



DELEGATES' TASKS

**2010/11 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)

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Delegates' Tasks



BEFORE THE MATCH

- contact referees after their nomination
- prepare for the respective match
 - importance
 - if possible, previous result
 - previous incidents
- possess required items
 - rules
 - regulations
 - match report
 - observer report
 - players' list
 - stop watch
 - whistle
- contact team responsible
- hold the technical meeting
- eventually hold safety/security meeting

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 organizer**

Delegates' Tasks



DURING AND AFTER THE MATCH

Table set-up

Supervisor EHF - Timekeeper local - Scorekeeper local - **Speaker** local
or

Table set-up

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

It is necessary to be able to
leave the place



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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 (TTO)
- 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 A) – 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, poss. Clubs)
 - CL ball
 - CL logos on the shirts
 - advertisement in the hall
- **Eventual 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