

## EHF Course for Delegates in Balatonfüred / HUN

### Tasks Delegates and Inspection of halls

#### The tasks of the Delegates

##### General

What is the mission of an EHF Delegate?

- Representing the EHF on the spot.
- Guiding the referees before, during and after the match.
- To take care of the both teams. Especially the quest team before and during the match.
- To secure a correct match

Competences required for this mission.

See the points mentioned in my speech "Policy of the EHF". Let me repeat:

- Availability and independency
- Competence in Handball
- Knowledge of the EHF languages
- Personality and natural authority
- Ability at analysis and at synthesis,
- knowledge of the Rules and Regulations
- Experiences
- Well balanced and discretion
- Resistant; able to work under pressure

And

Be alert, because accidents hurt.

#### Duties before the match and preparatory activities

The Delegate shall contact the responsible persons of both teams in due time. At least one day before the match. He has to organise the Technical Meeting (preparing the agenda) and in special cases, a meeting to handle the measurements of Safety and Security.

Don't forget to bring with you all the necessary documents. The IHF Rules of the Game, the relevant EHF Regulations, the Guide for Delegates, a stopwatch and a whistle.

It is useful to have contact with the referees direct after their nomination. You must know their travel schedule, so that you can welcome them in the hotel directly after their arrival. Stay as a team together. Even when there are motions from the host to offer you separate programmes.

About your own preparation. Do you know the importance's of the match. Who is playing, were there, in the recent past, problems with the two teams. What was the result of the first match. How to reach the next round.

#### Duties at the venue

The Delegate shall contact, as soon as possible, at least the following persons:

- the responsible person for the local organisation
- the visiting team
- the referees

Inspection of the playing hall and the hotel of the visiting team:  
There will be more about the inspection later on.

Too many Delegates have problems contacting to visiting team. Why, I don't know.  
It is your duty to take care of the visitors. What is the standard of the hotel, is the training arranged in a proper way, including transport. In case of doubt you must contact the EHF staff member.

If the match will be broadcasted you must also be in contact with the representative of the broadcaster. It is important to know what they want to do - Positions of the camera's, commentator positions, how and where to do the interviews, during and after the match.

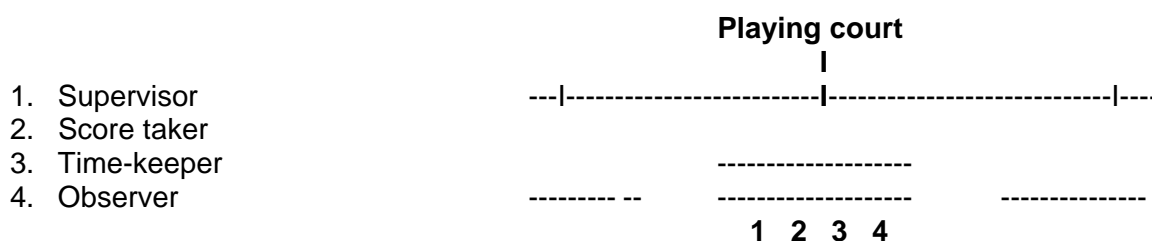
The Delegate shall examine the working places for the press.

Be sure that the TV and video equipment as well as advertising banners do not interfere with the orderly conduct of the game.

If necessary, solutions shall be found in co-operation with the responsible person of the host team.

### Duties during the match

Let me start with the position at the judge-table in matches with two delegates.



Announcer

Additional there will be no chair for the official announcer at the judge-table. It is better to place the announcer at a support table behind the judge table. But close enough to the supervisor, so that he can intervene if necessary.

The main responsibilities for the officials are:

#### 1. Supervisor (EHF)

- control playing court and the timekeeping table equipment
- organisation matters of the match
- check of the official match report
- procedure start match
- stay in contact TV producer
- monitoring the announcer
- after the match: fill in match report
- monitoring substitution area and substitutions

#### 2. Scorekeeper (OC)

- the team rosters
- control number of players on the court and substitution area
- fill in score sheet
- entering playing court after suspension

### 3. Time-keeper (OC)

- playing time
- the time-outs
- team time-outs
- suspension time

### 4. Observer (EHF)

- control of scoreboard before the match
- control of playing time, time-outs, suspension time
- guiding the referees during the match
- distribution green cards for the team time-outs
- avoid protests, write special report of the match
- monitoring substitution area and substitutions

When there is only one EHF officials, please never take the place between the two local officials.

The Delegate must be able to act quickly and to leave his position at the table immediately and help the referees to do their job in a correct way and also to control if necessary the behaviour on the benches.

In the normal EC matches the Delegate has the duty to control (own stopwatch) the playing time and to make notes to be able to fill in the match report after the match.

### Additional duties

Additional duties are duties that arise as a result of the nature of the event, special nature of the match, special nature of the local political situation, the constellation of the participating teams, the rights and entitlements of third parties, the size of the entire event, the organisational structure, the number of spectators, etc.

The Delegate shall verify the player's eligibility to play in tournaments. In the YAC matches / tournaments especially – to be aware of the correct age limits. In tournaments you must also prepare a sheets with the colours of the strip. Goalkeepers have to wear the same colours.

At Champions League matches you have extra tasks. Normally the Office provides you in time with a map of the additional conditions. Especially the advertising part is very important.

### Forms

- Match report (sheet)

### General remark

The office staff member of the OC will produce the match report in time.

Check the match report and the players lists of both teams. Reduce in time the number of players and team officials. And hand over a copy to the press representative. He / she can make the copies and provide the press with the correct line up of both teams.

### Before the match

1. supervisor checks all information on the report
2. reduce players from 16 to 14 and officials 6 to 4 by marking the numbers of the players and the officials - and shortly before the match you must put a line through the players names
3. signatures team official (mostly A)

After the match

4. the supervisor is responsible for filling the final result
5. team time out and 7m score
6. score and punishment per player / 2' suspension in exact time (for example 12' 24 and not by X), warning only in minutes (no seconds)
7. number of spectators (information given by OC)
8. if necessary mention if report follows (no stories on match report)
9. signatures of the referees and delegates (supervisor last one to sign)

The original match report goes to our office in Vienna.

- Observer's report

In this season we are testing a experimental observer's report. In this tournament we will use the current report and the experimental report. That means you must fill in both reports after each match we will visit. And two additional forms (working papers in this course).

More about the experimental report and the background later on.

- Event evaluation report

EHF Marketing GmbH wants your feedback of the Champions League matches (in men's competition the marketing supervisor is responsible for this task).

Important point are:

- the Champions League music
- the fair play announcement
- the Champions League flag and the EHF flag
- the Champions League ball
- logo's on the shirts
- advertisements

Also for the normal EC matches and the qualification tournaments for championships you must produce a report if there have been problems with the sports hall, the local organiser, the visiting team, the security aspects or anything else.

The reports must be written in English.

## Inspection of halls

Don't forget: the inspection of the playing hall is always the day before the match.

Let me start with a special remark. If the conditions in the playing hall are not okay, you must make a report and inform our office immediately. There are too many halls which do not fulfil the basic conditions and in case of playing Champions League matches we want to reduce the problems. The club shall not have the possibility to complain about using their hall, because of participating in other EC competitions. Mostly they have problems with the size of the hall. Not enough space around the court and no possibilities for a correct substitution area, meaning less safety measurements for the players.

What to check in the hall.

- The size of the basic floor space (court plus safety zone around, space behind the goals and the substitution area).
- Playing court (size, lines, etc.).
- Lightning in the sports hall
- Number of locker rooms for the players and referees.
- Control of the locker rooms, showers / toilets.
- Routing of the players to enter the court.
- Facilities for medical care (players and spectators).
- The entrances, separate for spectators and players if not you must be sure that the players can enter the hall without any problem.
- Capacity of the hall.
- Emergency exits. Relations between number of spectators and emergency doors (sizes). Be sure that you can use the emergency doors and stairs without any restrictions. Locked doors are strictly forbidden.
- Seats for the guest team (substitute players, VIP's etc.).
- Facilities for TV and Press, working areas near the court / press conference room).
- Facilities for the photographers.

Of course we know that the basic conditions from the local authorities in several countries are not the same.

Based on our experiences we know that countries which do not have the same conditions are to approve the plans for the construction of a sports hall.

Nevertheless it is our duty to secure a proper event in the respective halls. Safety of players and the audience is a very important matter. If there is an accident, people will always blame the organizer of the event. That means the EHF.

## Discussion

- sheet hall conditions
- sheet substitution area