 21 persons on two days (48 hours) shall be borne by the home team. Upon mutual consent, both teams may cover their own costs.

3.1.3 The EHF cannot be hold responsible for financial matters resulting from special agreements between Federations regarding extra persons or extra days.

3.2 EHF Officials

Appropriate transportation for the EHF officials between the airport, the hotel and the playing hall has to be organised by the home team during the competition's period as well as during the site inspections. The arising costs are covered by the home team.

3.3 EHF Sponsor Partners and Media Representatives

On EHF request the home team has to organise local transport facilities for EHF sponsor or media partners. The arising cost is borne by the EHF.

## **4 BOARD AND LODGING**

### **4.1 Guest team**

- 4.1.1 Based on the information from the guest team about the day of arrival and the number of rooms needed the home team reserves the relevant hotel accommodation. Without exception the teams have to be lodged in at least 3-star hotels of international level, single and double rooms – depending on the guest team's request – have to be available. The distance between the guest team's hotel and the playing hall must not exceed 25 km / 45 min.

The cost for 21 persons is covered by the home team. In case the guest team requires a larger amount of rooms or extend their stay to more than 48 hours, the home team reserves the necessary accommodation, the cost has to be borne by the guest team. The guest team also pays any further cost related to personal matters (phone calls from hotel, mini bar, pay TV, etc.).

Following the menu request of the guest team, the home team orders the meals (breakfast, lunch and dinner) in sufficient quantities in the hotel restaurant or a restaurant within a walking distance to the hotel. In case the guest team wishes to choose its meals a la carte, the home team has to advise the restaurant in advance. Furthermore, meal times shall be fixed.

In case the guest team requests a sightseeing trip for the team and/or sponsor partners, the home team takes over the organisation. Any additional cost arising have to be paid by the guest team. The guest team has to inform the home team about this request 5 days in advance at the latest in order to secure a correct planning and organisation.

The delegation of the guest team is to be accommodated in a separate hotel independent from the EHF and the fans of the guest team.

The cost of the guest team's accommodation and meals for 21 persons on two days (48 hours) shall be borne by the home team. Upon mutual consent, both teams may cover their own costs.

- 4.1.2 The EHF cannot be held responsible for financial matters resulting from special agreements between Federations regarding extra persons or extra days.
- 4.1.3 If the guest team should stay less than 2 days (48 hours) with the home team, the home team shall nonetheless be liable for not more than the cost of 21 persons of the guest team.

Accommodation and meals shall be provided at standards customary of international sports competitions. A minimum standard of 3 stars shall apply.

#### 4.2 EHF Delegate / EHF Referees / EHF Representatives

Single rooms in a - at least 3-star category of international level – hotel have to be booked for the EHF referees, the EHF delegate, the marketing supervisor as well as for any other EHF representatives nominated. The delegate/referee(s)/etc. pay any further cost related to personal matters (phone calls from hotel, mini bar, pay TV, etc.)

Breakfast, lunch and dinner have to be provided in the hotel restaurant or a restaurant close to the hotel. The cost for lodging and boarding of all EHF representatives is borne by the home team.

The delegation of the EHF is to be accommodated in a separate hotel independent from the guest team and the fans of the guest team.

#### 4.3 EHF Sponsor Partners and Media Representatives

On EHF request single rooms in a (if possible) 4-star hotel have to be booked for the EHF sponsor and media representatives.

Depending on the individual timetable breakfast, lunch and dinner have to be provided in the hotel restaurant or any first class restaurant by the home team. The cost for lodging and boarding of the EHF sponsor partners and media representatives is borne by the parties themselves respectively the EHF.

In case a sightseeing tour is requested by the EHF for the EHF sponsor partners, the home team shall support the organisation. The cost is covered by the EHF. The EHF informs the home team about this request 10 days in advance at the latest in order to secure a correct planning and organisation.

## 5 ORGANISER'S STAFF

### 5.1 General introduction

Technical equipment and personnel shall be made available by the home team in accordance with the requirements defined by the EHF partners respectively the local TV host broadcaster. The home team has to provide a responsible in charge for the following event topics:

- Timekeeper and Scorekeeper
- Guest team
- EHF Delegate/Referees/Representative
- Floor/Protocol Procedures
- Security
- Press/TV/Statistics
- Marketing
- Tickets/Accreditations

The persons in charge have to carefully prepare the event in advance, have to be on-site during the event and have to participate in the meetings concerning the topic they are responsible for. In case one of the responsables does not speak English, translation support must be guaranteed.

During the event the following responsible persons are in charge for the personnel on their behalf.

#### 5.2 Federation's Head of Organisation

He/she is informed about all duties of the different responsible persons in the structure. He/she supervises the whole event in all terms of reference.

#### 5.3 Guest Team Responsible

He/She is informed about the travel schedule of the guest team and organises the pick-up at the airport and the transfer to the hotel. In case of direct arrival by bus, he/she is in charge of giving the necessary direction to assure the good arrival at the hotel. In case of any problems during the journey (flight cancellations, bad weather, etc.) he/she will be a close contact to the representative of the guest team and the EHF.

Moreover, the guest team responsible is liable for arranging local transport as well as the booking of the hotel contingent requested. Furthermore he/she makes sure that the hotel rooms meet the requirements of the EHF. The guest team responsible also orders the meals requested by the guest team and is the contact person for any change in menus and timing of meals.

The guest team responsible accompanies the team representatives to the Technical Meeting and the team to training sessions, possible sightseeing tours as well as to the match. He/She supervises the locker rooms, makes sure that water is available and remains at the disposal of the guest team during the complete stay.

On the day of departure the guest team responsible organises the pick-up at the hotel and the transfer to the airport.

#### 5.4 EHF Delegate/Referees/Representative Responsible

He/She is informed about the travel schedules of the EHF delegate, the EHF referees as well as the marketing supervisor and EHF representative (in case of nomination) by the EHF and organises the pick-up at the airport and the transfer to the hotel. In case of any problems during the journey (flight cancellations, bad weather, etc.) he/she will be in close contact to the EHF.

Moreover, the EHF delegate/referees/representative responsible is liable for arranging local transport as well as the booking of the hotel rooms. He/She makes sure that the hotel rooms meet the requirements of the EHF and also reserves the restaurant for relevant lunch/dinner.

He/She accompanies the EHF delegate and the referees to the Technical Meeting as well as to the match, where he/she supervises the locker rooms and makes



sure that water is available. Furthermore he/she is in charge of the timekeeper and the scorekeeper who are positioned on the timekeeper's table assisting the EHF delegate.

In case there is time for additional activities he/she is responsible for the respective organisation.

On the day of departure the EHF delegate/referees/representative responsible organises the pick-up at the hotel and the transfer to the airport.

#### 5.5 Timekeeper and Scorekeeper

The timekeeper shall have at his disposal a sufficient number of cards (sized A4) matching the EHF sample design for noting the numbers of players suspended and the end of their suspension periods. These cards shall be placed visibly on the time-keeper's desk, in vertical position, easy legible for both teams.

For team time-out signalling, the timekeeper shall have at his disposal a minimum of two green cards marked with a capital letter "T", which are handed over to each team's responsible at the beginning of each half-time of the regular playing time. A team representative requests the team time-out by presenting the green card in a correct way at the timekeeper's table.

The scorekeeper and the timekeeper shall be appointed by the National Federation in whose territory the venue of the match is located. The cost of the timekeeper and the scorekeeper shall be paid by the home Federation.

The timekeeper and the scorekeeper should have a minimum knowledge of the English language.

In the case a digital match report will be implemented the Federation will be informed in good time prior to the competition, all necessary technical equipment has to be provided by the home Federation.

#### 5.6 Floor/Protocol Procedures Responsible

The floor/protocol procedures responsible makes sure that the equipment, technical facilities (lighting system, heating, scoreboard, sound system, etc.) are following the EHF requirements and that technical support personnel of the playing hall is available. Together with its team he/she is responsible for securing a good standard of locker rooms for teams and referees.

During the event at least 2 persons must be available in case of any technical problem/incident. Furthermore, it has to be guaranteed that emergency exits are not closed or blocked by spectators.

In case any of the technical devices or rooms (e.g. VIP room, press room, etc.) does not meet the requirements or does not exist in the playing hall (not satisfying site inspection report) the floor/protocol procedures responsible is liable for instructing the hall personnel to carry out the renewal or installation of the facilities following the amendments of the EHF.

Furthermore, the floor/protocol procedures responsible is liable for the set-up of the playing court / floor as well as for the correct implementation of security distances (bench/spectators; playing court/boards), lines, goals, timekeeper's table and team's benches.

Moreover, he is responsible for the protocol procedures. He/She recruits and instructs the two floor moppers (one positioned on each side of the playing court). The floor/protocol procedures responsible is positioned next to the playing court during the complete duration of the match.

The floor/protocol procedures responsible recruits and instructs the announcer and makes sure that he has the necessary information about the EHF Euro 2010 Qualification (e.g. competitions background information, results of matches in the same group, announcement of special guests/celebrities – if any, etc.) as well as about the players of both teams. He provides the announcer with a detailed briefing concerning the event run down (fair play clause, words of welcome for EHF and team VIPs, announcements of protocol procedures, opening/closing/awarding ceremonies, etc.) in good time before the beginning of the match.

## 5.7 Announcer

The announcer provided by the home team shall have public speaking experience, good knowledge of the game and should be able to make all announcements also in English language. The announcer can be enthusiastic, but shall in any case be neutral in its statements and must not push the crowd to unsportsmanlike behaviour against the guest team or the referees. In any case the instructions of EHF officials must be followed by the announcer.

The announcer in charge should be aware that the following guidelines should be followed:

- The announcer shall be well prepared for the match (script; time schedule; background information concerning the competition, the teams; top scorer; etc.).
- The announcer has to be well informed about the run down of the official entry/closing ceremony (see chapter IX, point 2). The given time schedule before the match shall be controlled by the announcer.
- Rules of fairness shall prevail also in the official entry and closing ceremony by presenting the home and guest team in the same way.
- The announcer shall be informed about the names of players, the names and nation of referees, EHF delegate, EHF representatives, the names and functions of special VIP guests, etc. Please ensure proper pronunciation!
- The announcer shall draw the attention to the official programs handed out by the home Federation.
- The announcer shall draw the attention to the official 2010 EHF Euro homepage ([www.ehf-euro.com](http://www.ehf-euro.com)) in order to view player's information, latest results, background stories, interviews, etc.

- The announcer shall be informed about events planned before, in the break and after the event.
- The announcer shall be familiar with emergency procedures.
- The announcer shall have the latest player information of the home and guest team (injuries, comebacks, jubilees, etc.)
- A sound check has to be carried out before the match. The best position in the playing hall to avoid echo and interferences of the microphone should be located. In case the announcer takes seat on respectively next to the timekeeper's table, it has to be in accordance with the EHF delegate.
- The announcer shall not speak during match actions.
- The announcements shall charge the good atmosphere in the playing hall and shall calm down the crowd in case of unsportsmanlike behaviour against the referees, the guest team or their supporters. Examples for unsportsmanlike behaviour are disrespectful yells/songs, political or racist slogans, booing, throwing objects on the playing court, quarrels with supporters of the guest team, etc.
- In case referee whistles or horns are used the announcer shall ask the spectators to stop using these instruments.
- The announcer shall not misuse its influence for the purpose to gain advantage for any team.
- After the end of the match the announcer shall inform about further upcoming matches of the EHF Euro 2010 Qualification.

#### 5.8 Security Responsible

Security staff, first-aid teams, etc. shall be provided in accordance with the standards set by the EHF Rules on Safety and Security Procedure (see Safety and Security Regulations).

The security responsible is in charge to work out a security concept for the playing hall and is responsible for the security staff as well as for their clear identification. He/She takes part of the Technical Meeting and supplies the EHF delegate with the necessary information concerning the security situation. The security responsible shall be in contact with the EHF delegate before, during the entire match and after the event in case of any incident.

An exact briefing before the match as well as a short feedback briefing after the match shall be held with the security personnel in order to clarify exact tasks and duties respectively discuss eventual lack or problems.

He also checks that an ambulance and respective medical staff is always available at the venue in order to be able to assist players and spectators.

#### 5.9 Press/TV/Statistics Responsible

The press/TV/statistics responsible should have experience in the media sector and a wide knowledge of all areas within this branch. The press/TV/statistics

responsible must be able to confer in English. He/she organises the promotion of the event within the local press and media representatives prior to the match. Press releases (previews, press kits, event reports, etc.) in the local language before and after the event as well as information concerning player's lists, team line-ups, match reports etc. during the event should be published. On request press releases in English have to be prepared, a good standard of English is a must. Together with the marketing responsible, he/she should produce a competition programme to satisfy the needs of the on-site spectators and the media.

Furthermore, the press/TV/statistics responsible is in charge of the media team and is in overall charge of the press room/working area and makes sure that the necessary equipment, information and beverages are available. He/she is also in charge of the press conferences, which are compulsory to all teams as of the group phase. If the home team organises a post-match press conference, it takes place 15 minutes after the end of the match to allow for flash/mixed zone interviews. The head coach and one player, who played in the match, must attend the post-match press conference. The post-match press conference should be held in English as the first language or should be translated into English to ensure that it is open to the international media. The press/TV/statistics responsible ensures that the teams attend at the correct time, translation is available and that the conference room is correctly equipped for a press conference. The press/TV/statistics responsible should inform the press representatives accordingly and act as a chairman of the press conference.

The press/TV/statistics responsible also supervises the press seats on the grandstand, ensures that information is distributed and secures that the requirements stipulated by EHF are fulfilled.

Shortly after the match he/she makes sure that the mixed zone gives media representatives the opportunity to do interviews with the players/coach by informing teams on the location of the mixed zone in advance. This area should be supervised by security that is given clear instructions.

The press/TV/statistics responsible must organise a professional photographer to take pictures of the event and has to pass on the contact details to the EHF.

The press/TV/statistics responsible is in charge of providing professional assistance to the host broadcaster. He/She is the first contact person for the TV representative and is present in the playing hall during the set-up of the host broadcaster's equipment. On request he/she makes sure that commentary positions are available.

The press/TV/statistics responsible also organises the TV meeting to be held approximately 2 hours before the match as well as a short feedback meeting after the end of the match. He/she can be substituted for the feedback meeting in case there are any scheduling problems with the post-match press conference. He/she is in charge of providing the meeting room as well as beverages for the participants.

Should EHF provide an official 2010 EHF Euro Qualification statistic programme the press/TV/statistic responsible supervises the 2 statistic assistants who need sufficient space, with a table with a view over the entire court area from where they operate the statistic programme and has to organise the necessary hardware.

In close cooperation with the responsible for tickets & accreditations, he/she hands out press accreditations to local and international representatives of press and media. Only media representatives with a valid press accreditation are eligible for an accreditation and a list should be kept of the media representatives which are accredited.

#### 5.10 Marketing Responsible

The marketing responsible is liable for the implementation of the event advertising and instructs the staff carrying out the advertising set-up. He/she secures the advertising rights granted to the EHF and acts in case of eventual problems with advertising banners/stickers during the match. If product exclusivity is guaranteed to the EHF partner, he/she makes sure that this exclusivity is guaranteed and handles the set-up, removal and storage of the advertising material. He confirms in written form the receipt of the advertising material sent by the EHF respectively its partners.

Moreover, the marketing responsible is liable for supervising the equipment of the VIP room and making sure that catering and the necessary personnel is provided. On request the marketing responsible co-operates closely with the EHF representatives and/or the EHF Office in order to check the arrangements for VIP guests in terms of accommodation, reception, meals, side events, etc.

#### 5.11 Ticket/Accreditations Responsible

The tickets/accreditations responsible is liable for the allocation of tickets and promotion of tickets pre-sale campaign. In cooperation with the marketing responsible and the press/TV/statistics responsible he/she allocates any kind of necessary accreditation (VIP, Press, TV, etc.) and instructs the ushers. Together with the floor/protocol procedures responsible an accreditation plan concerning seating and parking availability has to be developed. Furthermore, he/she assists the floor/protocol procedures responsible in positioning the VIP guests on the VIP tribune.

He/she secures a correct branding of the accreditations and (eventually) tickets and provides the guest team with the required number of tickets before the match. When distributing the tickets the tickets/accreditations responsible takes into account the security factor and makes sure that a sector that can be easily supervised and separated is reserved for the fans of the guest team.

## **6 SECURITY**

The National Federations undertake to observe the provisions of the EHF Rules on Safety and Security Procedure before, during and after all matches. All safety and security measures shall be co-ordinated with the persons in charge of specific services and with the EHF delegate.

The home Federation is responsible for maintaining good order and safety and security before, during and after the match. It may be held responsible for incidents of any kind. The relevant provisions of IHF and EHF Regulations shall apply.

The National Federations are responsible for the conduct of their players, officials, members (any persons exercising a function on their behalf at a match), and fans.

## **7 VIDEO RECORDINGS**

Upon request to the EHF, using an official form designed for this purpose, any participating team shall be allowed to make video recordings of EHF Euro 2010 Qualification matches for teaching and coaching purposes. Persons making video recordings of a match on video who are unable to present an EHF permit may be asked to leave the playing hall. Due to space limitations in a playing hall, restrictions may have to be imposed. Such restrictions shall be agreed with the EHF.

## **V. MEDIA**

### **1 PRESS**

#### **1.1 General**

Media coverage (written press, radio, etc.) before, during and after an event is essential for the promotion of handball. The EHF Euro 2010 Qualification attracts local, but also international media coverage and the communication has to be of the highest standards in accordance with top sporting events.

Media coverage is not only essential for the promotion of the sport, but also provides publicity for the players, attracts spectators, sponsors and partners. Although different countries may have different ways and standards in terms of communication and media management, the main goal remains the same: reach the desired target group with your message. Professional staff and media facilities are the basis to successfully promote the EHF Euro 2010 Qualification on a local and global scale. The home Federation is therefore committed to playing an active role in motivating the local press and media (newspapers, magazines, radio, etc.) by providing them with information on a regular basis.

- 1.2** Each National Federation must name and give contact details for a person responsible for media management. This person should be able to speak fluent English and have experience in working with the local and international press. The responsibility on a local level and the cost for press/media management lies with the home Federation.

#### **1.3 Media room/work room**

- 1.3.1** An adequate number of work stations shall be made available for press and media representatives

- 1.3.2** The home Federation shall create good working conditions for media representatives (TV, radio, print media) by providing the media room with the following features:

The press room shall have a minimum of 30 m<sup>2</sup> and shall be opened at least 2 hours before the match until two hours after the match. It shall only be accessible for accredited journalists. The following equipment must be available:

- Electric power points (all accredited media representatives should have access to electricity. This is essential.
- Tables and chairs in order to fulfil local needs
- Telephone (international line – to be paid by press/media), fax possibility (to be paid for by press/media)

- Internet access - if possible high speed: min. 520 k (WLAN or cable connection e.g. ISDN, ADSL- to be paid by press/media)
- Two computers (Operating system: Windows XP with Office 2000 or higher, English version, PC must have USB connection)
- Minimum of one printer
- One photocopier
- Mobile phone reception
- Information material (official program, line ups, previous match reports, player information, etc.)
- Beverages (water, coffee, non-alcoholic drinks) and (possibly) light snacks
- Adequate heating / central air conditioning
- No smoking policy

All accredited media representatives should have access to media information such as player lists, match reports, statistics as well as additional team and player information. This should be available in the press room (preferably in labelled compartments for ease of reference).

#### 1.4 Press seats on the tribune

In the playing hall the number of seats for the press must be according to the needs of the individual match. The home Federation must be willing to be flexible according to the number of accreditation requests. The seats – if possible – are to be situated in the middle of the seating area. In any case the seats have to permit clear visibility to the playing court.

The seats should be separated from the spectator area and have a writing desk. They should also have an electricity access point. Security should ensure that the areas remain separated and that the accredited media representatives are able to do their job and are at no risk from spectators at any time. No spectators should be found in this area. This is strictly a working area.

A line for internet access/ISDN or equivalent should be provided by the teams if requested. The cost is to be borne by the individual or media organisation. The request must be made in writing (preferably on the accreditation form) to the team. The press/media representatives must be made aware of the fact that they bear the cost. Mobile phone reception in the hall is essential.

#### 1.5 Mixed zone

The location of the mixed zone is essential and must be an integral part of the routing of the players, yet not too far from the media seats in the hall and the pressroom. It should be located directly outside the player exit; all players should have to pass through the mixed zone on their way to the changing rooms. The area should be separated into clear zones – walkway for the players and the section for the media representatives. If possible the zone for media



representatives should be divided into three specific areas too; one area for the holders of TV rights and a second area for radio, followed by written press. All accredited media representatives should be given a plan of this area, which should include details on the routing when they register upon arrival. The press/TV/statistics responsible should also inform the teams on the location of the mixed zone. Security personnel must be well briefed on the restrictions in this area.

Spectators, court personnel, etc. should not have access to this area. Access shall only be granted to the host broadcaster as well as to the media (radio) and press representatives (journalists).

#### 1.6 Media Handouts (reports and press releases)

Before and after each EHF Euro 2010 Qualification match an official press release is to be edited for the local press. The press release should also be available in English or an official EHF language and forwarded to the EHF (e.g. for publication on EHF Euro website).

## 2 PHOTOGRAPHERS

### 2.1 Basic guidelines

The photographers shall be accredited and shall have access to the area around the playing court as well as the press facilities. They must be allowed to do his/her job without obstructing play or the advertising boards, to avoid devaluation of the sponsors. Here are the basic guidelines for photographers:

- Photos can be taken during the line-up. An area must be defined prior to the match by the home Federation. The photographer may stand in this position until the pre-match procedure is over. After the line-up, the photographer must go to the seats behind the advertising boards at the end of the court. The photographer (other than the official photographer of the Federation or EHF) is not permitted to access the court at any other time.
- The accreditation must be worn at all times.
- During the match, all photographers should be at the end of the court where seats are available behind the advertising boards.
- Photographers are allowed to sit in front of the nets after the point where it is fixed to the advertising boards.
- It is not allowed to change ends during the playing time. This has to be done at the half time. If a photograph wishes to change ends during the half, he/she must follow the routing system.
- Photographers are not allowed behind the player seats or on the opposite side of the court.
- Photographers are not allowed to obstruct the view of the advertising boards.

- No strobe light photography is permitted

## 2.2 Photographer

A professional photographer is a necessity for providing high quality pictures of the EHF Euro 2010 Qualification matches. The home Federation has the duty to provide high quality pictures to the EHF free of charge for immediate use on the EHF Euro website. These pictures have to be sent to the EHF office (media@eurohandball.com) before 09.00 hrs. on the day after the match.

The photographers taking pictures for use by the EHF should be aware that the following scenes are of interest for promotional purposes:

- Action pictures of the match (players, coaches, referees, etc.) with the ball being involved (single players, groups, goalkeepers, etc.)
- Atmosphere in the arena (spectators, team celebrations, etc.)
- Fair Play Acting (support to players of opposing team, support spectators)
- Team Line-up
- Ceremonies (EHF representatives + VIPs)

## 3 MEDIA RIGHTS

### 3.1 General

The marketing of the rights of the EHF Euro 2010 Qualification in connection with television, radio, film, video and internet shall be carried out according to the respective decisions regarding the allocation of the individual rights.

### 3.2 TV rights

#### 3.2.1 The TV-rights for the country of the hosting Federation belong to the hosting Federation.

The secondary TV-rights (country of the guest team) as well as the tertiary TV-rights (all countries except the countries of the two teams) belong to the EHF. The marketing of these rights of the 2010 EHF Euro Qualification matches in connection with television, radio, film, video and internet shall be carried out in accordance with the principles set out below.

Should there be an existing contract between a Federation and a partner for the period of the 2008/09 season dealing with the secondary and tertiary rights of matches of the Men's National Team, this contract is to be respected.

#### 3.2.2 The EHF transfers the use of its TV rights for the 2010 EHF Euro Qualification to a partner and entitles this partner to undertake the respective measures with regards to the usage of these rights.

#### 3.2.3 The EHF resp. its partner has the option of using existing television and film footage for the production and broadcasting of a news magazine/programme at a later date (exploitation of secondary rights) free of charge.

The option of using additional cameras, microphones, etc. for broadcasting matters during the match (using microphones during time-outs) shall be decided by the EHF.

#### 3.2.4 TV Signal / Guarantee of the production

Each hosting Federation has to guarantee the production of a TV-signal on an appropriate international level for each home match. This signal must be made available to the EHF (for its partners) free of charge.

All the facilities required for the installation of requisite TV equipment (cameras) shall be made available. Please refer to the valid TV Hostbroadcaster Minimum Requirements.

#### 3.2.5 A Federation will be released from this duty by the EHF, if the TV-signal of an individual match is not needed.

### 3.3 Technical requirements

In the sense of optimising high quality TV exposure, irrespective of the event's location throughout Europe, the home Federation shall guarantee a proficient collaboration as well as excellent working conditions for the host broadcaster and other TV right holders. The home Federation is not authorized to grant on-site accreditations to any broadcaster or other TV crew without the prior approval of the host broadcaster and/or the EHF. The restriction also includes access for news coverage.

3.3.1 The position of the main camera has to be in a centralised position in the playing hall. The exact position - height, angle and distance to the playing court – of the main camera as well as of all further cameras will be decided by the host broadcaster.

3.3.2 A working area for the statistic supplier must be made available (as soon as official EHF statistics are implemented by the EHF)

#### 3.4 TV meeting

Two hours prior to the start of the match a TV-meeting should be held in the playing hall with the participation of the responsible person from the TV-station, the EHF delegate and a representative from both teams. The following points are to be discussed during this meeting:

- Pre-match run down (entry ceremony - exact timings - see also chapter IX, point 2) – to be prepared in written form by the home Federation; detailed event schedule (before the match, half-time programme, after the match, expected number of spectators, side events, etc.) – to be prepared in written form by the home Federation
- Team line-ups (to be prepared in written form by the home Federation)
- Information regarding injuries/come backs/new players, etc.
- Information about position of the mixed zone (for interviews before/after the match)
- TV set-up, interest in interviews, TV schedule,
- Names of EHF officials/ referees (information given by the EHF delegate)

## VI. MARKETING AND ORGANISATION

### 1 USE OF ADVERTISING

The EHF transfers the use of those advertising rights of the EHF Euro 2010 Qualification, that have been allocated to the EHF, to a partner and entitles this partner to undertake the respective measures with regards to the usage of these rights.

#### 1.1 Limitation of floor advertisements

The number of floor advertisements at matches of the EHF Euro 2010 Qualification is limited to 11 floor stickers. The middle circle is included in these 11 stickers.

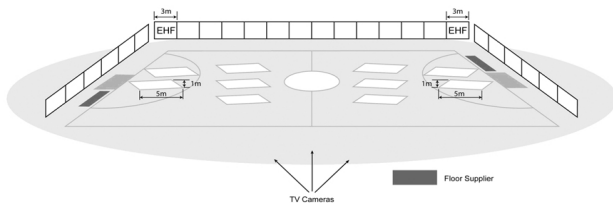
Additionally, a maximum of 2 floor stickers with the official branding of the EHF Euro 2010 logo may be positioned on the floor by the EHF. The costs of production and delivering of these stickers are in the responsibility of the EHF, while it is in the responsibility of the home Federation to put the logo on the floor.

#### 1.2 Distribution of the rights

1.2.1 The rights for the marketing of the floor advertising (max. 11 stickers!) belong to the hosting Federation. The layout of the logos on the floor is fixed (see chart), exceptions are possible due to a different positioning of the TV-cameras.

1.2.2 The rights for the board advertising alongside the playing court belong to the hosting Federation with the exception of 2 (two) boards of 3m (three metres) each on both ends of the long side of the playing court opposite the TV cameras (see chart – "EHF" positions). The rights for these two boards belong to the EHF.

Should there be an existing contract between a Federation and a partner for the period of the 2008/09 season dealing with the marketing of the advertising boards at matches of the Men's National Team, this contract is to be respected.



### 1.3 Placing of advertisements

In order to secure the best possible presentation of the matches, the following items are to be observed at matches of the EHF Euro 2010 Qualification:

- 1.3.1 In the case of advertisement stickers on the floors causing difficulties for the players or causing interruptions of the match, these stickers are to be removed.
- 1.3.2 All 3-dimensional, luminescent or fluorescent advertisements are subject for approval by the EHF.
- 1.3.3 In case of the use of a rotating system all advertisements should rotate at the same time and only vertically. Every rotation frequency should have a duration of minimum 30 seconds.

### 1.4 Securing of advertising rights

The advertisements placed by the EHF - respectively their marketing partners - must not be covered by spectators, organiser's staff, photographers or materials and the clear visibility on the TV screen must not be impeded by any obstacle. The home team is responsible and guarantees the clear visibility of all TV relevant EHF advertising areas in the playing hall throughout the entire match. Federation personnel must be at the disposal of the marketing supervisor in order to make sure that these rights are secured.

## 2 PRODUCT EXCLUSIVITY

- 2.1 Bearing in mind the respecting of existing contracts for the period of the 2008/09 (Men) resp. 2008/09 and 2009/10 (Women) season dealing with the marketing of the advertising boards at matches of the Men's/Women's National Team, exclusivity is to be granted to the EHF resp. its partners.

## 3 OTHER ADVERTISING FORMS

### 3.1 Referees' / Officials' advertising

Advertising on the clothing of referees and EHF officials shall be reserved for the EHF.

### 3.2 Advertisement on player's clothing

Notwithstanding the Regulations on Advertising on Players' Clothing, the rights relating to sleeve advertising belongs to the EHF in all matches of the EHF Euro 2010 Qualification.

All further rights on advertising on the players' clothing belongs to the respective Federation of the player.

### 3.3 Presenting Sponsor

The exclusive rights for a "presenting sponsor" at matches of the 2010 EHF Euro Qualification belongs to the EHF. The positioning of this sponsor within the TV-coverage and/or at the venue lies in the responsibility of the EHF bearing in mind the general requirements in the various areas.

## **4 THE ADVERTISING SET-UP, REMOVAL AND STORAGE**

### 4.1 Delivery

The advertising material for the two boards belonging to the EHF is delivered to the home Federation up to 1 week prior to the match at the latest.

### 4.2 Set-up and removal

The proper fixing of the advertising material of the EHF partners is in the responsibility of the hosting Federation. This is also valid in case of the installation of floor stickers with the branding of the EHF Euro 2010.

The advertising logos of the EHF resp. the EHF partner are to be removed in a way, that they can be used once again on the occasion of the next match.





## **VII. VIP & HOSPITALITY**

The VIP and the hospitality programmes on the occasion of matches of the EHF Euro 2010 Qualification are in hands and in the responsibility of the Federations. The following is therefore to be understood as useful guidelines in the area of VIP activities and hospitality activities.

### **1 VIP ROOM**

VIP facilities shall be easy to access from the tribune and clearly indicated by the sign posting system in English language. The VIP room shall be opened at least 45 minutes before and 30 minutes after the match and has to be equipped with a buffet section, if possible with tables (minimum 15), chairs and/or standing tables (minimum 10) providing sufficient room for approx. 50 people. All VIP equipment has to be of good standard and high quality. The buffet section as well as the tables have to be covered with white table clothes.

Reserved tables with sponsor branding for EHF sponsor partners have to be made available on request.

#### **1.1 Special VIP Invitations**

In conformity with local possibilities the EHF and/or its marketing partners shall have the right to integrate honorary guests into VIP events, other events / receptions (including food service) organised by the home Federation on the occasion of EHF Euro 2010 Qualification matches.

#### **1.2 Special Incentives**

The EHF and/or its marketing partners shall have the right to organise incentive and hospitality trips along with on-site services in connection with EHF Euro 2010 Qualification matches. Available options and requirements have to be discussed with the home team.



## **VIII. TECHNICAL SERVICES**

### **1 STATISTICS**

#### **1.1 Implementation**

The EHF has the right to implement official match statistics in the EHF Euro 2010 Qualification matches. The project will be carried out in cooperation with the participating Federations and TV stations involved. For the statistic programme the Federation has to provide two working stations with internet access.

At the request of the EHF the home Federation must make available the necessary technical support as well as personnel (1-2 statistic assistants). The knowledge of the English language is an obligatory requirement for the assistants. The cost for the required software will be borne by the EHF, the personnel has to be covered by the home Federation.

### **2 VIDEO ARCHIVE**

The EHF will set up a video archive of all matches of the EHF Euro 2010 Qualification. Each hosting Federation is therefore obliged to send a DVD to the EHF of each home match within 5 days after the match. These DVD will then be made available for the other teams in the group for preparation purposes.

The costs of the shipment of the DVDs to the EHF and also from the EHF are to be borne by the Federation concerned.

### **3 PHOTOS / FILM / VIDEO**

#### **3.1 Footage Rights**

The EHF shall have the right to use photos and graphical material of players and officials as well as Federation names, emblems and players uniforms within the framework of the competition for non-commercial purposes. Upon request, the Federations shall provide such material and any information required free of charge. It is the responsibility of each Federation to exempt the EHF, in the case of legal action from the player, in regards to the player's image rights at least 30 days prior to the game concerned. The EHF shall have the right to use the film, video, photo, etc. material produced at EHF Euro 2010 Qualification matches and events for promotion (print material, ads, internet, product presentation, etc.) and sport development (training, teaching, etc.) purposes. These rights can be passed on to the EHF Marketing or any other marketing partner of the EHF for the same purpose.

## **4 PUBLIC RELATIONS MATERIAL**

### **4.1 Official program**

An official event program has to be published by each home Federation in good time before each home match. The program shall be distributed on the VIP tribune, on press seats, etc. and can be sold to the spectators in the playing hall. The following minimum content guidelines of such a match program have to be observed in order to guarantee coherence of layout in all EHF Euro 2010 Qualification matches:

- The logo of the EHF Euro 2010 is to be included on the front cover
- Page 1: Foreword by the EHF (sent in good time prior the matches)
- Page (defined by the home Federation): Presentation of the home and guest team (list of players), with respective player's pictures / information if available
- Page (defined by the home Federation): Team pictures of the home and guest team
- Page (defined by the home Federation): Current standings of the EHF Euro 2010 Qualification

### **4.2 Posters / flyers**

Promotion material, such as posters and flyers shall be distributed in local institutions, shops, schools, etc.

### **4.3 The Federation's Homepage**

Each Federation participating in the EHF Euro 2010 Qualification has to offer a special section on its homepage dedicated to the EHF Euro 2010 Qualification. This section must also include a link to the official EHF Euro homepage [www.ehf-euro.com](http://www.ehf-euro.com).

## **IX. PROCEDURES AND PROTOCOL**

The purpose of procedures laid down by the EHF for EHF Euro 2010 Qualification matches, is to create consonance throughout the entire competition in terms of official ceremonies and the official protocol shall be adhered to.

### **1 TECHNICAL MEETING**

The Technical Meeting has to be carried out in a meeting room of the hotel or the playing hall the day before the match. The Technical Meeting is conducted by the EHF delegate in cooperation with the Head of Organisation of the match and the representatives of both teams. A translator has to be present if required. The referees should attend the meeting, if possible. Technical matters as well as the security concept are to be discussed in detail.

At this Technical Meeting, both teams shall enter all players they intend to use (no more than 16 out of the originally announced official squad of 28 players) and officials (no more than 6), in the match report. One hour before the beginning of the match, the teams responsible shall reduce the number of players to a maximum of 14) and officials to a maximum of 4. If one of these players should be injured during warm-up, he may be substituted before the start of the match.

Additional topics for the Technical Meeting:

- Technical matters of the game
- Security concept of the complete event (security inside and outside the playing hall, separation of the opposing fan sectors, medical emergency resources, etc.)
- Press conference (time, place, participants) / mixed zone
- Pre-match and post-match procedure (march in, players' presentation, etc.)
- Side events (awards on the court, banquet, etc.)
- Organisational matters (VIP guests of opponent team, etc.)

## 2 OFFICIAL CEREMONIES

The official ceremonies are an important symbol for every sports event and are to be harmonized at all matches of the EHF Euro 2010 Qualification matches.

### 2.1 Pre-match procedure (10 minutes)

Please be aware that the matches have to be started exactly on time (TV transmission).

The deciding of ends will be carried-out by the referees during the warm-up on the playing court. Before entering the playing court for the official team line-up, the teams have to follow both the referees' and floor managers' instructions for gathering at the meeting point (10-minutes prior to the throw-off in the pre-defined corner of the hall) for the official line-up procedure. Following this signal of the referees, there is no further possibility of leaving the playing court area.

At the start of the 10-minutes pre-match procedure the EHF protocol flag will be presented by four "flag presenting" children.

Afterwards the <sup>1)</sup> *team line-up* of team A is started by entering the court in the following order – referee A, <sup>2)</sup> "mascot child" of team A with flag of the national team A, the captain and the other players of team A. The same holds good for team B that passes by team A in the centre of the court carrying out the "shake hands" before taking their line-up position.

-10:00	Flag mascots, referees, teams ready at the entry meeting point
-09:30	Start of the protocol flag presentation by <sup>3)</sup> 4 "flag presenting children"
-08:30	Line-up of Team A
-08:00	Line-up of Team B
-07:30	Introduction of team A – players and officials
-06:00	Introduction of team B – players and officials
-04:30	Introduction of the referees, EHF officials / Start of the TV-transmission (to be confirmed)
-04:00	<sup>4a)</sup> National anthem of team A
-03:00	<sup>4b)</sup> National anthem of team B
-01:30	<sup>5)</sup> <i>Fair play announcement</i> (parallel with final match preparation of teams)
00:00	Throw-off / order by EHF official (score and clock ...)

Explanations:

<sup>1)</sup> During the team line-up the entire team must wear identical clothing, either shirts and shorts or tracksuits (except goalkeepers).

<sup>2)</sup> As a part of the line-up procedure, a "mascot child" with the team's national flag will be assigned by the home Federation to each team before the match and will be a part of the team line-up. In the 10-min. pre-match procedure the child will enter the playing hall after the first referee, before the "team captain". When the line-up is completed and both teams are in the arena, the children build the link – left and right to the referees – to the "team captains" of the respective teams.

<sup>3)</sup> The four "flag presenting children" march in the same way as the players, turn at the centre heading the judges' table and stop there 5 metres in front of it with the front children kneeling down.

<sup>4a+b)</sup> Mascot child of team A steps forward, turns 90 degrees to his/her team presenting the national flag of team A. Then the same holds good for team B.

<sup>5)</sup> Prior to each match the speakers in the halls will announce the following "fair play" text in English and the native language of the hosting country (parallel with the final match preparations of the teams): *"Dear Ladies and Gentlemen, Dear Spectators, In the spirit of fairness and with respect to all athletes, officials and referees we kindly ask you, the spectators, to support your team in a fair and sporty way and to create a positive atmosphere for handball."*

2.2 Post-match procedure

2.2.1 After the match the teams shall line-up and shake hands. This will be carried out in an informal way.

2.2.2 Players are available for interviews (TV, written press and radio) in the mixed zone.

2.2.3 A press conference shall be held in the press room (post-match press conference) fifteen minutes after the end of the match if it was fixed by the hosting Federation. The press/TV/statistics responsible is in charge for the attendance of the press conference participants as well as the proper implementation of the press conference.





## **X. EHF**

### **1 REFEREES**

Referees shall be appointed by the EHF. The nominations of referees shall be communicated via EHF News to all parties concerned.

#### **1.1 Substitution**

If the referees appointed are unable to accept their appointments for important reasons, the EHF shall appoint a suitable substitute pair of referees.

#### **1.2 Non appearance**

If one or more referees fail to appear, the EHF delegate shall be informed and any further action shall be co-ordinated with the EHF delegate. The following steps shall be considered:

1.2.1 The EHF delegate has the obligation to immediately contact the EHF (+ 43-664-4105243 mobile) with a report of the situation. The EHF shall take a decision in consultation with the EHF delegate.

1.2.2 If the situation cannot be resolved by such a move, the EHF shall reschedule the match on the next day with newly appointed referees.

Any costs incurred, except in the case of force majeure, shall be borne by the Member Federation of which the referee(s) who failed to show up is/are (a) member(s).

### **2 OFFICIALS**

EHF officials include representatives, delegates, referees, office staff and any other persons nominated by the EHF in relation with a match of the EHF Euro 2010 Qualification.

#### **2.1 Nomination**

The EHF is entitled to appoint EHF delegates to EHF Euro 2010 Qualification matches. In matches of particular significance additional EHF officials may be appointed.

#### **2.2 Responsibilities/ duties**

2.2.1 In addition to the EHF delegate, the EHF may appoint further officials mainly in the field of marketing, security and organisation of the event. The duties and

competences of these additional officials are to be defined for the individual appointment.

The EHF delegate shall verify and ensure the orderly conduct of the event before, during and after the match and prevent any occurrences that may lead to a protest or a repetition of the match. The safety and security of players, referees, delegates and spectators shall be ensured. All measures shall be taken that are necessary to maintain safety and security. The provisions of the Rules on Safety and Security Procedure shall be implemented.

- 2.2.2 The EHF delegate shall observe and assess the referees' performance; however, a delegate is not a chief referee. Responsibility on the playing court rests solely with the referees. Nonetheless, the delegate shall interrupt the match if necessary and bring errors that may lead to a protest to the referees' attention. Errors in this context do not mean decisions made by the referees on the basis of their observation of facts. The delegate shall not take decisions but only make recommendations. When on duty, the delegate shall always carry a copy of EHF and IHF Regulations as well as the Rules of the Game.
- 2.2.3 The officially appointed delegate shall always sit at the timekeeper's desk to have a good view of the substitution area at any time and to be able to intervene if necessary (see IHF Substitution Area Regulations).
- 2.2.4 EHF delegates and additionally nominated officials act in representation of the EHF. They supervise the run down of the events following the requirements of the EHF. They provide the EHF with event reports in order to inform about the correct implementation of technical requirements, procedures and organisation. These reports of the EHF officials are basis for possible disciplinary procedures or sanctions.

The following is a summary of the most important tasks of the EHF delegate:

- Check the playing hall and the hotel of the guest team
- Holding of the Technical Meeting
- Preparation of the match report in co-operation with the home Federation
- Preparation and final check of the time keeper's table's equipment
- Overall programme of the vent at the venue
- Security aspects in and around the playing hall
- Overall plan of the activities around the game incl. local transport, etc.
- Supervision of the correct installation of the EHF marketing boards and possible additionally branding activities (e.g. 2010 EHF Euro floor stickers).

### **3 REPRESENTATIVES**

The EHF representative acts on behalf of the EHF. He/she is in contact with the local authorities as well as with the head of delegation of both teams. He/she is involved in the official parts and represents the EHF in official activities.

### **4 TRAVEL ARRANGEMENTS**

The EHF handles the travel arrangements of all officials incl. the referees appointed to matches of the EHF Euro 2010 Qualification.

The cost of officials (representatives, delegates, referees, office staff, etc.) appointed by the EHF shall be borne equally by all Federations participating in the EHF Euro 2010 Qualification.

#### **4.1 Travel costs**

The cost of officials (representatives, delegates, referees, office staff, etc.) appointed by the EHF are to be reimbursed as follows:

- **Travel by train/bus/boat:**  
Reimbursement of the cost of one first-class ticket each for travel to and from the venue by train/bus/boat
- **Air travel:**  
Reimbursement for the cost of one economy class ticket each;
- **Travel by car (allowed up to a maximum distance of 600 km one way):**  
Reimbursement of the cost of one first-class ticket each for travel to and from the venue by train/bus/boat or economy ticket by plane,
- **Expenses for taxi during the trip:**  
(e.g. home-airport-home, between airports, etc.) to be reimbursed against receipt;
- **Travelling by car (e.g. home-airport-home, etc.):** reimbursement may be claimed at a rate of EUR 0,50 per kilometre.
- **Any costs incurred outside or inside the host country in connection with the matches.**
- **All additional expenses during the trip (parking, visa, etc.)** are to be reimbursed against receipt.

#### **4.2 Compensation**

Each referee gets a compensation of € 300,-- for each match as a package payment.

Each delegate as well as additionally nominated officials get a compensation of € 200.- for each match as a package payment.

## **5 INSURANCE**

### 5.1 Accident and health insurance

5.1.1 Teams entering the competition shall arrange accident, health and other insurance for their players and officials at their own expense. Neither the EHF as the administrator nor the respective home Federation can be held liable in this regard.

5.1.2 Health and accident insurance for the appointed EHF officials for the duration of their nominations is arranged by the EHF

### 5.2 Organiser's insurance

The home Federation shall arrange an organiser's third party liability insurance for the event for which it has responsibility including loss or damage of those materials provided by the EHF (e.g. floor, boards, etc.)

### 5.3 Exclusion of liability

The EHF shall not be liable for any third-party liability claims arising from the execution of single matches or any other events in connection with the EHF Euro 2010 Qualification.

## **XI. FINANCES**

### **1 DISBURSEMENT OF TV AND MARKETING RIGHTS**

#### **1.1 Allocation of income**

After material and administrative expenses have been deducted all income of the EHF from TV/Media-and advertising rights that are available to the EHF at matches of the EHF Euro 2010 Qualification is collected in the "EHF Euro Qualification" pool.

#### **1.2 EHF payment**

The EHF supports the "EHF Euro Qualification" pool with a total payment of € 300.000.- (General payment of € 250.000.- plus TV-reserve).



## **XII. LEGAL MATTERS**

### **1 PROTESTS AND DISCIPLINARY PROCEDURES**

In matches of the EHF Euro 2010 Qualification, there shall be no valid reasons for protests and protests shall be ineffective if relating to:

- scheduling of and drawing for matches;
- nomination of referees and delegates;
- referee decisions on facts in accordance with the Rules of the Game

Further details to settlement and procedures in connection with matches of the EHF Euro 2010 Qualification are to be handled according to the EHF Arbitration Regulations (see attachment).





### **XIII. ANTI DOPING**

Doping controls shall take place after a respective co-ordination with the EHF and according to the IHF's Anti-doping Regulations which are an integral part of the EHF Euro 2010 Qualification Regulations.

Doping controls can be initiated by the NADA as well as by the EHF.



# **REGULATIONS ON ADVERTISING ON CLOTHING**

These regulations are binding guidelines on the nature of clothes for players and EHF officials of all teams as well as referees within the domain of the European Handball Federation.

## **1 GENERAL REMARKS**

- 1.1 Advertising is allowed on the playing clothes and also on the sports and training clothes used by players and team officials at competitions.
- 1.2 Advertising is allowed on playing clothes and also on the sports and training clothes used by EHF officials at competitions.
- 1.3 Advertising on clothing in accordance with 1.1 and 1.2 shall not be associated with any material benefits for individual persons.
- 1.4 Every team of a member federation or club can carry its own advertising.
- 1.5 The EHF has the right to conduct its own advertising or display additional advertising at European Championships, at all European Cup matches as well as at any other competition within the responsibility of the EHF .
- 1.6 If the EHF has a general sponsor, that sponsor's advertising shall be accorded precedence. Any branchrelated exclusiveness that may be required by a sponsor shall be excluded.
- 1.7 Advertising contracts concluded by member federations or EC clubs affecting the EHF's prerogative, particularly concerning the positioning of advertising on sports clothing, shall be invalid.

## **2 TYPE OF ADVERTISING**

- 2.1 The use of companies and product names as well as brand names and product groups is allowed as long as they do not contravene rules of public morality. Advertising must not be of a political, religious, racist or ideological nature.
- 2.2 Restrictions based on national legislation shall be duly observed.
- 2.3 The use of fluorescent paints is not permitted. This rule applies not only for advertising but also generally to the material from which sports and training clothes are made of.

### **3 ADVERTISING AREA**

- 3.1 Player`s playing clothes must comply with the provisions of the rule of the game 4:7.
- 3.2 Advertising on playing clothes must not impair legibility of the players' number on shirts.
- 3.3 Players wearing irregular clothing must not be allowed the access to the match.
- 3.4 Players' playing clothes
  - 3.4.1 Advertising on playing and training clothes (with the exception of advertising on sleeves) shall be reserved for EHF member federations and EC clubs (without any financial participation by the EHF). Any branch-related exclusiveness that may be required by a sponsor shall be excluded.
  - 3.4.2 Sleeves shall be reserved for EHF advertising (without financial participation by EHF member federations or EC clubs). Any branch-related exclusiveness that may be required by a sponsor shall be excluded.
- 3.5 Advertising on clothes of EHF officials shall be reserved to the EHF (without financial participation by EHF member federations or EC clubs). Any branch-related exclusiveness that may be required by a sponsor shall be excluded.
- 3.6 The provisions of item 3.4.1 and 3.4.2 also apply analogously for sports clothing used by team officials.

### **4 SPECIAL REGULATIONS**

- 4.1 Contracts between EHF member federations or clubs and the advertising company must not contain agreements/details restricting the advertising rights of the EHF.
- 4.2 The EHF is neither responsible nor liable for any disputes which may arise from advertising contracts between EHF member federations or EC clubs on the one hand and advertising companies or sponsors on the other.  
Nor shall the EHF be made liable for any loss of revenue resulting from restrictions under 2.2.
- 4.3 Non-compliance with these regulations will be dealt with by the EHF Executive Committee and penalised by a ban on advertising as well as a fine and/or forfeit.
- 4.4 These Regulations is enter into force upon adoption by the EHF Congress 30.4./1.5.1993.

# ***EHF RULES ON SAFETY AND SECURITY PROCEDURE***

## **1 PREAMBLE**

The EHF promotes the development and the spreading of handball in Europe. In addition to facilitating the discussion of interests and experience, a core objective at all levels is the promotion of FAIR PLAY in all international handball competitions/events (hereinafter called competitions).

In view of the objectives pursued by the EHF and in the interest of conducting competitions under equal and fair conditions, the protection of those participating in competitions, including specifically players, coaches, team managers, media workers, officials, spectators, etc. is a key concern.

Safety and security measures are adopted by the local organizer as necessary in each case to address local hazards. The measures are approved and supplemented, if required, by the EHF.

The minimum standards laid down in the Rules on Safety and Security Procedure are to be understood as additions to local regulations. They are binding for all parties involved (clubs, federations, security services) as well as participants and spectators and shall be complied with in any circumstances in order to ensure the safe and controlled conduct of each competition.

These Regulations are intended to help raise the awareness of all involved parties of the need for an active approach to the issue of safety and security in and around playing halls.

All local organizers have full responsibility for the conduct of the competition including all the safety and security measures required and the deployment of security staff. Every effort shall be undertaken well before a competition to avoid incidents in connection with the competition as far as possible.

Designed to foster a culture of fairness in handball and to create the best possible conditions for everyone, the following Regulations represent another step in making the sport of handball even more attractive.

## **2 RESPONSIBILITIES**

### **2.1 The local organizer**

The local organizer (club, federation, etc.) shall organize competitions on its own account and on its own responsibility within its scope of operation in compliance with national legislation.

## 2.2 Indemnification and right of recourse

Any claims for damages arising from losses sustained in connection with competitions shall be addressed to the local organizer (club, federation, etc.) and any legal action brought before a court at its place of jurisdiction.

If an award is issued against the EHF in the above-mentioned context by a national or international court or under other proceedings ordering or obligating the EHF to provide indemnification, the EHF shall be entitled to full recourse against the local organizer.

## 2.3 EHF Statutes and Regulations

All organizational measures and operating plans shall be in accordance with EHF Statutes and Regulations unless such Statutes and Regulations are in conflict with national legislation.

In addition, further arrangements and instructions shall be observed as may be made or issued from time to time by the EHF security delegate on site.

## 2.4 Violations of Rules on Safety and Security Procedure

Violations of the minimum standards specified in these Regulations shall be subject to penalties imposed by the competent EHF bodies.

## 2.5 Objections against administrative acts

Administrative acts performed under these Rules on Safety and Security Procedure shall not be subject to the EHF's internal appeal procedures.

# 3 RIGHTS AND OBLIGATIONS OF THE EHF

## 3.1 Risk categories

The EHF classifies its competitions into two risk categories.

### 3.1.1 CATEGORIES IA + IB: low-risk competitions

#### 3.1.1.1 CATEGORY IA: competitions without additional safety and security measures:

Low-risk competitions are competitions in which incidents have neither occurred to date nor are expected to occur in the future given the nature of the parties involved and local circumstances.

#### 3.1.1.2 CATEGORY IB: competitions with additional safety and security measures:

Competitions with additional safety and security measures are competitions in which the EHF delegate or the referees reported safety or security hazards in the past.

### 3.1.2 CATEGORY II: high-risk competitions

High-risk competitions are competitions in which

- incidents have occurred in the past,
- incidents may be expected to occur in the future given the nature of the
- parties involved and local circumstances,
- in which the risk to safety and security is higher due to the spatial arrangements in the playing hall and/or the lack of facilities for separating spectator seating areas.

### 3.2 Classification of Competitions into Risk Categories

The EHF has the right and the obligation to classify all competitions into one of the two risk categories. As long as not classified otherwise, any competition shall be deemed to be a risk category IA competition (competition without additional safety and security measures). If a competition is rated by the EHF as falling into risk category IB or II, the teams concerned and the local organizer shall be notified of the decision without delay.

The EHF may change the risk classification of a competition at any time.

### 3.3 The Rights and Obligations of an EHF Delegate (other than the EHF Security Delegate)

Regardless of the risk classification of a competition, the EHF delegate present on site shall have the right and the duty to carry out any safety and security inspections that are required. In the event of unforeseen occurrences the EHF delegate shall take or order measures to be taken that are required to avert any hazard or damage and prepare a report to the EHF.

In each competition, the EHF delegate shall include in the agenda of the technical meeting an item on safety and security measures. Visiting team managers shall also be consulted as necessary.

### 3.4 Administration

- Approval/assessment of the safety and security plan presented;
- Nomination of a security delegate and additional personnel as necessary;
- Development and maintenance of a database of all incidents and special circumstances;
- Organization of education and training courses for security delegates;
- Development of education plans (including job profiles) for security delegates;
- Analysis of security reports and conclusions;
- Annual safety and security status report (to all clubs and federations).

### 3.5 Playing halls

Playing halls shall be classified by the EHF into three categories:

- 3.5.1 CATEGORY I: unrestricted approval  
Playing halls that fully satisfy the catalogue of criteria shall be approved for competitions without any restrictions for an unlimited period of time. Regular inspections of playing halls by the EHF are obligatory.
- 3.5.2 CATEGORY II: unrestricted approval subject to certain conditions  
Playing halls that do not fully satisfy the catalogue of criteria may be given approval provided that certain conditions are met (reduced number of spectators, removal of a number of rows of seats, etc.). Such an unrestricted approval may be given for an unlimited period of time.  
Compliance with the conditions imposed shall be verified by the EHF on a regular basis. Approval may be revoked by the EHF at any time.
- 3.5.3 CATEGORY III: approval for a limited period of time:  
Playing halls that do not satisfy the catalogue of criteria may be approved for competitions for a limited period of time. The imposition of certain conditions is possible. Any approval given for a limited period of time ends automatically upon expiry of the specified period.

## **4 RIGHTS AND OBLIGATIONS OF THE LOCAL ORGANIZER**

The local organizer (club, federation, etc.) shall organize competitions on its own account and on its own responsibility within its scope of operation in compliance with national legislation.

Beyond that, the local organizer (club, federation, etc.) shall be responsible for ensuring that EHF and IHF Regulations are complied with and all required safety and security measures are taken.

- 4.1 Measures to be taken based on risk classification (see 3.1)
- 4.1.1 Category IA competitions without additional safety and security measures  
Additional safety and security measures may be called for by the EHF or the EHF Delegate present on site.
- 4.1.2 Category IB competitions with additional safety and security measures  
The local organizer draws up a safety and security plan and communicates it to the EHF.
- 4.1.3 Category II competitions  
The local organizer shall prepare a safety and security plan and communicate it to the EHF in good time before the competition or by a specified date. Concerns expressed by the visiting delegation shall be taken into account in the safety and security plan.  
The local organizer shall implement safety and security measures in co-operation with the police, the security service, the paramedical service, the official announcer, etc.



This shall include:

- the organization of the security briefing with the parties present on the evening before the match in accordance with 4.4.2 below;
- supporting the work of the EHF security delegate and of all persons nominated by the EHF;
- the independent implementation of all required safety and security measures;
- provision of all personnel for the required services;
- provision of support to the visiting team;
- execution of instructions issued by the security delegate;
- provision of all the rooms required;

## 4.2 Playing halls

In all competitions, playing halls shall be in compliance with national legislation and in conformity with the standards common in sporting events.

### 4.2.1 Playing hall details

Playing hall details shall be documented in writing in the form of general information provided by clubs and/or federations as well as data recorded in the hall form and in the Security Questionnaire.

If necessary, the EHF may order an inspection of a playing hall prior to the conduct of competitions. The cost of the inspection shall be borne by the club/federation concerned.

### 4.2.2 Hall form

The hall form is an integral part of these Rules on Safety and Security Procedure. It shall be completed by the respective federation/club and transmitted to the EHF General Secretariat. When a playing hall is approved for competitions it is classified into one of the three categories (see 3.5 above).

### 4.2.3 Security Questionnaire

The Security Questionnaire is an integral part of these Rules on Safety and Security Procedure. It shall be completed by the respective federation/club and transmitted to the EHF General Secretariat.

### 4.2.4 Approval by the national delegate

Each national federation shall nominate one of its national delegates as the officer in charge of playing halls.

All playing halls of a federation in which competitions are held shall be subject to acceptance by the officer in charge of playing halls. All information provided in respect of specific playing halls (hall form, hall questionnaire) shall be verified by the officer in charge of playing halls. The validity of the information shall be confirmed by his/her signature.

#### 4.3 Safety and Security Plan

4.3.1 For all risk category II matches, a safety and security plan shall be prepared by the local organizer in consultation with the EHF in good time, taking into account any concerns expressed by the visiting team.

4.3.2 The safety and security plan shall be presented by the local organizer at the security briefing. The EHF security officer may demand modifications to be made to the plan.

#### 4.4 General Safety and Security Measures

The general safety and security measures shall apply to all competitions in all risk categories.

##### 4.4.1 Escape routes, passageways and stairs

Escape routes, passageways and stairs shall be kept free of any obstacles and spectators. Entrances and exits as well as escape routes shall be clearly marked.

##### 4.4.2 Tickets

The local organizer (club, federation, etc.) is responsible for ensuring that the approved capacity of the playing hall is not exceeded in any case.

##### 4.4.3 Media workplaces

The local organizer shall make workplaces available to media workers the safety and security of which is assured before, during and after the match.

##### 4.4.4 VIP area

The local organizer shall separate the area for guests of honour in such a way that it cannot be accessed by other spectators if such separation is demanded by the EHF/the EHF security officer. In such a case, security staff shall be positioned at entry points to control access.

##### 4.4.5 Official announcer

The official announcer shall make all announcements that are required for an orderly conduct of the event. This shall comprise information about the location of first aid facilities, general safety and security measures, instructions regarding the orderly entry of and exit from spectators' stands, etc.

The official announcer shall comply with instructions issued by the EHF (security) delegate. The official announcer shall be available at all times before, during and after the match.

Only announcements of neutral content may be made. The official announcer shall speak one of the official EHF languages.

##### 4.4.6 First aid

An adequate number of first-aid staff shall be available relative to the number of spectators present. First aid personnel shall be easy to identify.

- 4.4.7 Public address system  
Each playing hall shall be equipped with a public address system producing intelligible sound in the playing hall.
- 4.4.8 Smoking ban  
A smoking ban shall be enforced in the playing hall without any exceptions.
- 4.4.9 Identifiability of security staff  
Security staff shall be easily and clearly identifiable.
- 4.5 Safety and Security Measures for Specific Events  
Special safety and security measures are required and shall be specified in the safety and security plan only for risk category II competitions.
- 4.5.1 Segregation of spectators  
Tickets issued to the visiting team and its fans shall be specially marked.  
The area assigned to fans of the visiting team shall be segregated clearly from the area of the home team's fans. These arrangements shall be taken into account in assigning ticket quotas.  
The local organizer shall implement strict controls on ticket sales.  
If necessary, the first rows of spectator seats shall be kept free.
- 4.5.2 Security checks  
Security checks shall be performed to ensure that
- spectators enter that section of the spectators' stands that has been allocated to the respective group of spectators;
  - spectators do not carry any objects that may inflict injury including lighters, pyrotechnical articles, pocket knives, glass bottles, nail files, laser pens, water pistols, etc.
  - violent persons as well as persons being under the influence of drugs or alcohol are denied access to the playing hall.
- 4.5.3 Ban on alcohol  
If deemed necessary, a ban shall be implemented on the selling and serving of alcohol in and around the playing hall.
- 4.5.4 Surveillance  
The local organizer shall arrange for video surveillance of specified stands if demanded by the EHF/the EHF security officer.
- 4.5.5 Personal protection  
In cases in which there is reason to believe that the safety of individual persons or groups of persons is at risk, the local organizer shall provide personal protection (security guards, police, stewards) if this is demanded by the EHF/the EHF security officer.

## **5 RIGHTS AND OBLIGATIONS OF THE VISITING DELEGATION**

- 5.1 The visiting team shall report any safety and security concerns in good time, not later than by the date scheduled by the EHF, naming potential risks to safety and security.
- 5.2 In risk category II matches, the visiting team shall automatically have the right to choose an end at the beginning of the match. Throw-off is determined by drawing.
- 5.3 The visiting team may be held responsible for the conduct of those of its fans who are seated in the visitors' seating area organized by the visiting team. The EHF may take action and impose sanctions.

## **6 THE EHF SECURITY DELEGATE**

### **6.1 Qualifications**

Persons appointed as EHF security delegates shall have completed suitable training and shall be deemed to be qualified for this activity on account of their personality, international experience and language skills.

### **6.2 Rights and Obligations**

- 6.2.1 Any instructions or orders given by the EHF security delegate shall be followed by all persons on site provided such instructions or orders are not contrary to national or international legislation or public policy. The EHF security delegate's work shall be supported in every conceivable manner.
- 6.2.2 The EHF security delegate shall attend the Technical Meeting.
- 6.2.3 The EHF security delegate shall take any action that is required to guarantee and maintain the safety and security of all parties before, during and after the match and shall issue any instructions required for this purpose.
- 6.2.4 Prior to each match, the EHF security delegate shall obtain full information about potential safety and security hazards and problems that occurred in the past.
- 6.2.5 The EHF security delegate shall conduct a security briefing on the evening before the match.
- 6.2.6 The EHF security delegate shall perform a security check in the playing hall immediately after his/her arrival at the venue.
- 6.2.7 The EHF security delegate shall chair the security briefing and fix the time and the place for it (if possible, in the playing hall following the visiting team's training session). The EHF security delegate may put additional items on the agenda and ask specified persons to attend.
- 6.2.8 The EHF security delegate shall discuss all measures planned with the responsible officers (federation, club, delegations, stewards, police, fire fighters, etc.).

- 6.2.9 The EHF security delegate shall arrive in the playing hall not later than two hours before the beginning of the match.
- 6.2.10 The EHF security delegate shall escort the visiting team from the bus to the changing room and back again.
- 6.2.11 The EHF security delegate has the right to re-schedule throw-off of a match and, in case of imminent danger, instruct the referees to interrupt or terminate a match.
- 6.2.12 After the end of a match, the EHF security delegate shall remain in the playing hall until the general situation may be regarded as being in good order.
- 6.2.13 The EHF security delegate shall escort the visiting team if this is deemed necessary in view of the general circumstances (hotel, bus, changing room, etc.).
- 6.2.14 The EHF security delegate shall deliver a security report after each match (conditions, operational details, co-operation, risks, proposals for the future, etc.).
- 6.3 Security Briefing
- A security briefing shall be held for all matches in risk category II.
- 6.3.1 Purpose
- The planned proceedings shall be discussed in detail based on the safety and security plan prepared in advance plus the proposed operating plan and the resulting assignment of duties.
- The procedures to be followed in each area shall be explained by the officers in charge of the respective services.
- Any adaptations of the operating plan and/or the assignment of duties that may be required shall be made and recorded in the minutes.
  - Communication and the means of communication used shall be discussed.
  - A list of responsibilities shall be handed out and passed on by service leaders to staff working in their respective areas of operation.
  - In addition, an emergency team shall be set up and a common strategy agreed for a "worst case scenario/emergency plan".
- 6.3.2 Participants
- EHF security delegate - chair
  - EHF delegate
  - Referees (if required)
  - Authorized representative of hosting federation/club
  - Two authorized representatives of the local organizer
  - Delegation leader and Official A of visiting team
  - Official of home team
  - Playing hall manager

- Press officer
- Official announcer
- Officer in charge of steward service
- Officer in charge of security service
- Officer in charge of police service
- Officer in charge of paramedical service
- Officer in charge of fire-fighters
- Other persons named by the security delegate
- Interpreter(s) (if necessary)

### 6.3.3 Assignment of duties and operating plan

- Both the operating plan and the list of assigned duties shall be drawn up by the officers responsible for the respective services in good time before the match and communicated to the local organizer, the EHF security delegate, the visiting team, and the EHF. Any adjustments or modifications that may be needed shall be made at the security briefing.
- The security delegate shall take the minutes of the security briefing.

## **7 OTHER**

### 7.1 Costs

Any costs arising as a result of an increased security risk and/or the need for additional security measures shall be borne by the local organizer.

### 7.2 Protests/Interpretation

#### 7.2.1 Any disputes arising from these Rules on Safety and Security Procedure shall be dealt with by the EHF's internal appeals system.

#### 7.2.2 In addition, and for the purpose of interpretation, EHF and IHF Regulations as well as Austrian law shall be taken into account.

### 7.3 Entry into force

#### 7.3.1 The EHF Rules on Safety and Security Procedure shall enter into force upon their adoption by the EHF Executive Committee and publication, but not later than 1 July 2001.

#### 7.3.2 During any transition phase that may arise, the necessary preparatory activities shall be started and decisions taken in the spirit of these Rules on Safety and Security Procedure.

## **CATALOGUE OF PENALTIES**

- 1 Non-compliance with instructions issued by the security delegate shall be punishable by a suspension not exceeding two years plus a fine not exceeding EUR 22,500 (depending on the consequences or the hazard).
- 2 Unsportsmanlike conduct of the public towards players, coaches, officials, fans, spectators, etc. shall be punishable by a fine not exceeding EUR 15,000.
- 3 Encouraging rioting among the public shall be punishable by a fine not exceeding EUR 15,000.
- 4 Throwing objects not presenting any hazard shall be punishable by a fine not exceeding EUR 7,500; throwing objects that may inflict injury shall be punishable by a fine not exceeding EUR 30,000 plus a ban on spectators in up to four home matches.
- 5 Endangering spectators, officials, players, etc. in any other manner shall be punishable by a fine not exceeding EUR 15,000; if the incident causes an interruption of the match, by a fine not exceeding EUR 22,500 plus a ban on spectators in up to two home matches; if the incident causes early termination of the match, by a fine not exceeding EUR 30,000 plus a ban on spectators in up to five home matches.
- 6 If an incident causes bodily injury, a fine not exceeding EUR 37,500 shall be imposed plus a ban on spectators in between one and ten home matches.
- 7 Invasion of the playing court by an unauthorized person shall be punishable by a fine not exceeding EUR 7,500; aggressive behaviour on the part of the invading person may raise the fine up to EUR 15,000 and lead to the imposition of a ban on spectators in up to four home matches.
- 8 Unsatisfactory organization of a match as well as the provision of unsatisfactory technical equipment shall be punishable by a fine not exceeding EUR 7,500; if the unsatisfactory performance is related to security personnel or safety and security measures, the fine may amount to up to EUR 15,000 and a ban may be imposed on the venue.
- 9 Any recurrence of an infringement shall be punishable by double the penalty specified.
- 10 The provisions of the EHF Arbitration Regulations including the Catalogue of Penalties may be applied cumulatively.

## ***CLOSING PROVISIONS***

These Rules on Safety and Security Procedure complement the EHF and IHF Regulations currently in effect.

The following attachment is an integral part of these Rules on Safety and Security Procedure:

- Agenda for Security Briefing;

21 March 2002



## ***AGENDA FOR SECURITY BRIEFING***

- 1 Welcome and introduction by the EHF security officer;
- 2 Check of list of participants by the EHF security officer;
- 3 Who is who;
- 4 Explanation of preparatory measures by the LOCAL ORGANIZER;
- 5 **Security concerns:** the VISITING TEAM'S DELEGATION HEAD provides information about potential sources of danger and special characteristics of the visiting team's fans and announces the end chosen;
- 6 Presentation of the safety and security plan by the LOCAL ORGANIZER'S RESPONSIBLE OFFICER.
  - a) Information about access and escape routes, routes for referees and teams, past problems and incidents, etc. provided by the PLAYING HALL MANAGER.
  - b) Information about the number and strategic deployment of police forces inside and outside the playing hall, control of the entrance area and the emergency plan provided by the POLICE OFFICER IN CHARGE.
  - c) Information about the number, training and deployment of staff in the playing hall, controls in the entrance area and accessibility of steps and stairways provided by the OFFICER IN CHARGE OF STEWARD AND SECURITY SERVICES.
  - d) Information about the number, training and location of staff provided by the OFFICER IN CHARGE OF PARAMEDICAL SERVICES.
  - e) Information about the number, training and location of staff provided by the OFFICER IN CHARGE OF FIRE-FIGHTERS.
  - f) Explanation of organizational details of the competition and how to deal with problem situations (including references to past experience) provided by the LOCAL ORGANIZER'S RESPONSIBLE OFFICER.
  - g) Information about the number of spectators expected and provision of a map of the playing hall by a REPRESENTATIVE OF THE LOCAL ORGANIZER.
    - Who is seated where? (fans of home team and visiting team, VIPs, press, additional members of the visiting delegation) - sketch;
    - Information about traditions and ceremonies in connection with the match;

- 7 Additional problem areas  
The EHF security officer highlights potential problem areas (objects being thrown onto the playing court, bengal fire, clashes among spectators, smoke bombs, invasion of the playing court, assaults on referees, etc.) and optimizes the safety and security plan in consultation with the officers in charge.
- 8 Finally, the operating plan is approved/laid down.
- 9 The EHF security officer shall announce where he/she will be positioned during the match.
- 10 Communication aids, equipment, pagers, walkie-talkies;
- 11 Strategy for "worst case scenario/emergency plan"

21 March 2002

# ***ARBITRATION REGULATIONS***

## **1 GENERAL PROVISIONS**

- 1.1 Supplementary to the provisions of the Statutes and other Regulations, arbitration activities within the EHF shall be governed by these Regulations.
- 1.2 Infringements of Regulations, unsportsmanlike conduct as well as violent behaviour in and around playing halls by players, officials, referees and members of clubs or Federations of EHF Member Federations are subject to penalty.
- 1.3 Member Federations and clubs are accountable for the conduct of their players, officials and any other persons exercising a function at a match on behalf of the Federation or club.
- 1.4 This shall apply both to general arbitration activities and disciplinary measures. Any arbitration measures that do not involve sanctions nor constitute a reaction to infringements of the Statutes or Regulations shall be regarded as acts of general arbitration.
- 1.5 Disciplinary proceedings shall be conducted to penalise infringements of Regulations committed prior to, during or after a game or while travelling to or from a venue or staying at a venue, particularly if such incidents and actions are likely to bring the sport of handball and the EHF into disrepute.

## **2 MATTERS SUBJECT TO ARBITRATION**

- 2.1 Matters of ongoing arbitration activities  
Matters stated in IHF and EHF Regulations.
- 2.2 Penal provisions  
The List of Penalties given in the Annex shall form an integral part of these Regulations; in addition, the penal provisions contained in the various Regulations shall also apply.

## **3 PENALTIES/MEASURES**

The EHF may impose the following penalties:

- a) warning;
- b) temporary suspensions;
- c) fines; administrative penalties;
- d) cancellation of matches;
- e) deduction of some or all points scored in the competitions concerned;  
forfeiture;
- f) exclusion from current or future competitions;
- g) ban on the venue or supervision of matches;

## **4 ASSESSMENT OF PENALTIES AND EFFECTS OF DECISIONS**

- 4.1 The penalties named above may be imposed individually or cumulatively.
- 4.2 Temporary suspensions are pronounced to penalise in particular:
- a) serious unsportsmanlike conduct;
  - b) assault or insult directed against referees, officials, players or spectators;
  - c) use of players not eligible to play or suspended;
  - d) unsportsmanlike conduct of teams, officials or other persons involved in the game.
- 4.3 Suspensions imposed in the course of disciplinary proceedings may be suspended for reasons to be named and for a probation period to be specified, provided that the aim to be achieved by the decision can also be reached in this manner.
- 4.4 International suspensions of players, functionaries, officials and referees shall apply, during the period for which they were pronounced, in respect of participation in competitions both at the club and at the national team level.
- 4.5 Any delay or failure in making reports or payments to the EHF shall be subject to administrative penalties of up to EUR 2,250 unless regulated otherwise in applicable regulations.

## ***RULES OF PROCEDURE***

### **5 LEVELS OF JURISDICTION**

- 5.1 Unless otherwise provided in applicable regulations (specifically in the European Championships Regulations and Regulations for European Cup Competitions), primary arbitration in matters regarding the Rules of the Game and in matters concerning bilateral disputes in connection with competitions between Member Federations shall be exercised by the Arbitration Tribunal, in administrative matters by the EHF Office, and in all other cases by the Executive Committee.
- 5.2 Appeals against administrative decisions shall be submitted to the Arbitration Tribunal.
- 5.3 The Executive Committee may delegate the pronouncement of administrative penalties and doubling of fines in cases of non-payment to the EHF Office.
- 5.4 To hear cases and pass decisions, the Arbitration Tribunal shall be constituted of three persons. It shall be chaired by the President, a Vice-President or, if necessary, a Member. The Chairman and the Members shall be appointed by the President on a case-by-case basis.
- 5.5 Unless proceedings before the EHF bodies of arbitration have been closed earlier, parties to legal disputes shall not have recourse to the EHF Court of Arbitration

before a period of six months has passed since the matter was brought before the EHF bodies.

## **6 ORGANISATION - PROCEDURAL PRINCIPLES**

- 6.1 The Court of Appeal shall consist of a President, two Vice-Presidents and five Members elected by the Congress.
- 6.2 The participation in proceedings of administrative staff having no authority to pass decisions is permitted at both levels of authority.
- 6.3 The arbitration bodies and their members are independent and not bound by any instructions.
- 6.4 A member of an arbitration body shall be deemed prejudiced in any case in which that member's own federation or a club or an official or a player of the member's own federation is involved.

## **7 INITIATION OF PROCEEDINGS**

- 7.1 Proceedings are initiated by submissions or protests by teams and federations concerned as well as by match or special reports submitted by referees and EHF officials.
- 7.2 EHF officials and referees have the duty to report relevant incidents and actions to the EHF Office in writing.
- 7.3 If the EHF is alerted by third parties of circumstances that may be of significance with regard to the initiation of proceedings, such cases shall be reviewed for their relevance and the required action may be taken, if deemed appropriate (this shall also apply to cases arising in non-EHF competitions).
- 7.4 Issues in connection with handball competitions, including activities related thereto and persons involved therein, that do not directly lead to the institution of legal proceedings under applicable regulations are subject to examination and investigation by the initiator of proceedings. In performing the duties within the EHF's legal system, the initiator of proceedings is independent and not bound to any instructions. Any acting within this assignment shall have due regard to the interests of the sport handball in Europe and shall proceed in conformity with regulations and the law.
- 7.5 The initiator of proceedings is entitled to institute legal proceedings before the competent legal bodies within the EHF on the basis of his/her own and/or other parties' observations (including media, digital or electronic recordings) after having conducted a preliminary investigation of the facts of the case. In addition, the initiator of proceedings has the right to appeal against decisions taken by the body of first instance.
- 7.6 Upon a petition by those involved/the parties, the EHF arbitration bodies shall settle disputes between National Federations as well as disputes between a National Federation and its club/player if such action appears indicated.

- 7.7 In cases in which a National Federation / club / player induces, through misrepresentations, another federation / club / player to commit actions being of relevance within the framework of EHF Regulations, a National Federation / club / player shall have the right to submit a petition requesting that the EHF clarify the situation and pass a decision.
- 7.8 The parties shall be notified of the initiation of proceedings in writing.

## **8 PROCEDURES**

- 8.1 The members of the arbitration bodies shall pass their decisions on the basis of documents in hand. If no decision can be taken on the basis of such documents, other pertinent evidence (television footage, video recordings, etc.) shall be used and, in addition, further evidence obtained by the members of the arbitration bodies and/or those involved/the parties requested to provide a written or oral statement of their positions.
- 8.2 Decisions and actions taken by the referees on the playing court are factual decisions and shall be final. The right to make adjustments that may prove necessary as a result of corrections of the referees' report or, in the case of obvious error revealed by means of pertinent evidence such as reports by EHF officials, television footage or video recordings, shall be reserved.
- 8.3 In cases in which an act of violence was committed but not detected which would have resulted in the exclusion of the offending player, pertinent evidence as named above in paragraph 1 may be used as a basis for penalisation by the members of the arbitration bodies at a later date.
- 8.4 In appeal proceedings, the parties as well as the arbitration body shall have the right to request to conduct proceedings orally, or to conduct hearings in writing or orally.

## **9 DECISIONS**

- 9.1 The arbitration bodies shall take decisions by a simple majority of votes.
- 9.2 At all levels of jurisdiction decisions shall be passed in writing, as a matter of principle, unless the parties apply for oral proceedings in accordance with Article 8.4 or such oral proceedings are deemed necessary by the competent arbitration body.
- 9.3 Decisions concerning ordinary business operations may be judgements on the merits of a case or decisions to dismiss the case.
- 9.4 Financial claims / liabilities between parties resulting from final decisions may be settled and enforced by the EHF.
- 9.5 If a party is not found guilty, the proceedings shall be dismissed.

- 9.6 When the decision-making process is conducted in writing, a proposed decision will be presented to the Members.
- 9.7 When proceedings are conducted orally, deliberations may be held and decisions passed in the absence of the persons involved, after the parties have been heard and witnesses questioned, if applicable.
- 9.8 Except in the case of administrative penalties (item 3 (c)), decisions shall include the following points:
- a) the composition of the body passing the decision;
  - b) the subject matter of the proceedings;
  - c) the parties' names;
  - d) a brief statement of the facts;
  - e) the award;
  - f) the order for payment of costs;
  - g) the reasons;
  - h) the signatures of the members of the arbitration bodies, given, if necessary, on their behalf by the person executing the document;
  - i) information of right to appeal.
- 9.9 Decisions shall be served by the EHF Office. Decisions concerning clubs and physical persons shall be served to the respective National Federations but may, in cases in which this is deemed necessary or has been requested, also be served direct to the club or the person concerned.
- 9.10 Decisions may be pronounced orally in the parties' presence. As a matter of principle, decisions shall be pronounced and served by telefax or registered letter. A decision shall be deemed delivered as soon as it has been received in the party's area of responsibility or authority.

## **10 TEMPORARY INJUNCTION**

- 10.1 Temporary injunctions may be issued to preserve and protect the parties' rights to the extent to which this is deemed necessary by the competent arbitration bodies.
- 10.2 In the case of serious disciplinary offences, the person conducting the proceedings may impose a preliminary temporary suspension of not exceeding two months.

## **11 COSTS**

- 11.1 All costs of the proceedings, including travel and living expenses of the members of the arbitration bodies and the cost of questioning witnesses, shall be borne fully or in part by the losing party or the party found guilty.

- 11.2 If, in appeal proceedings, the parties request oral proceedings/a public hearing, the costs of such proceedings shall be borne by the requesting parties unless costs are to be borne by the losing party pursuant to Article 11.1.

## **12 CLAIMS FOR DAMAGES**

Damage sustained as a result of infringements of regulations, including the withdrawal of teams or replays, may be recovered from the offending party by claiming damages. Such claims shall be decided upon in the ordinary procedure.

## **13 PARTIES**

Parties may be all physical persons or legal entities able to demonstrate a prima facie legal or factual interest in a matter.

## **14 LEGAL REMEDIES/APPEAL**

- 14.1 Unless otherwise provided, any written appeal against an administrative decision passed by the EHF Office shall be received by the EHF Office no later than seven days after its service, with a fee of EUR 1.000 being transferred at the same time. The fee shall be paid within the time limit, or else the appeal is not filed in due time and shall be deemed withdrawn. Evidence that payment was made (payment order) shall be submitted. If the fee is not received within the time-limit, the appeal shall be deemed withdrawn. Appeals may be transmitted by fax
- 14.2 If an appeal is dismissed, the appeal fee shall be forwarded to the EHF. If the appeal is allowed, the fee shall be refunded.
- 14.3 Provided that these Regulations and the List of Penalties do not provide otherwise, an appeal shall suspend the effects of the underlying decision.
- 14.4 Appeals filed in transfer matters shall not have any suspensory effect.
- 14.5 In the event of disagreement on whether the conditions for an exclusion of suspensory effects are met, the matter shall be decided by the Chairman.
- 14.6 Decisions that may be passed in appeal proceedings include re-affirmation, revocation and remission to the body of first instance or amendment. The appellate body shall not be bound by the parties' petitions.
- 14.7 If the basis on which a decision was made was affected by grave errors including the submission of incorrect or forged documents, a revocation of the decision by which the matter was settled (reopening of the case) may be sought by the parties or initiated by the EHF.



## **15 EHF COURT OF ARBITRATION (ECA)**

After all internal channels have been exhausted appeals may be made against final decisions passed by EHF's legal bodies. The statement of claim shall be lodged with the ECA Office within 21 days of written notification of the decision in question. The claim shall not have suspensive effect. The appropriate EHF body or, alternatively, the ECA may order the appeal to have suspensive effect. The proceedings shall be conducted according to the Rules of Arbitration for the ECA. Recourse to ordinary courts of law is prohibited.

## **16 ENFORCEMENT**

- 16.1 The EHF Office shall enforce the decisions passed by the arbitration bodies.
- 16.2 Unless otherwise provided in the award, pecuniary fines and administrative penalties shall be paid within two months after the decision has been served.
- 16.3 Failure to pay a pecuniary fine or administrative penalty within two months after its service shall be penalised, up to a fine or penalty of EUR 750, by doubling of the amount and, in the case of higher penalties, in accordance with 2.6. of the List of Penalties. If payment is still not made within another two months, the rights of the defaulting federation / club / player shall be suspended and it/he/she shall be excluded from competitions at national and European levels until payment is made. The federation to which the defaulting club / player is affiliated shall not have the right to vote at the EHF Congress but may attend it.
- 16.4 The National Federation shall be liable subsidiarily, with the consequences named in Point 3, in respect of pecuniary fines, administrative penalties, the cost of proceedings and claims for damages imposed on or brought against players, functionaries, or clubs.

## **17 DEFINITIONS/SUPPLEMENTS**

- 17.1 The person chairing the Arbitration Tribunal shall be designated as President. When a President, a Vice President or a Member chairs an arbitration body in a specific case, this person shall be designated as Chairman.
- 17.2 EHF Officials are persons acting on behalf of the EHF at official events.

## **18 DEADLINES**

- 18.1 The deadlines specified in the Regulations cannot be extended as a matter of principle unless reasons for an extension of such deadlines are specifically given therein.
- 18.2 A deadline is deemed to have been met if evidence is produced demonstrating that dispatch (postmark, fax receipt) was made by 24:00 hours on the last day of the period allowed.

- 18.3 If a party is prevented from meeting a deadline by an event that is beyond its control and/or non-deferrable, the period allowed in case the impediment can be satisfactorily explained shall begin at the time the impediment named has been removed. Satisfaction of these conditions shall be verified by the competent arbitration body.

## **19 LIMITATION OF ACTIONS**

- 19.1 The prosecution and enforcement of disciplinary matters as well as general business matters shall be subject to a limitation period of two years. Matters relating to compensation for the cost of education shall be exempt from this rule, with the limitation period being reduced to six months.
- 19.2 The point of time determining the beginning of the period of limitation for the prosecution of an infraction of the Regulations shall be the time when the action was committed; the point of time relevant for limitation of a penalty shall be the time the penalty was pronounced.
- 19.3 The period of limitation shall be interrupted by the initiation of proceedings.

## **20 OTHER**

- 20.1 The EHF Office shall be at the disposal of the arbitration bodies for the performance of administrative and organizational tasks.
- 20.2 The List of Penalties in the Annex shall form an integral part of the Arbitration Regulations.

## **21 ENTRY INTO EFFECT**

The subject Arbitration Regulations were adopted by the EHF Congress convening on 6/7 April 2000 and last amended at the extraordinary EHF Congress in Rome on 13th October 2007 and at the extraordinary EHF Congress in Lillehammer on 26th January 2008. The amendments entered into force in accordance with the respective resolutions.

Vienna, March 2008/ca

## ***LIST OF PENALTIES***

### ***relating to the Arbitration Regulations of the EHF***

#### ***(pursuant to item. 2.2.)***

#### **Guidelines for the imposition of administrative penalties and fines except where otherwise provided for by the applicable Regulations**

## **1 GENERAL PENALTIES**

- 1.1 For administrative or disciplinary offences committed before, during or after a match: EUR 150 to EUR 7,500.
- 1.2 Improper conduct by a team or a player (e.g. leaving the playing court in protest or refusal to leave the playing court, etc.), by officials or coaches: EUR 150 to EUR 7,500.
- 1.3 Abandonment of a match through a fault attributable to a team or club: EUR 3,750 to EUR 15,000 plus compensation for provable expenses, suspension from participation in EHF competitions during the next two seasons as well as exclusion from the next EHF competition.
- 1.4 Failure to maintain discipline on the playing court or inadequate protection of referees, officials or the visiting team: EUR 750 to EUR 15,000. In addition, bans may be imposed on venues.
- 1.5 Fundamental violations of EHF Statutes and Regulations: EUR 150) to EUR 15,000.
- 1.6 Unsporting conduct before, during and/or within a period of one month after an EHF activity: up to € 15,000. In case of recurrence, the amount of the fine may be doubled.
- 1.7 In addition, damages may be claimed for any damage or costs caused by the unsporting conduct.

## **2 PENALTIES IMPOSED ON NATIONAL FEDERATIONS**

- 2.1 Forging of documents by a Federation: up to EUR 7,500. Suspension of up to 3 years optional.
- 2.2 Illegal issuing of playing permits: up to EUR 7,500. Suspension of up to 3 years optional.
- 2.3 Intentional provision of incorrect information about players' personal data in transfer cases: up to EUR 7,500; in recurring cases: up to EUR 22,500. Suspension of up to 2 years optional.

- 2.4 Non-observance of the 30-day period in the case of transfer inquiries; first infringement: up to EUR 750; first recurrence of infringement: up to EUR 2,250; any further recurrences: up to EUR 7,500.
- 2.5 Failure to report completed transfers to the EHF (penalty imposed on receiving federation); first infringement: up to EUR 750; first recurrence of infringement: up to EUR 2,250; any further recurrences: up to EUR 7,500.
- 2.6 Failure to make payments to the EHF by the due dates (of amounts exceeding EUR 3,750); first infringement: up to EUR 750; first recurrence of infringement: up to EUR 2,250; any further recurrences: up to EUR 7,500 plus exclusion from EHF competitions.

### **3 PENALTIES IMPOSED ON PLAYERS**

- 3.1 Intentional provision of incorrect information by a player about himself/herself: EUR 3,750 to EUR 30,000 plus suspension of up to 2 years.
- 3.2 Signing two or more contracts for the same period: EUR 3,750 to EUR 30,000 plus suspension of up to 2 years.

### **4 PENALTIES IMPOSED ON CLUBS**

Intentional provision of incorrect information about players; first infringement: EUR 3,750 plus suspension for up to 2 years; recurring infringement: EUR 7,500 and suspension of up to 3 years.

### **5. PENALTIES FOR DOPING OFFENCES**

Violation of Anti-doping Regulations shall be subject to the following penalties over and above any immediate disciplinary penalties (see Anti-doping Regulations) imposed by the local disciplinary commission of the EHF event concerned:

- 5.1 Infringement by one player: international and national suspension of a minimum period of two years
- 5.2 Infringements by two or more players of a team in a match
  - 5.2.1 in a European Championship: beside the individual suspensions (see 5.1), an international suspension for two to three years of the national team concerned as well as its exclusion from the next EHF championship in the same category for which the nation concerned would be qualified. In addition, a fine of between EUR 3,750 and EUR 45,000 payable by the member nation concerned.
  - 5.2.2 in a European Cup Competition: beside the individual suspensions (see 5.1), a suspension of the club team concerned from participation in EHF competitions during the next two to three seasons and exclusion from the next EC competition. In addition, a fine of between EUR 3,750 and EUR 45,000 payable by the club concerned.

## 6 PENALTIES FOR NON-PAYMENT

Failure to pay compensation for the cost of education within six weeks after issuance of the International Transfer Certificate and the call for payment shall carry, depending on the circumstances, a fine up to € 7,500, a transfer ban, and/or complete suspension from national and international competitions. In implementing the penalty, the requirements of the current playing season may be taken into account if deemed appropriate.

Responsibility for implementation of sanctions at the national level shall rest with the National Federation concerned. If the National Federation does not ensure appropriate implementation, the outstanding claims shall be debited to the Nation's account.

### Guidelines for the suspension of players/officials

The explanatory memorandum issued in respect of the IHF Rules of the Game shows that disqualification on account of serious infringements of the Rules or grossly unsportsmanlike conduct will in principle have no further consequences except in cases in which offences were directed against officials or referees.

Therefore, any of the incidents listed below shall be noted in the EHF match report and stated in a special report, with identification of the person against whom the offence was directed.

### Guidelines for suspensions

These guidelines shall serve as a framework. Upward or downward adjustments of the penalties are allowed.

Temporary suspensions shall be an option in any case.

Number of matches

- |    |   |       |
|----|---|-------|
| 1. | Disqualification on account of unsportsmanlike conduct (offences against EHF officials or referees) | 1 - 4 |
| 2. | Exclusion   | 1 - 6 |

An exclusion shall mean suspension from the next match without the need for any further action.

May 2006



# ***RULES OF ARBITRATION FOR THE EHF COURT OF ARBITRATION (ECA)***

## **1 SCOPE**

- 1.1 The EHF Court of Arbitration shall have competence whenever disputes arise between the EHF and National Federations, between or among National Federations, between National Federations and their clubs on cross-border matters, in the event of disputes relating to the EHF competitions, as well as in disputes between and among players, player's agents, the EHF, National Federations, and clubs.
- 1.2 In other disputes the ECA shall have competence if this serves the protection of principles of law, legal certainty and uniform application of the law or the resolution the issues of sports policy.
- The decision if these criteria are met rests with the ECA Council.
- The acceptance of requests to resolve disputes in other sports is at the discretion of the ECA Council.

## **2 ORGANISATION**

- 2.1 ECA Council
- The ECA Council shall safeguard the Independence of the ECA and the rights of the parties. The ECA Council is composed of the President, two Vice-Presidents and an Office.
- 2.2 Arbitrators
- The ECA further consists of arbitrators who appear on the list of arbitrators administrated by the ECA's Office.
- 2.3 Operation of the ECA Council
- The ECA Council exercises the following functions in the area of court administration:
- General organisation (including Rules of Procedure);
  - Coordination of the ECA Council
  - Representation towards the Congress;
  - Confirmation of list of arbitrators after verification of the criteria;
  - Appointment of substitute arbitrators;
  - Appointment of arbitrators for interim measures of protection.
- 2.4 The ECA Council meets as required but at least but basically once a year.

### **3 OFFICE**

The ECA Office shall arrange for arbitration in the event of disputes and support the impartial and independent administration of business by the ECA Council, compliance with the Rules of Arbitration, and the transparency of the proceedings. The scope of duties of the ECA Office comprises the organisational support of the ECA Council and the arbitrators, taking minutes and post-processing of oral hearings as well as the maintenance of the website. The other tasks of the ECA Office are governed by the Rules of Procedure for the ECA.

The Office is located at the following address:

The EHF Court of Arbitration (ECA)  
Hoffingergasse 18  
1120 Wien  
Telephone: +43 1 80151 113  
Fax: +43 1 80151 149  
E-mail: follows  
http: follows

### **4 LIST OF ECA ARBITRATORS**

4.1 The arbitrators shall be nominated by the National Federations submitting a CV and a signed declaration of impartiality and independence subject to following criteria:

- maximum of two persons per nation;
- no other EHF/IHF function (former function is no obstacle);
- fluent written and spoken English;
- at least one representative per nation with a full legal education;

4.2 Prerequisites for an appointment as arbitrator:

- a) The signed declaration of impartiality and independence in conformity with these ECA Rules of Arbitration.
- b) The written submission to these ECA Rules of Arbitration including the rules governing arbitrator compensation.

4.3 The EHF nominates 20 arbitrators for the list of ECA arbitrators subject to the same criteria as the National Federations.

4.4 The arbitrators shall appear on the list of ECA arbitrators until a new arbitrator is nominated by a National Federation or the EHF.

4.5 The list of ECA arbitrators and all modifications to such list are published.



## **5 NOMINATION AND APPOINTMENT OF ARBITRATORS**

- 5.1 The Panel is composed of three arbitrators. The parties shall each appoint one arbitrator from the list of ECA arbitrators. The two arbitrators nominate the third arbitrator, who shall chair the arbitration panel.
- 5.2 The claimant shall nominate the arbitrator when submitting the statement of claim. If the Claimant fails to nominate an arbitrator, the arbitrator shall be appointed by the ECA Council.
- 5.3 The Respondent shall appoint its arbitrator within 7 days upon receipt of the request. If the Respondent fails to nominate an arbitrator within this time-limit, the arbitrator shall be appointed by the ECA Council.
- 5.4 The two arbitrators so appointed shall select the President of the arbitral panel by mutual agreement within 3 days. If no appointment is made within this time-limit, the President of the Panel arbitrator shall be appointed by the ECA Council.

## **6 IMPARTIALITY AND INDEPENDENCE**

Each arbitrator must be impartial and independent. He shall exercise his office to the best of his knowledge and abilities, and in doing so is not bound by any directions.

## **7 ACCEPTANCE OF MANDATE AS ARBITRATOR**

- 7.1 Each person who is nominated as arbitrator shall, without undue delay, notify the ECA Office of his acceptance of the office as arbitrator and declare whether he fulfils the qualifications as set out in Rules of Arbitration for the ECA and shall disclose all circumstances which are likely to give rise to doubts as to his impartiality or independence. The ECA Office informs the parties accordingly.
- 7.2 If circumstances are apparent from an arbitrator's declaration, which are likely to give rise to doubts as to his impartiality or independence or his fulfilment of the qualifications set out in Rules of Arbitration for the ECA, the ECA Office grants the parties an opportunity to comment within an appropriate time.
- 7.3 An arbitrator shall disclose to the parties and the ECA Office any circumstances likely to give rise to doubts as to his impartiality and independence even while the arbitral proceedings are in progress.

## **8 CHALLENGE OR TERMINATION OF AN ARBITRATOR**

- 8.1 An arbitrator may be challenged only if circumstances exist that give rise to justified doubts as to his impartiality or independence, or if he does not possess the qualifications as set out in Rules of Arbitration for the ECA.
- 8.2 The challenge is inadmissible if the challenging party engages in the arbitral proceedings even though it was aware or should have been aware of the claimed ground for the challenge. The challenge is likewise inadmissible if the challenging

party did not put forward the ground for the challenge within two weeks after becoming aware of such ground.

- 8.3 Any party may request the termination of the mandate of an arbitrator if the latter's incapacitation is not merely temporary, if he otherwise fails to perform his duties or unduly delays the proceedings.
- 8.4 The ECA Council shall decide upon the challenge request and the termination of an arbitrator.
- 8.5 If the other party agrees to the challenge or termination, or if the arbitrator withdraws from his office after being challenged or terminated, or if the application of challenge or the petition for termination has been granted, a substitute arbitrator shall be nominated. The rules for nomination and appointment of arbitrators shall apply accordingly.

## **9 COMMENCEMENT OF ARBITRAL PROCEEDINGS**

- 9.1 Arbitral proceedings are commenced when a statement of claim is filed with the ECA Office. The proceedings become pending on receipt of the statement of claim by the ECA Office.
- 9.2 The statement of claim shall be submitted in duplicate with enclosures. Transmission by e-mail or fax is deemed to meet the formal requirements. Original documents shall be submitted if requested by the ECA or the ECA Office.
- 9.3 The statement of claim shall contain:
- a) Identification of the parties and their addresses;
  - b) Documentation specifying the jurisdiction of the ECA;
  - c) Nomination of an arbitrator. If no nomination is made, the ECA Council shall appoint an arbitrator.
  - d) A specific statement of claim and the particulars and supporting documents on which the claim are based.
- 9.4 Unless otherwise provided the time limit for an appeal shall be 21 days from the receipt of the decision appealed against.

## **10 MEMORANDUM IN REPLY**

The respondent has to submit the memorandum in reply at the request of and in compliance with the term set by the ECA Council:

## **11 FEES PAYABLE UPON COMMENCEMENT OF PROCEEDINGS**

- 11.1 When bringing a dispute before the ECA, the claimant shall pay an advance of € 5,000. The ECA Office handles a claim only after receipt of the advance. If the advance is not credited to the account of the ECA Office within a week after filing the claim, the claim shall be deemed withdrawn.

- 11.2 The advance consists of the following elements:
- a) Registration fee € 1,500
  - b) Advance payment of administrative costs/cash outlays of the ECA Office.
  - c) Advance on Arbitrators' fees.
- 11.3 The registration fee shall not be repayable. If the advance payment is not exhausted by the end of arbitral proceedings, the ECA Office shall retransfer the remaining sum to the payer. If necessary, the ECA Office may demand further advance payments.

## **12 SEAT**

- 12.1 The seat of the ECA and of each Arbitration Panel ("Panel") is in Vienna, Austria.
- 12.2 Notwithstanding subsection 1 of this section, the arbitral panel may, unless otherwise agreed by parties, engage in proceedings at any place it considers appropriate, especially for consultation among its members, decision-making, oral hearings or for taking of evidence.

## **13 LANGUAGE OF PROCEEDINGS**

- 13.1 The ECA shall conduct its work and all proceedings in English.
- 13.2 All submissions made by the parties shall be in English. If special circumstances apply and both parties agree, the ECA may allow submissions in German and French.

## **14 APPLICABLE LAW**

The arbitral panel shall pass its decisions in accordance with the Federation's international and national regulations and agreements, provided these do not violate general principles of law.

## **15 JURISDICTION OF THE EHF COURT OF ARBITRATION**

- 15.1 A plea that the arbitral panel does not have jurisdiction shall be raised not later than the first pleading in the matter. A party is not precluded from raising such a plea by the fact that he has appointed, or participated in the appointment of an arbitrator. A plea that the arbitral panel is exceeding the scope of its authority shall be raised as soon as the matter alleged to be beyond the scope of its authority is raised during the arbitral proceedings. In both cases a later plea shall not be permitted; if the arbitral panel however considers the delay justified, the plea can be admitted.
- 15.2 The arbitral panel shall rule on its own jurisdiction. The ruling can be made together with the ruling on the case or by separate arbitral award.

## **16 RULES OF PROCEDURE**

- 16.1 All arbitral proceedings shall be conducted in accordance with the obligatory provisions of chapter four of Austrian Code of Civil Procedure and the Rules of Arbitration set forth herein. For the rest the arbitral panel shall have complete discretion to determine the procedure. In all non-regulated cases the Austrian Code of Civil Procedure Sec. 577 ff shall apply subsidiarily.
- 16.2 The arbitral panel shall undertake to obtain from the parties comprehensive statements regarding all relevant facts and the proper applications for relief.
- 16.3 The chairman of the arbitral panel presides over the proceedings.
- 16.4 Individual questions of procedure may be decided by the chairman of the arbitral panel alone if so authorized by the other members of the arbitral panel.
- 16.5 The proceedings are non-public.
- 16.6 If one party does not take part in the proceedings, the case shall be heard with the other party alone.

## **17 INTERIM MEASURES OF PROTECTION**

- 17.1 Unless otherwise agreed upon by the parties, a sole arbitrator nominated by the ECA President or the chairman of the arbitral panel in the principal proceeding may, at the request of a party, take such interim measure of protection as the sole arbitrator (arbitral panel) may consider necessary in respect of the subject matter of the dispute, as otherwise the enforcement of the claim would be frustrated or considerably impeded or there is a danger of irreparable harm. The sole arbitrator may require any party to provide appropriate security in connection with such measure. The parties are obliged to comply with such orders, whether or not they are enforceable by State courts.
- 17.2 The request for interim measures of protection shall be filed with the ECA Office.
- 17.3 If the request for interim measures is submitted separately from the principal proceedings; the requesting party shall pay a fee in the amount of € 1,000.00 upon filing the application with the ECA Office. The ECA Office shall be provided with evidence of the transfer upon filing. If the fee has not been credited to the account of the ECA Office by the time the claim is filed, the claim shall be deemed withdrawn.
- 17.4 The decision on interim measures of protection may under certain urgent circumstances be awarded without hearing the other party.
- 17.5 If the decision on interim measures of protection was awarded without hearing the other party, the respondent has the right to object to the measure. If the decision on the request was passed by a sole arbitrator or the chairman of the arbitral panel in the principal proceedings, the objection shall be decided on by either the collective arbitral panel already engaged in the principal matter or a new (sole) arbitrator nominated by the ECA President.

## **18 DUE PROCESS**

- 18.1 The parties shall be treated with equality. Each party shall be given full opportunity to present its case at all stages of the proceedings. The parties shall be given sufficient advance notice of any hearing and of any meeting of the arbitral panel for the purpose of taking evidence. The parties are entitled to be legally represented.
- 18.2 All written pleadings, documents or other communications submitted to the arbitral panel by one party shall be communicated to the other party. Likewise, expert reports and other evidentiary documents on which the arbitral panel may rely in making its decision are to be communicated to both parties.

## **19 ORAL PROCEEDINGS**

The proceedings may be oral or only in writing. Oral hearings shall take place at the request of one party or if the arbitral panel before which the case was brought considers it necessary. In any case, the parties must be given the opportunity to take note of, and comment on, the motions and pleadings of the other parties and the result of the evidentiary proceedings.

## **20 MINUTES OF ORAL PROCEEDINGS**

Minutes shall be taken of all oral hearings. The minutes shall especially include the wording of the motions, the statements of witnesses and the application of further evidence as well as the wording of decision(s) and rulings. The minutes shall be signed by the chairman.

## **21 SETTLEMENT**

- 21.1 If, during arbitral proceedings, the parties settle the dispute, the arbitral panel shall terminate the proceedings. If requested by the parties, the arbitral panel shall record the settlement in the form of an arbitral award on agreed terms, unless the contents of the settlement are in violation of public policy (ordre public).
- 21.2 An award on agreed terms shall be made in accordance with section 23 and shall state that it is an award. Such an award has the same effect as any other award on the merits of the case.

## **22 RENDERING OF THE ARBITRAL AWARD**

- 22.1 The arbitral panel shall conduct the proceedings expeditiously and shall render an award within a reasonable period of time.
- 22.2 In rendering the award, the arbitral panel is bound by the requests for relief made by the parties.
- 22.3 Any decision of the arbitral panel shall be made by a majority of all its members.

## **23 ARBITRAL AWARD**

- 23.1 The award shall be made in writing and shall be signed by the arbitrators.
- 23.2 The award shall contain full identification of the parties to the arbitral proceedings and their legal representatives and the names of the arbitrators who have rendered the award.
- 23.3 The award shall state the reasons upon which it is based, unless the parties have agreed that no reasons are to be given or the award is an award on agreed terms under section 21.
- 23.4 The award shall state the date on which it was rendered and the place of arbitration. The award shall be deemed to have been made on that date and at that place.
- 23.5 The arbitration award does not invalidate the underlying arbitration agreement.

## **24 DECISION ON COSTS**

- 24.1 The arbitral panel shall in the award determine which party shall bear the arbitration costs.
- 24.2 As a general rule the unsuccessful party shall bear the costs of the arbitral proceedings. The arbitral panel may take into consideration the circumstances of the case, and in particular where each party is partly successful and partly unsuccessful, order each party to bear its own costs or apportion the costs between the parties.
- 24.3 In any case the decision on costs and the fixation of the amount shall be effected in terms of an award.

## **25 COST OF PROCEEDINGS**

- 25.1 The costs of proceedings consist of the following elements:  
The cost of arbitration, including registration fee, the outlays of the ECA Office (administrative costs), arbitrators' fees plus any value added tax and cash outlays (such as travel and subsistence expenses of arbitrators, cost of delivery of documents, cost of minute-keeping); and
- 25.2 The cost of proceedings shall be disclosed by the ECA Office at the end of the proceedings.
- 25.3 The cost of the parties shall not be refunded.
- 25.4 If a physical person as claimant fulfils the requirements for being granted legal aid in front of an Austrian civil court (art. 63 of the Austrian Civil Code), then, on application, the ECA Council shall waive the requirement for payment of an advance on the costs of the proceedings in full or in part for the time being. The rules of Section 63 of ZPO (the Austrian Code of Civil Procedure) shall apply accordingly. The same shall apply for clubs under insolvency proceedings.

## **26 DELIVERY OF THE ARBITRAL AWARD**

The executed copy of the arbitral award shall be delivered by the ECA Office to each party and their representatives. Upon request, certified copies may be issued to the parties against a refund of costs.

## **27 EFFECT OF ARBITRAL AWARD**

The award is final and has the same effect between the parties as a final and binding court judgment.

## **28 END OF ARBITRAL PROCEEDINGS**

28.1 The arbitral proceedings are ended by the final award, by an order of the ECA Council pursuant to subsection 2 of this section or by the ECA Office pursuant to subsection 3 of this section.

28.2 The ECA Council shall issue an order for the termination of the arbitral proceedings when:

- a) The claimant withdraws his claim, unless the respondent objects thereto and the arbitral panel recognizes a legitimate interest on the latter's part in obtaining a final settlement of the dispute; or
- b) The parties agree on the termination of the arbitral proceedings; or
- c) The parties reach a settlement in the dispute, or
- d) The parties fail to pursue the arbitral proceedings over a period of three months in spite of being so requested by the arbitral panel or when the continuation of the proceedings has become impossible for any other reason.

28.3 If nomination of an arbitrator or substitute arbitrator does not occur within the set time-limit and if none of the parties requests nomination by the Council, the ECA Council may terminate the proceedings after having consulted with the parties.

## **29 LOSS OF RIGHT TO OBJECT**

A party who knows that any provision of these Arbitration Rules or any other agreed requirement under the arbitral procedure has not been complied with and yet proceeds with the arbitration without stating its objection to such non-compliance without undue delay, may not raise that objection later.

## **30 PUBLICATION OF THE ARBITRAL AWARD**

The arbitral award and a press release shall be published in an anonymous form by the ECA Office.

## **31 CONFIDENTIALITY**

31.1 ECA Council, ECA Office, arbitrators and parties shall maintain silence about pendency, concerned parties and outcome of the proceedings as well as any other matters of which they gained knowledge in connection with the arbitral proceedings that concern the parties or the EHF.

31.2 Art. 30 is not affected by this provision.

## **32 CUSTODY AND ENFORCEABILITY**

32.1 The original copies of awards and the records on the serving shall be deposited with the ECA Office.

32.2 Upon a party's request, the President of the ECA shall certify on a copy of the award that the award cannot be appealed against and is enforceable.

32.3 The arbitral award is an execution title in terms of the Austrian Code of Execution; It may be enforced by the court having jurisdiction.