



DELEGATES' TASKS

**2009 EHF COURSE
for DELEGATES**

European Handball Federation

Delegates' Tasks



IN GENERAL

- representation of the EHF on the spot
- guiding referees
- taking care of the teams, especially the guest team
- securing a correct and fair match
- **NEEDED COMPETENCES**
 - availability and neutrality
 - competence
 - personality
 - discretion
 - stress resistance
 - experience
 - communication – (language)

Delegates' Tasks



BEFORE THE MATCH

- contact referees after their nomination
- preparation for the respective match
- possess required items
 - rules
 - regulations
 - match report
 - Referees' Performance Report
 - players' list
 - stop watch
 - whistle
- contact team responsible
- hold the technical meeting
- eventually hold safety/security meeting

Important!

- if possible, previous result
- previous incidents

Delegates' Tasks



AT THE VENUE

- meet the local organiser
- meet the guest team – check hotel, training, transport
- inspect the hall
- meet TV host broadcaster representative
- solve problems together with the local organiser

Delegates' Tasks



DURING AND AFTER THE MATCH

Table set-up

Delegate EHF - Timekeeper local - Scorekeeper local - Speaker local

Table set-up

Supervisor EHF - Scorekeeper local - Timekeeper local - **Observer EHF**

It is necessary to be able to leave the table easily

European Handball Federation

Delegates' Tasks



DURING AND AFTER THE MATCH

Supervisor

- control court, Timekeeper table equipment
- match organisation
- match report
- starting procedure
- monitor the speaker
- substitution area, substitutions
- contact TV producer (if possible and necessary)

Observer

- control scoreboard
- control time, time out, warnings + suspensions
- guide referees
- hand out green cards (Team Time-out)
- avoid protests, write special reports
- substitution area, substitutions

Delegates' Tasks



DURING AND AFTER THE MATCH

- **Match Report**
 - control players' with list
 - reduction 16 to 14 players signature (official)
 - before the match
 - supervisor fills in match report with ALL DETAILS
- **Observer Report** – see detailed explanations
- **Event Management Report**
 - Champions League (CL) music
 - fair play announcement
 - flags (CL, EHF, nations, Clubs)
 - CL ball
 - CL logos on shirts
 - advertisement in the hall
- **Possible written report** – in English

Team Time-out

7m

Goals

Warnings with minute

Suspensions with minute and seconds

Report follows – only short remarks on match report

Signatures of referees and delegates

HALL INSPECTION



IN GENERAL

- report to the EHF Office immediately if the conditions are not suitable
- “we have been playing here for more than 15 years” is not enough
- special inspections for the CL

HALL INSPECTION



WHAT TO INSPECT

- way into the hall – for everybody
- locker rooms (size, equipment, sanitary facilities, ..)
- route to the court for players and referees
- size of basic floor space
- the court – size, lines, goals, nets behind the goals, etc.
- light conditions – do not forget windows (sunlight)
- medical care facilities (for players and spectators)
- capacity, tribune constellation
- emergency exits – place, size, OPEN
- seats for guest team delegation / guest team fans
- TV / media facilities
- camera / commentator / interview positions
- position for photographers
- press / media centre
- press conference room