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# I. INTRODUCTION

# 1 GENERAL

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

- EHF Regulations for Advertising on Clothing
- EHF Rules on Safety and Security Procedure
- Arbitration Agreement and the EHF Code of Conduct
- EHF Legal Regulations
- EHF List of Penalties
- EHF Catalogue of Administrative Sanctions
- Rules of Arbitration for the EHF Court of Arbitration
- IHF Anti-Doping Regulations and WADA Anti Doping Code
- Floor Installation Manual
- Corporate Identity Guidelines

In accordance with its Statutes, the European Handball Federation (EHF) conducts an EHF Champions League for men's and women's club teams within the framework of its European Cup competitions.

The EHF Member Federations are legally and financially accountable towards the EHF in respect of the clubs entering the EHF Champions League.

The official name for the EHF Champions League is EHF CHAMPIONS LEAGUE (short CL). In any case of subsequently talking about Champions League in handball, the EHF Champions League is meant. In the case of a "presenting sponsor" the official name for the EHF Champions League will be EHF Champions League presented by "name of the sponsor" and it must be called in accordance with the instructions by the EHF.

The EHF transfers the use of the complete media and advertsing rights for the 2011/12 season to EHF Marketing GmbH. (short EHFM) and entitles it to undertake the respective organisational measures with regards to the usage of these rights.

Legal decisions of EHF bodies or bodies recognised by the EHF prevail in cases of contradiction to individual points of these regulations.

# 2 FAIR PLAY

The principles of fair play shall be observed by the EHF Member Federations and their clubs in all matches. This includes not only the treatment of the guest team but also the handling of the referees and delegates as well as the behavior of the spectators towards the teams.

- 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 and athletic mission
- Participate in a correct and sportsmanlike way, not influencing any competitions and/or officials in an undue way or trying to manipulate any results.

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** Awards

The winner of the EHF Champions League shall receive the EHF Champions League trophy.

# 4 GENERAL TIMETABLE

10.06.2011	Deadline for final registration
	By returning the completed and signed registration form, the requested
	information sheets, signed Arbitration Agreement and EHF Code of Conduct, the
	club agrees to the regulations and the implementation of the event guidelines established.
23.06.2011	Official publication of the Champions League participants
27.06.2011	Draw of the 2011/12 EHF Champions League Qualification
	Tournament – Round 1 and 2 in Vienna
28.06.2011	Draw of the 2011/2012 EHF Champions League Group Matches in Vienna.
September 2011	EHF Information
	2011/2012 EHF Women's Champions League Regulations in printed version
	2011/2012 Corporate Identity Guidelines
	2011/2012 Floor Installation Manual
	2011/2012 Host Broadcaster Manual (for TV partners and clubs)
0204.09.2011	Qualification Round 1 (Tournaments)
1718.09.2011	Qualification Round 2 (Tournaments)
0102.10.2011	Group Matches Round 1
0809.10.2011	Group Matches Round 2
1516.10.2011	Group Matches Round 3
2930.10.2011	Group Matches Round 4
0506.11.2011	Group Matches Round 5
1213.11.2011	Group Matches Round 6
15.11.2011	Draw for the EHF Champions League Main Round

0405.02.2012	Main Round 1
1112.02.2012	Main Round 2
1819.02.2012	Main Round 3
2526.02.2012	Main Round 4
0304.03.2012	Main Round 5
1011.03.2012	Main Round 6
31.03-01.04.2012	EHF Champions League Semi-Finals – 1st leg
0708.04.2012	EHF Champions League Semi-Finals - 2nd leg
10.04.2012	Draw for the EHF Champions League Finals (home right)
0506.05.2012	EHF Champions League Finals – 1st leg
1213.05.2012	EHF Champions League Finals – 2nd leg

# **5 EHF EVENTS**

#### 5.1 EHF Champions League Draw

All clubs are obliged to be present with a representative at each draw of the competition phase in which the club is participating.

### 5.2 Participation in Workshops

Clubs taking part in the 2011/12 EHF Champions League are obliged to participate (at least one representative per club) in coordination meetings and workshops relating to the competition organised by the EHF.

### 5.3 Availability of delegation members

Delegation members (players, coaches and team officials) shall be available for activities relating to CL 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 Champions League shall be played on an annual basis. The season shall start on 1 July and end on 30 June of the subsequent year.

# 1.2 Announcement and deadlines

### 1.2.1 Playing periods

All playing periods for EHF Champions League matches shall be specified by the EHF and notified to the participating teams and National Federations with the announcement of the EHF Champions League.

# 1.2.2 Individual fixtures

The playing date of each round is fixed by the EHF calendar. The exact playing day and the throw-off time of each game is subject for a co-ordination between the EHF, both participating clubs and the TV-stations involved.

Matches can be played during the week.

All final decisions lie with the EHF.

Playing dates as well as the exact throw-off time of any match are only valid after the official accouncement by e-mail by the EHF resp. EHFM.

# 2 ENTRY CONDITIONS

# 2.1 Eligibility to enter

### 2.1.1 National Champion

Eligibility to enter the EHF Champions League is limited to the national champion of the EHF Member Federations and, in addition, teams eligible to enter in accordance with a respective EHF decision.

### 2.1.2 Recognition by EHF

The participation in the EHF Champions League is restricted to those clubs that participate exclusively in national and international competitions that are recognized by the EHF.

# 2.1.3 Ranking List

The participating teams in the EHF Champions League are determined by the EHF-Ranking list, which is drawn up prior to each season. According to this ranking list the National Federations ranked 1 to 7 are entitled to participate in the EHF Champions League with 2 teams and the National Federations ranked 8 – 24 are entitled to participate in the EHF Champions League with 1 team.

# 2.1.4 Winner of the EHF Champions League

The winning team of the EHF Champions League shall be qualified automatically to enter the same competition in the subsequent season. This team will be seeded as number 1.

# 2.1.4.1 Additional Teams

If the Federation of the EHF Champions League winner is ranked amoung Nation 1 – 7 of the EHF ranking list and if the winning team of the EHF Champions League is ranked on either position 1 or 2 of the domestic league the Federation concerned has the right to apply for an additional place in the EHF Champions League. This decision lies with the EHF Executive Committee. If the Federation of the EHF Champions League winner is ranked amoung Nation 8 – 24 and the EHF Champions League winning team is the national champion of this Federation, the Federation concerned has the right to enter a second team to the EHF Champions League of the subsequent season.

### 2.1.5 Restrictions

Per club only one team of the same gender is entitled to participate in the European Cup. It is the responsibility of the Member Federations to take this into consideration during the registration process.

# 2.1.6 Registration (Clubs)

After the closing date for entries, the participating clubs are assigned by the EHF to the EHF Champions League in accordance with the Ranking List. If one or several teams fail to register, the EHF has the right to enter the next teams on the Ranking List or to award "wild cards" for free places.

### 2.2 Non-admittance of clubs to the EHF Champions League

Failures or omissions regarding basic requirements or administrative conditions in connection with a legally correct and complete registration of a club to the EHF Champions League lead to a refusal of the registration by the EHF.

The EHF is entitled not to admit clubs to the EHF Champions League which do not fulfil the respective technical and/or organisational and/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.

### 2.3 Pledge of commitment

By registering for entry, all entrants in the EHF Champions League (clubs) take note of the conditions governing the competition and expressly undertake to observe applicable Rules and Regulations. On request by the EHF an acknowledgement and pledge of commitment in this regard, signed by the responsible/authorized signatory of the club (official form), shall be sent to the EHF Office. A copy of the paper shall be provided to the competent National Federation.

#### 2.4 Registration system

A correct registration of clubs for the EHF Champions League includes the fulfilment of the respective technical or organisational or administrative requirements.

Such a correct registration consists of:

- correct and fully completed registration documents, which are signed by a person/representative being legally entitled to commit the club (declaration concerning official signing of entitlements to be attached upon request)

- presentation of all required information, documents and declarations being due as a part of a correct entry within the deadline stipulated.

The registering club together with the National Federation concerned are to be held responsible for the completeness and correctness of the presented documents.

- 2.4.1 The teams' registrations for entry in the 2011/2012 EHF Champions League and the signed Code of Conduct and the signed arbitration agreement shall be received by the EHF Office not later than 10 June 2011.
- 2.4.2 Registrations shall be made by the Member Federations using exclusively the official entry forms circulated by the EHF with the announcement of the competitions.

- 2.4.3 Clubs shall be entered by their National Member Federation by name, on the basis of their performance in the competitions of the past season. Their qualification to enter the competition shall be officially documented.
- 2.4.4 After the closing date for entries, the EHF Office shall draw up a list of all teams entered and communicate this list to the clubs and their National Federations.

#### 2.5 Integrity of the competition

- 2.5.1 Clubs are obliged to guarantee the integrity of the competition in every respect this including an independent ownership, leadership/management, administration and/or sporting performance from all other handball clubs in the respective competition or a competition which is linked to the respective competition. No individual or legal entity of the club may have control or influence over any other club participating in the respective competition or a competition which is linked to the respective competition this including ownership, leadership/management, administration and/or sporting performance.
- 2.5.2 Together with the registration, clubs are obliged to provide the EHF with any information on individuals or legal entities within the club having control or influence (ownership, leadership/management, administration and/or sporting performance) over other clubs participating in the respective competition or a competition which is linked to the respective competition.
- 2.5.3 Clubs officially confirm their fulfilment of the integrity requirements concerning ownership, leadership/management, administration and/or sporting performance regarding independence from any other club in the respective competition or a competition which is linked to the respective competition by signing their registration for the respective competition without further information on the integrity question.
- 2.5.4 Clubs which do not fulfil the integrity requirement shall not be admitted to the respective EHF competition (sporting and ranking criteria apply for priority decisions by the EHF).

### 2.6 Entry fees

2.6.1 The amount of the entry fees for the respective phases and the due dates for the payments are set out in the table below:

	WOME	WOMEN'S COMPETITIONS		
	Amou	nt	Date	
Qualification round 1	EUR	375,	31.07.2011	
Qualification round 2	EUR	375,	15.09.2011	
Group Matches (total)	EUR	3.750,	30.09.2011	
Main Round (total)	EUR	3.750,	31.01.2012	
Semifinal	EUR	1.500,	31.03.2012	
Final	EUR	3.000,	30.04.2012	

# EHF ACCOUNT NUMBER FOR CHAMPIONS LEAGUE 00640 000 204 BANK CODE: 12000 BIC CODE: BKAUATWW IBAN-CODE: AT46 1200 0006 4000 0204 BANK AUSTRIA AM HOF 2, 1010 VIENNA / AUSTRIA

Each team will receive an individual ID number. Whenever payment is sent to the EHF, this number and the reason for payment must be stated "CL participation fee – Round X" An invoice will only be sent upon written request.

- 2.6.2 If payment is not received by the due date, the entry fee will be doubled automatically.
- 2.6.3 If payment for round 1 has not been received on the EHF account by 15 August, the entry will be cancelled automatically, which will be deemed a forfeit (withdrawal) and, in accordance with the EHF's List of Penalties, carry a fine of EUR 5,000. This clause shall apply to all rounds analougously, in each case 15 days after the deadline for payment has passed.

### 2.7 Withdrawal (forfeit) and failure to play a match

- 2.7.1 By entering the EHF Champions League, a club agrees to enter all rounds resulting from the match system.
- 2.7.2 Any withdrawal after the official entry date of the competition (June 10 at the latest) is to be regarded as a forfeit and shall lead to the following sanctions:

a) The club shall pay a fine of EUR 25,000.

b) The club shall be banned from entering any European Cup competitions in the two subsequent seasons.

c) 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 and shall carry all sanctions.

2.7.3 Failure to play a match or late arrival at the venue of a match is regarded as a withdrawal (force majeure situation excluded) and shall lead to the consequences stipulated under point 2.7.2).

### 2.8 Drawing

2.8.1 The draw for each round shall be held at the venue named by the EHF on the date scheduled in the announcement.

### 2.8.2 Seeding

Teams shall be seeded based on the EHF-seeding list for the EHF Champions League. This is valid for the draw of the qualification (2 rounds) as well as for the draw of the Group Matches. In the Champions League qualification rounds as well as in the Champions League Group Matches teams from the same country shall not play against each other.

Teams from the same country which won their group in the Group Matches, shall not play against each other in the Main Round except if a country participates with three teams and all three teams win their group.

If a current European Cup Champion in the following season participates in the EHF Champions League, it will be seeded after the top-seeded teams except if the National Federation is placed higher in accordance with the EHF seeding list.

The right to organise the groups in qualification round 1 and 2 will be decided by a draw of lots. The use of the right to organise a group includes the fulfillment of the respective requirements set by the EHF.

### 2.9 Playing system for the EHF Champions League

- 2.9.1 Qualification round 1
- 2.9.1.1 Round 1 of the Champions League qualification shall be played in a group system. Each group shall comprise a minimum of 3 and a maximum of 4 teams (depending on the number of entrants). The matches of this round shall be played in tournament format at one venue on one weekend (with each team playing all others).
- 2.9.1.2 The teams ranked first and second after the qualification round 1 qualify for the qualification round 2. The lower ranked teams after the qualification round 1 are entitled to participate in the Cup Winners' Cup round 2 (played according to the EC regulations).
- 2.9.2 Qualification round 2
- 2.9.2.1 Teams are drawn into 4 groups of 4 teams each. Within each group there are 2 semifinals on one day and 2 finals (place 1/2 and 3/4) on the next day.The matches of this round shall be played at one venue on one weekend.
- 2.9.2.2 The first ranked team after each group of the qualification round 2 qualifies for the Group Matches. The teams ranked 4 of the qualification round 2 are entitled to participate in the Cup Winners' Cup round 2 and teams ranked 2 to 3 of the qualification round 2 are entitled to participate in the Cup Winners' Cup round 3 (played according to the EC regulations).
- 2.9.3 Group Matches
- 2.9.3.1 The Group Matches shall be played in four groups of four teams each, with each team playing each of the other teams once at home and once away.
- 2.9.3.2 Basically the Group Matches of the EHF Champions League shall be played in accordance with the schedule set out below.

Round 1:	4 - 1	and	3 - 2
Round 2:	2 - 4	and	1 - 3
Round 3:	2 - 1	and	4 - 3
Round 4:	4 - 2	and	3 - 1

Round 5:	1-4	and	2 - 3
Round 6:	1-2	and	3 - 4

Following the draw of the groups the EHF adapts the schedule in each group individually by taking into consideration the respective requirements mainly from the TV-partners. The schedule may vary in the different groups. All final decisions lie with the EHF.

- 2.9.3.3 Playing both matches in only one country is not permitted for any matches of the EHF Champions League starting from the Group Matches.
- 2.9.3.4 Those teams ranked 1st and 2nd in each group after the completion of the Group Matches qualify for the Main Round.
   Those teams ranked 3rd in each group after the completion of the Group Matches are entitled to participate in the Cup Winners' Cup. They enter the Cup Winners' Cup in Round 4 Last 16 (played according to European Cup Regulations).
- 2.9.4 Main Round
- 2.9.4.1 The Main Round shall be played in two groups of four teams each, with each team playing each of the other teams once at home and once away.
- 2.9.4.2 Basically the Main Round of the EHF Champions League shall be played in accordance with the schedule set out below.

Round 1:	4 - 1	and	3 - 2
Round 2:	2 - 4	and	1 - 3
Round 3:	2 - 1	and	4 - 3
Round 4:	4 - 2	and	3 - 1
Round 5:	1 - 4	and	2 - 3
Round 6:	1-2	and	3 - 4

Following the draw of the groups the EHF adapts the schedule in each group individually by taking into consideration the respective requirements mainly from the TV-partners. The schedule may vary in the different groups. All final decisions lie with the EHF.

#### 2.9.5 Semifinals

- 2.9.5.1 The matches of the Semifinals shall be played as first and second leg matches.
- 2.9.5.2 The matches for the semifinals are not drawn by lots, they are drawn up from the final standings of the Main Round.
  - 2. B 1. A and 2. A 1. B
- 2.9.6 Finals
- 2.9.6.1 The Final matches shall be played as first and second leg matches.
- 2.9.6.2 The final matchesshall be drawn. There is neither any seeding nor any protection from the teams playing against each other.

#### 2.10 Home right in the final

A team that had the home right in the second game of its last appearance in a Champions League final will automatically have the home right at the first leg at its next appearance in a Champions League final by considering the order of the years.

For the Champions League finals of the 2011/12 season, the seasons 2010/11 (Larvik-Itxako), 2009/10 (Viborg-Valcea) and 2008/09 (Viborg-Györ) are taken into consideration in this respect in this particular order.

The home right shall be drawn by lot in all cases, in which the home right is not defined after having put into practice this regulation point.

#### 2.11 Players List and player information

2.11.1 The clubs participating in the Champions League shall communicate to the EHF Office the players list (using the official EHF form), via the respective National Federation. The National Federation has to confirm the eligibility of the players by signing and stamping the players list and to send it to the EHF Office by the dates specified below.

Qualification round 1	1 August 2011
Qualification round 2	1 September 2011
Group Matches	1 September 2011

- 2.11.2 The official form shall be completed with all the required details and information.
- 2.11.3 The participating teams in the EHF Champions League have the duty to provide the player's information sheets (form prepared by EHF) to the EHF by the respective deadline.
- 2.11.4 The participating teams in the EHF Champions League have the duty to provide the club logo, team photo and player photo (of each player) to the EHF Office. The material must be sent to the EHF Office with the same deadline as the players list.

Quality:

Logo: min. 800 x 800 Pixel

Teamphoto: min. 1000 x 960 Pixel

Player photos: min. 640 x 800 Pixel

- 2.11.5 Players are eligible to play in the EHF Champions League if they are eligible to play for the participating club in the national championship at the time of the match.
- 2.11.6 Those players for whom the National Federation is not entitled to issue a national eligibility to play at the time the players list is drawn up and communicated (transfer procedure pending/not completed) are not allowed to be registered for entering the EHF Champions League (from being named on the players list) at the respective point of time.
- 2.11.7 A player may not compete in an EHF club competition if the player is playing at the same time for two clubs or two teams in the top division of the domestic league. Players may compete in an EHF club competition if the player is playing for two clubs or teams but only if the second team is not playing in the top division of the domestic league.

### 2.12 Late entries

2.12.1 In cases in which a player is not recorded on the players list submitted within the prescribed deadline (see 2.11.1, chapter II) but should become eligible to play in the EHF Champions League at a later date, the player may be named as a late entry only if points 2.12.4 – 2.12.5 (chapter II) is not applicable.

- 2.12.2 Each late entry shall be communicated to the EHF only through the National Federation and shall be confirmed on the official EHF late entry form by the National Federation. For each player entered late a fee of EUR 75 shall be payable to the EHF. Evidence of payment shall be enclosed with the late entry
- 2.12.3 Late entries of players are not possible during the playing period of each individual phase of the competition. The following deadlines apply for the late entry of a player for the respective phase:

Qualification Round 1:	Wednesday, August 31, 2011
Qualification Round 2:	Wednesday, September 14, 2011
Group Matches:	Tuesday, September 27, 2011
Main Round:	Tuesday, January 31, 2012
Semifinal:	Tuesday, March 27, 2012
Final:	Tuesday, May 1, 2012

- 2.12.4 After September 27, 2011 (deadline for the late entry for the Group Matches), a late entry of a player is not possible, in the case of the player affected participated in a match during the running competition with another club participating in the EHF Champions League excluding the qualification rounds.
- 2.12.5 If a player changes the club after 31 January 2012 national or international transfer she shall be able to get eligibility to play for the new club in the EHF Champions League via a late entry only if she has not played in any official club match (national or international) for another club between 31 January 2012 and the date on which she changed the club. Points 2.12.1 to 2.12.4 (chapter II) of these Regulations is to be observed.

### 2.13 Participation in the match

Each team is allowed to use a maximum of 16 players for an EHF Champions League match. At the Technical meeting, both teams shall enter all players they intend to use (not more than 16) and officials (not more than 4), in the match report. All 16 listed players are eligible to participate in the match. A change of a registered player or a later registration of a player is not allowed.

The club confirms the correctly listed players for its team on the match report with the signature of the official on the match report.

### 2.14 Suspended players

The use of a player who has been suspended and/or is not eligible to play will result in the match being scored as lost with the same result, but in any case with 0:10 goals and 0:2 points, as decided by the EHF Competitions Commission.

In cases in which the use of a player being not eligible to participate is regarded as a serious unsportsmanlike behaviour, further punishments including a monetary fine up to EUR 15,000 (cf. clause B.6 of List of Penalties) and a suspension of the club until the end of the running season may be awarded.

# **3** PLAYERS' CLOTHING

# 3.1 Sets of players clothing

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 Advertising on Clothing Regulations. A photo of both sets of playing dresses (front and back side) has to be sent to the EHF Office together with the players' lists.

### 3.2 Players shirts

Each player has the obligation to have printed her 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.

The players 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 used must be from 1 to 99. The colour of the numbers must contrast clearly with the colours of the shirts.

A player must wear the same number during all Champions League matches of the entire season. This number is not allowed to be used by any other player.

# 3.3 Change of players clothing /official clothing

If the referees believe that the two teams' playing clothing may cause confusion, the visiting team shall change its playing clothing.

At the request of EHF Officials (delegate, referees) the team officials A-D must change the colour of his/her clothing.

# 3.4 Reserve uniform

If the playing clothing of the travelling team should get lost, the home club shall offer reserve uniforms.

### 3.5 Thermo trousers

The wearing of thermo-trousers is permitted provided they are of a matching colour.

# 3.6 Advertising on clothing

Advertising on players' match and training clothes is allowed in EHF Champions League matches in accordance with the "Advertising on Clothing Regulations".

# 3.7 Information of players clothing

The home club shall inform its opponents in good time of any restrictions or bans regarding advertising on players' playing clothing.

# 4 SCORING OF MATCHES AND RANKING

# 4.1 General

4.1.1 All matches of the EHF Champions League shall be played in 2 x 30 minutes with a half-time break of 10 minutes.

The EHF reserves the right to extend the half-time break in special circumstances to 15 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 Qualification round 1 played as tournaments

4.2.1 If two or more teams have scored the same number of points, the ranking will be determined as follows:

- 4.2.1.1 During the matches of this group :
  - a) higher goal difference in all matches;
  - b) greater number of plus goals in all matches;
- 4.2.1.2 After completion of the matches of this group:
  - a) results of all teams directly involved by points;
  - b) results of all teams directly involved by goal difference;
  - c) results of all teams directly involved by greater number of plus goals;
  - 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 team managers.

#### 4.3 Qualification round 2 played with 2 semifinals and 2 finals

4.3.1 If a Semifinal match or the final (place 1/2) ends in a draw, there will be a five minutes break followed by one extra time of 2 x 5 minutes, there will be a one minute half-time break at the half time for the changeover of teams.

If the placement match (place 3/4) ends in a draw, there shall be no extra time, the match will be decided directly by penalty throws.

In the Semifinals and/or final (place 1/2), if there is no winner after the extra time, the match will be decided by penalty throws.

#### 4.4 Group Matches and Main Round

- 4.4.1 If two or more teams have scored the same number of points, the ranking will be determined as follows:
- 4.4.1.1 During the matches of the group:
  - a) higher goal difference in all matches;
  - b) greater number of plus goals in all matches;
- 4.4.1.2 After completion of the matches of the group:
  - a) results of all teams directly involved by points;
  - b) results of all teams directly involved by goal difference;

- c) results of all teams directly involved by greater number of plus goals;
- d) goal difference in all matches of the group;
- e) greater number of plus goals in all matches of the group;
- f) higher ranking in Group Matches (Main Round only)
- g) greater number of points in Group Matches (Main Round only)
- 4.4.1.3 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 team managers.

#### 4.5 Semi finals and finals

If, after completion of the two matches, both teams have won the same number of points (no extra time will be played), the teams' standings shall be determined by the following criteria:

- a) goal difference
- b) greater number of plus goals scored in away match
- c) penalty throws

#### 4.6 Rules for Execution of Penalty Throws

- a) Prior to penalty throwing, each team shall name five players eligible to play at the end of the match by handing the referees a list of numbers. These players shall then take one throw each, alternating with their opponents. Each team is free to determine the sequence in which throwers will take their throws.
- b) The goalkeepers may be freely selected from the match report and exchanged in accordance with the Rules of the Game. Goalkeepers may take throws and throwers may play as goalkeepers.
- c) The referees shall choose the goal at which throws are taken. The team taking the first penalty throw shall be determined by the referees by drawing lots. The team winning the draw may choose whether it wishes to throw first or last.
- d) If scores are equal after the first round of penalty throwing, it shall be continued until a decision is reached. In the second round, the other team shall start. Again five players shall be named who are eligible to play (the players named before may be named once again).

- e) In the second round, a decision is reached when a goal difference arises after both teams have taken one throw each.
- Eligible players are players entered in the match report who have not been disqualified, excluded or suspended at the time of the final whistle.
- g) Serious infractions committed during penalty throwing shall be sanctioned by disqualification. If a thrower is disqualified or suffers an injury, an eligible substitute player shall be named supplementary.
- h) While the throws are being taken, only the player taking the throw, the current goalkeeper and the referees may enter the respective half of the playing area.
- i) If the number of eligible players falls below five, players may be named to take a second throw in the same round.

# **5** MATCH ADMINISTRATION

### 5.1 Rules of the game

EHF Champions League matches shall be played in accordance with the IHF's current Rules of the Game (valid as of 1 July 2010).

Variations on a technical level are possible.

### 5.2 Transmission of the match result and the match report

- 5.2.1 The home club has the obligation to arrange for the match result (including halftime and number of spectators) to be transmitted to the EHF Office in Vienna not later than 5 minutes after the end of the match by SMS (to mobile phone +43-664-4105243).
- 5.2.2 The home club 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 telefax (No. +43-1-80151/149).
- 5.2.3 The 2011/12 Champions League will be played with online match reports, the respective duties as defined in the instructions for the on-line match report are within the duties of the home club.

# III. THE VENUE

# **1 REQUIREMENTS**

# 1.1 Availability of the playing hall

It is the responsibility of the participating clubs to make a reservation of the playing hall for all playing periods indicated by the EHF. This includes all 6 dates of the Group Matches and the Main Round as long as the final playing schedule is not fixed.

# 1.2 Availibility of floor set-up

In case the EHF makes use of the right to introduce a unique EHF Champions League floor in all venues the playing hall must be available at least 24 hours before the beginning of the match. Exceptions to this duty are subject for approval by the EHF.

### 1.3 Availability for training of the guest club

- 1.3.1 The home club shall provide the visiting team the opportunity to hold a training session of at least one hour at a reasonable time on the match day in the playing hall. In addition, the home club shall provide the visiting team the opportunity to hold a training session of at least one hour on the day before the match, again preferably in the playing hall.
- 1.3.2 If the playing hall should not be available for this purpose on the day before the playing day, the home club shall offer another playing hall within a distance of not more than 25km / 45 min from the playing hall of the match. These training facilities shall be offered free of charge.
- 1.3.3 Training facilities for a training session on the day before the match shall be requested by the visiting 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.

# 1.4 Availibility of playing court

60 minutes prior to the start of the match the playing area shall be made available to the two teams for warmup and play practice.

### 1.5 Equipment

# 1.5.1 Timekeeper's desk

The time-keeper's desk shall not exceed a maximum length of 4 m and shall be positioned at least 0.5 m away from the edge of the playing area. It should be placed on a level 30 to 40 cm above the playing area, to ensure clear visibility.

# 1.5.2 Timekeeping

In all EHF Champions League matches, an electric clock shall be available that is easy to read from the timekeeper's desk and can be operated by the time-keeper; it should run, if possible, from 0 to 30 minutes. If in full working order, this device shall be authoritative for official time-keeping.

# 1.5.3 Reserve clock

For reserve purposes, a large table clock (with a diameter of about 25 cm) displaying seconds and minutes shall be available on the timekeeper's desk.

# **1.6** Requirements for final matches

The playing hall for final matches is subject for an individual approval by the EHF. The following items are being considered in this issue:

- Official EHF Champions League floor
- Capacity of the hall: minimum of 3.000 spectators
- Working places for media (see under point 3, Chapter V)
- Rooms for VIP/Hospitality
- Capability of organizing the event (availability of the staff, observing EHF procedures and protocols, etc.)

# **2** GENERAL CONDITIONS

# 2.1 Sports facilities / Playing halls

Eligibility to enter the competition is conditional upon the availability of sports facilities conforming to the Rules of the Game. Responsibility in this regard rests with the respective Member Federation.

# 2.2 Appearance of the playing hall

The playing halls are subject to approval by the EHF. Each participating team has to observe the following points in relation to the appearance of the playing halls:

- hall floor
- hall capacity
  - $\circ$  to be defined adequately from the Group Matches to the semi finals
  - $\circ$  Minimum of a capacity of 3.000 spectators for the Champions League final matches
- working space for the media/ press seats on tribune
- VIP / Hospitality area
- organisational ability (observing the EHF protocols, adherence to procedures, etc.)
- medical service (first aid and stretcher)

# 2.3 Access

The local organiser/home club shall grant the EHF and/or its marketing partners free access as required (not exceeding 20 persons) to the premises and outdoor areas of the competition venue (working accreditation).

# **3** THE EHF CHAMPIONS LEAGUE FLOOR

# 3.1 General

The qualification round 2 of the Women's Champions League shall be played on floors with handball lines only. Starting with the Group Matches, each club participating in the 2011/12 Women's Champions League has to play its home matches on the official EHF Champions League floor produced by Gerflor (blue-lagoon, black CL design).

A floor responsible of the club has to be nominated and contact details (name, phone number and email address) of the floor responsible have to be communicated to the EHF/EHFM.

The Floor Installation Manual is set up to provide the clubs with all relevant floor related information. This manual will be sent to the clubs prior to the matches and is also available for download on the official EHF Marketing Homepage <u>www.ehfmarketing.com</u>.

# 3.2 Rent or purchase model

EHF/EHFM will offer two possibilities for Champions League participants who have not already bought the official Champions League floor: the rent and the purchase model.

#### 3.2.1 The rent model

EHF/EHFM provides the official floor to the home club for a rental fee of € 3.500 for each EHF Champions League match played on the floor. The floor stays in EHF/EHFM property. Material and shipment costs are covered by the rental fee. Material order and shipment are organized by EHF/EHFM in good time prior to the event. Cleaning, removal are within the club's responsibility.

#### 3.2.2 The purchase model

EHF/EHFM gives the home club the opportunity to either buy a new or a used official floor. The floor price depends on shipment costs and the condition of the floor. Payment conditions are worked out by EHF/ EHFM in close cooperation with the home club. The buying price of a new floor includes material and technical support during the first installation (no installation tools included). Thereafter it is the home club's responsibility to organize appropriate material in time (recommendations are given in the Floor Installation Manual). EHF/EHFM does not take on material orders, but will of course support the home club with relevant information.

#### 3.3 Production and transport

The official EHF Champions League floor is produced by the EHF floor partner Gerflor and transported to the home club in good time prior to the match. For a new floor the cost for production and first installation assistance is borne by the EHF/EHFM.

In case the home club is located outside of the European Union, EHF/EHFM will prepare a proforma invoice for custom clearance and send this proforma invoice to the home club.

After having received the official Champions League floor, the club is obliged to fax all existing custom documents to EHF/EHFM, especially in case the club rents the floor from EHF/EHFM.

#### 3.4 Floor installation

Each installation has to be carried out by at least 6 persons of the home club. Detailed technical instructions are provided in the official EHF Floor Installation Manual, which is sent to the clubs prior to the beginning of 2011/12 EHF Women's Champions League. On the occasion of the 1st installation a technical formation is carried out by the floor supplier. The arising cost for installation, removal, storage and maintenance has to be covered by the home club.

All necessary information and installation guidelines will be provided in the "EHF Champions League Floor Installation Manual" published by the EHF and its floor partner.

The first installation is generally done with double-sided tape. In case the home club decides to install the floor with single-sided tape, EHF/EHFM does not take the responsibility for the stability of the floor. EHF/EHFM

advises the home club not to use of single-side tape for the installation, especially if the floor is installed for more than one match.

### 3.5 Floor maintenance

The home club agrees to keep the floor clean and in good condition (valid for rent and purchase model). In case damages occur, the home club has to record the defective areas and communicate this information to EHF/EHFM as soon as possible. Maintenance costs have to be covered by the home club.

# 3.6 Storage

If the floor is in EHF/EHFM property, the home club is responsible to store the official EHF Champions League floor carefully following the instruction given by the floor supplier (also recommended if the floor belongs to the home club).

Floor stickers have to be removed and the floor has to be cleaned before storage.

If the home club is eliminated from the EHF Champions League, a possible storage solution (close to the home club) has to be communicated to EHF/EHFM. The final decision of the storage location will be taken by EHF/EHFM after having analyzed each case individually.

# 3.7 Further use

The official EHF Champions League floor shall not be used for other handball matches. Exceptions are subject for approval by the EHF.

### 3.8 EHFM floor contact

EHFM contact for information and requests concerning floor matters: <u>championsleague@ehfmarketing.com</u> tel: +43 1 80151 214; fax: +43 1 80151 219

# 4 VENUE INSPECTIONS AND AUDITING

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

The combined effort of the EHF and the home clubs 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 before the season 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.

#### 4.1 Duties of the home club

The home club has to be represented by the club's EHF Champions League responsible involved in the club's business. In case of no fluent English knowledge a translator has to be present. Furthermore, the club 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 club. In case of a 2nd inspection (audit) all cost are to be borne by the home club. 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 club.

#### 4.2 Site inspection (1)

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

- **Approved**: the venue facilities are in good condition and can be accepted without further remark by the EHF.
- Approved under condition: some of the venue facilities do not correspond to the standards set for EHF Champions League 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 club. The venue cannot be accepted for EHF Champions League matches. As a consequence the club 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.

# 4.3 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:** the venue is accepted or
- Not approved: in case the amendments stated in the 1st inspection have not been implemented. As a consequence the club has to propose another venue able to meet the standards without any further delay. In case a club cannot meet the venue standards set up by the EHF its participation in the EHF Champions League can be rejected.

# IV. ORGANISATION OF THE EVENT

# **1** MATCH DATES / TIMES

Within the given period the playing day as well as the throw-off time is coordinated by EHF/EHFM in contact with the TV-partners and clubs. 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 Accreditations and invitations guest club

Home clubs shall make available to the visiting clubs 10% of the admission tickets (a minimum of 200 tickets) against payment of the customary local price. At least 10 of those tickets must be VIP-tickets, however, the guest team must name the recipients of the VIP tickets no later than at the Technical Meeting. The complete number of tickets have to be ordered by the visiting club in writing no 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 club without any restrictions. The exact seating of the guest club's ticketholders (VIP and others) must be fixed at the Technical Meeting.

# 2.2 Responsible contact person for fans

Parallel to the ordering of the tickets, the guest team must provide the home team with the name of the responsible contact person for the travelling fans (full name and mobile number). This person must travel together with the fans.

### 2.3 Accreditations and invitations of VIPs, EHF, etc.

- 2.3.1 For each group match, Main Round match and semi-final match, an allocation of max. 50 admission tickets (thereof max. 25 VIP tickets) shall be made available to the EHF on request (not later than 10 days prior to the respective match), free of charge. For final matches an allocation of max. 100 admission tickets (thereof max. 50 VIP tickets, the rest at least premium category) is valid. Tickets are to be made available to EHF/EHFM free of charge.
- 2.3.2 In addition, the EHF shall have the right, on request, to buy 10% of all admission tickets at the customary local price. The request shall be made within a reasonable period of time after the respective draw (not later than 10 days before the respective match).

- 2.3.3 Accreditation and VIP tickets requested by EHF/EHFM have to be prepared and sent by the home club according to the information provided by EHF/EHFM.
- 2.3.4 The EHF and/or its marketing partners shall have to right to organise events, banquets, sponsor and hospitality receptions, etc. at the venue in connection with EHF Champions League matches. Any rooms and resources required for this purpose shall be made available by the organiser / home club against payment of any additional costs that may occurr. Some parking spaces right next to the playing hall should be available for these partners/sponsors.
- 2.3.5 The EHF and/or its marketing partners shall have the right to integrate guests into VIP events, other events / receptions (including food service) organised by the local organiser / home club on the occasion of EHF Champions League matches, etc. and/or to expand the scope of such events against payment of the additional costs occurred.
- 2.3.6 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 Champions League matches. Available options and requirements have to be discussed with the home club.
- 2.3.7 Any additional events to be held locally shall also be announced to the organiser / home club in good time; any additional costs incurred in that respect shall be borne by the EHF and/or its partners.

# **3 TRANSPORT**

### 3.1 Duties of the guest Club

The guest club is responsible for the organisation and the payment of its trip including all respective extra costs like visa, insurance, etc. to and from the airport, that is chosen by the guest club.

The guest club is liable and must bear all costs incurred should the home club have a right for compensation in reference to the compulsory guarantees stated in chapter IV, point 3.2.

The local transport starting and ending at this airport is covered by a bus, which is provided by the home club. Airports of arrival and departure, that are unusually far away from the venue of the match, are subject for approval by the EHF. The guest club is obliged to inform the home club and the EHF upon its travel arrangement four (4) days prior to the arrival at the latest.

#### 3.2 Duties of the home club (visa, welcome and local transport)

The home club is obligated, upon issuance of an invitation for a required visa for the EHF officials as well as for the guest team, to grant all compulsory guarantees of the respective embassies. Furthermore, the home club is obligated to send, within 48 hours after the receipt of the request, the respective invitation. The home club is obliged to provide a bus of an international standard for a minimum of 40 persons for the local transport of the guest team. The bus must be equipped with a heating resp. an aircondition. The bus must be at the disposal of the guest team starting with the moment of arrival at the respective airport and finishing with the moment of departure at the respective airport, however, for a maximum of 96 hours only.

The bus must be arranged by the home club in a way, that there is a bus driver available for the complete duration of the stay including all usual transports that are connected with the stay of the guest team. A representative of the home club is obliged to be present at the moment of arrival at the respective airport. It is his/her duty to welcome the guest team and to assist the guest team in any difficulties at the airport (customs, luggage, meeting the bus etc.).

In case the guest club travels by bus, the home club is free from the obligation to provide a bus arrangement. No costs are to be refunded as a consequence.

In case of unusual difficulties of the guest club during its stay , the home club is expected to provide appropriate assistance within the framework of a sportsmanlike co-operation.

## 3.3 EHF Officials

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

#### 3.4 EHF President

Whenever the EHF President or an Executive Committee member representing the EHF attends the EHF Champions League competition an adequate car with an English speaking driver has to be at his disposal during the duration of the stay. The EHF will inform in good time prior to the event about the attendance of an official EHF representative. The arising costs are to be covered by the home club.

## 4 BOARD AND LODGING

The EHF/EHFM recommends the cooperation with HRS (Hotel Reservation System), the exclusive hotel partner of the EHF Champions League. HRS offers special hotel rates to all participants of the EHF Champions League. Therefore each participating club is invited to book its accommodation in cooperation with HRS through the special HRS.EHF Champions League booking portal. A more detailed information about the technical implementation and requirements as well as the handling of the provided tool will be given by EHFM to the participating clubs in good time prior to the first qualification matches.

#### 4.1 Guest club

4.1.1 The guest club is responsible for the organisation and the payment of its stay at the away match. This includes all aspects of accommodation, food as well as additional activities of the guest team.

The guest club is therefore free to define the number of persons in the delegation, the duration of its stay, the level of accommodation and food as well as the complete programme during its stay etc.

Upon a mutual consent between the two clubs, other arrangements regarding board and lodging are possible. The EHF cannot be hold responsible for any dispute or discussions about financial issues between the clubs resulting from individual agreements between clubs.

## 4.2 EHF Officials

Single rooms in a hotel at international level (minimum 3 stars) have to be booked for the EHF officials nominated by the EHF/M. The officials shall pay any further cost related to personal matters themselves (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 boarding and lodging of all EHF representatives is borne by the home club.

The EHF officials have to be accommodated in a separate hotel independent from the guest club and the fans of the guest club.

#### 4.3 EHF President

A Single room in a 4-star hotel has to be booked for the EHF President.

Depending on the individual timetable breakfast, lunch and dinner have to be provided in the hotel restaurant or a respective restaurant by the home club. The costs for boarding and lodging are to be covered by the home club.

## 4.4 EHF Sponsor Partners and Media Representatives

On EHF request single rooms in a 4-star hotel have to be booked for the EHF sponsor partner 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 club. The costs for boarding and lodging of the EHF Sponsor partners and Media representatives are to be covered by the parties themselves respectively the EHF.

In case a sightseeing tour is requested by the EHF for the EHF sponsor partners, the home club shall support the organisation. The cost is covered by the EHF. The EHF informs the home club 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 Scorekeeper and timekeeper

The scorekeeper and the timekeeper shall be appointed by the National Federation in whose territory the venue of the match is located. It is in the responsibility of the home club, that the score keeper and time keeper are present at the playing hall.

The scorekeeper, the timekeeper and the official announcer shall be provided by the organiser with the necessary technical equipment. The EHF may appoint one or several delegates and representatives to a match.

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 timekeeper's desk, in vertical position, for 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 manager at the beginning of each half-time of the regular playing time. A team manager requests the team time-out by presenting the green card in a correct way at the timekeeper's table.

The home club shall pay the cost of the timekeeper and the scorekeeper.

#### 5.1.1 Timekeeper's desk

The following persons shall be seated at the timekeeper's desk in the following order: EHF delegate, time-keeper, score-taker, official announcer. Alternatively, it is possible that the announcer is seated right next to the timekeepers' desk. A representative who the EHF may delegate for doping control shall be assigned a seat in the substitution area.

#### 5.2 Technical equipment and personnel

- 5.2.1 Technical equipment and personnel shall be made available by the local organiser/home club in accordance with the requirements defined by the EHF and/or the EHF's marketing partners / the local TV host broadcaster.
- 5.2.2 The announcer provided by the local organiser shall be selected with due regard for the need to make all announcements also in the English language. Moreover the instructions of EHF officials must be followed by the announcer. The announcer shall not misuse his position in an unsportsmanlike way.
- 5.2.3 Security staff, first-aid teams, etc. shall be provided in accordance with the standards set by the EHF Rules on Safety and Security Procedure.
- 5.2.4 In case of an introduction of a EHF Champions League statistic the home club must make available the necessary technical support as well as personnel (1-2 people). Some knowledge of the English language is a requirement for these people.

## **6** SECURITY

#### 6.1 Guarantees by the local organiser

- 6.1.1 The clubs and 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.
- 6.1.2 The clubs and 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 coordinated with the persons in charge of specific services and with the EHF delegate / EHF security delegate.
- 6.1.3 The local organiser / home club 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.

## 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 Champions League matches for teaching and coaching purposes. Persons making video recordings of a match on video who are unable to produce 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.

All clubs participating in the EHF Champions League shall be permitted to make video recordings for teaching and training purposes from official home matches (also in national competitions) of other clubs which participate in the EHF Champions League. Such recordings, however, shall be made by only one person using one camera. Such video recordings shall be shown only privately to the teams concerned for study of tactics and shall not be exploited commercially.

## V. MEDIA

### 1 Press

#### 1.1 Media room / work room

- 1.1.1 The home clubs shall provide to the EHF and/or the holders of rights the technical support required as well as access for technical staff.
- 1.1.2 A sufficient number of workplaces shall be made available for press and media representatives as well as equipment in accordance with common standards for international sports events (phone and modem outlets, internet connections, etc.).
- 1.1.3 The home club shall create good working conditions for media representatives (TV, radio, printed media) by providing a media room with tables and chairs, internet access high speed: 1 Mbit/sec. (WLAN or cable connection e.g. ISDN, ADSL a line for internet access/ISDN or equivalent) shall be provided by the club free of charge, telephone and telefax. Media information such as player lists, match reports, statistics as well as additional team and player information should also be made available. Upon written request by the visiting team, an appropriate number of seats shall be reserved for accredited journalists and an appropriate number of power outlets as well as telephone and telefax lines made available.

The journalists accompanying the guest club must apply for official accreditation 3 days prior to the match at the latest and are to be supported with regard to hotel reservations and visa problems in accordance with international practice.

An accreditation can only be refused by the home club after a discussion with the EHF.

#### 1.2 Press seats on the tribune

Working places for accredited media representatives and journalists must be available and shall be separated from those of spectators. In addition the seats of the media representatives and journalists shall be additionally protected.

#### 1.3 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. 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).

#### **1.4** Press conference

Beginning with the EHF Champions League Main Round the home club shall arrange a post match press conference 15 minutes after each EHF Champions League match. The coach and a player should participate in the press conference. The press conference shall be equipped with a backdrop.

The EHF reserves the right up to 15 days prior to the playing day in co-operation with the clubs and by considering the clubs' sponsors to install a backdrop presenting the EHF Champions Logo resp. the EHF Champions League sponsor(s).

1.4.1 Press conference – Finals

A press conference is to be organised by the home club on the evening prior to the match as well as after the awarding ceremony.

#### 2 OFFICIAL WEBSITE - EHFCL.COM

To ensure extensive coverage of the EHF Champions League on the official website, ehfCL.com, the EHF has a network of journalists reporting on the competition. An article about the match are posted to the website on the evening of each playing day.

To assist with the writing of these articles of matches, clubs must provide a short written report directly after the match. This report should be sent to: <u>newseditor@ehfmarketing.com</u>. The report should contain the following information:

- Result and short summary of the game
- Any highlights or incidents relating to the game
- Quotes from the coaches and players from both teams from the post-match press conference.

## **3** PHOTOGRAPHERS

#### 3.1 Basic guidelines

The photographers shall be accredited and shall have access to the playing court as well as the press facilities. They must be allowed to do his/her job without obstructing the game or the view of the advertising boards, to avoid devaluation of the sponsors. As of the semi-finals the photographers should be provided with a bib for ease of recognition, which will help the work of the security staff. Each photographer must receive a copy of the EHF Rules for Photographers and sign a list that he/she will adhere to the rules. This should be completed when the accreditation is collected from the press officer.

Here are the basic guidelines:

- Photos can be taken during the line-up. An area must be defined prior to the match. 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 club 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.
- It is not allowed to change ends during the playing half. This has to be done at the half time or at the end of the match. 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 should remain seated and can not change seat during play.

- Photographers are allowed to sit in front of the nets after the point where it is fixed to the advertising borders.
- Photographers are not allowed to obstruct the view of the advertising boards.
- No strobe light photography is permitted

#### 3.2 EHF photographer

The club is required to provide a professional photographer in order to provide high quality pictures of EHF Champions League matches. The photographer/club is obliged to send 2-3 photographs directly following the game to <u>newseditor@ehfmarketing.com</u> for use on the ehfCL.com website. At least 24 hours after the match, 10 pictures from the game should be sent to the EHF Office (<u>championsleague@ehfmarketing.com</u>) for use on the official EHF Champions League website as well as in official EHF publications and promotion material free of charge.

On request a CD-ROM with at least 50 pictures must be sent to EHF one day after the event by post. These picture should have a minimum resolution of at least 5 Mega Pixel per picture and should be of professional quality. The costs have to be borne by the EHF. These should be of print quality with DPI of 300. The pictures will be used on the EHF Champions League website (photo gallery and articles) as well for EHF Champions League and EHF promotional purposes.

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

- Match (action) pictures
- Match action with sponsor presence on barrier boards and floor stickers
- Beauty shot of the arena showing the full playing court
- Team Time-Out
- Referees in Action
- Coaches in Action
- Team Line-up
- Ceremonies (EHF representatives + VIPs)
- Opening, Awarding Ceremony
- Children

## 4 EHF CHAMPIONS LEAGUE FINAL

Clubs reaching the final matches have to take into consideration the dimension of the event and undergo special preparations and regulations. In all instances, final arrangements have to be defined and approved by the EHF in agreement with the parties involved. Generally all mentioned standards have to be adapted to the fact that more people will be involved in the media process, before, during and after a final match. The most important points to be aware of are:

- All media arrangements have to be arranged in cooperation with the EHF
- Media / working room for at least 30 media representatives (written press and photographers) with all requirements mentioned in point 1.1 (chapter V)
- Press room shall have a minimum of 80 m2 (appropriate facilities such as more work stations)
- Special media service media support
- In the playing hall a minimum of 60 work stations for press and media representatives has to be guaranteed. The places should have access to electricity and internet access should be available upon request.
- Mixed zone and flash zone (situated in the hall next to the players exit; the flash zone is kept separate from the mixed zone and is reserved exclusively for the TV right holders. The necessary security should be provided to ensure the safety of the players and the TV right holders).
- Media room, press conference room, mixed and flash zone shall be branded with the EHF Champions League CI (see chapter VI).
- Official press releases before and immediately after the final match
- Official EHF TV crews and Official EHF photographers will be appointed which will have the exclusive right to enter in the ceremony area and other essential areas (EHF media officials will be provided with special badges).
- Additional press activities and the option of a press conference one or two days prior to the match.
- The post match press conference will take place after the awarding ceremony of the final match.

## 5 TELEVISION AND RADIO

The EHF is the right holder of the advertising rights relating to the EHF Champions League for the 2011/12 season and therefore exclusively entitled to assign such advertising rights to third parties.

#### 5.1 General

Joint marketing of the rights of the EHF Champions League in connection with television, radio, internet, film, video and advertising shall be carried out on the behalf of the clubs / National Federations by the EHF in accordance with the principles set out below.

#### 5.2 TV rights

The EHF transfers the use of the complete media rights for the 2011/12 season to EHFM and entitles it to undertake the respective measures with regards to the usage of these rights.

#### 5.2.1 Qualification round 1

The television-, radio-, film-, internet-, video- and advertising rights for qualification round 1 shall be marketed directly by each home club.

#### 5.2.2 TV signal in qualification round 2

In qualification round 2, the organiser of the qualification tournament has the TV rights for its territory and must guarantee the production of the TV signal of all matches according to the EHF TV Hostbroadcaster Manual. The news rights as well as the international media rights of all matches shall belong to the EHF.

The EHF is the exclusive owner of the International (worldwilde) Media Rights and the Pan European Rights (i.e. means Eurosport/Eurosport 2 or any other TV company transmitting into different European countries in the respective languages) and shall have the right to exploit them. Those Media rights include live, delayed, News and Highlight righs. The clubs (relevant Member Federation, League) are the owners of the national (respective territory) Media rights.

Local Media Partners have to be informed by the club about the EC Media rights situation in due time before each season.

If the EHF is able to find broadcasting partners (which are not the local (home team) host broadcasters) in the territory which is not the home territory, the minimum production requirements (5 camera production, EVS, match graphic with ID, running clock, and score, satellite uplink) must be secured by the home club or the respective TV Partner.

Media rights are divided into TV, radio and multimedia rights.

TV rights include all distribution channels including satellite, cable and terrestrial broadcast. Multimedia rights means internet, digital television, SMS portals, MMS, 3G Mobile Phone Service and include any present or future distribution platform (incl. internet and any wireless wide-area communications network) capable of delivering a continuous stream of audiovisual signals, whether digital or analogue, for display on a visually perceptible screen or monitor, including, without limitation, free television, pay television, pay-per-view television, pay-per-channel, broadband internet, video-ondemand, near live-video-on-demand, closed circuit television (e.g. in hotels, airplanes etc.), public viewing. Streaming is media coverage in the internet of the Event: exclusive live-streaming in extract or full length, Non-exclusive delayed streaming in extract or full length, Non-exclusive live-clips and Non-exclusive Magazin.

The club or the respective home TV Partner has to provide to the EHF or to the respective EHF TV Partners the TV signal free of charge (signal uplink), if the match will be produced by a local partner. EHF shall have the right to choose at any time a signal distribution partner for further coordinate and distribute signal.

Furthermore, the EHF has the right to market the complete (home and International) Media rights of the matches where the home club makes no use of its Media rights.

EHF shall be allowed to use, free of charge, existing television footage/match footage for production and broadcasting matters at a later time ( utilisation of secondary and third party rights). The club or the respective TV Partner has to provide a beta tape/DVD to the EHF immediately after the match if requested.

#### 5.2.3 Final matches - TV-and advertising rights

In all Group Matches, Main Round matches, semifinals and final matches played within the framework of the EHF Champions League, the rights relating to television recordings, internet recordings, radio recordings and film recordings (including video recordings) along with multimedia rights (and rights not mentioned herein) shall be marketed by the EHF.

The EHF has the option of using existing television and film footage for the production and broadcasting of a news magazine at a later date (exploitation of secondary and third party rights) free of charge.

#### 5.2.4 TV Signal/ Guarantee of the production beginning with the Group Matches – Final

Each club has to guarantee the production of an international TV signal on the basis of the EHF Host Broadcaster Manual for each home match. This signal must be made available to the EHF (or for its respective partners) free of charge at an EHFM chosen satellite. The broadcast rights stay with the EHFM in all territories and in respect to the concerned club.

If the club intends to reproduce match action on their hall screens the EHFM has to be informed.

- 5.2.5 A club will be released from this duty by the EHF, if a respective agreement with a TV partner is reached.
- 5.2.6 Should there be no TV-agreement until 30 days prior to the Group Matches, the EHF is responsible for the organisation of the production of the TV-signal and the costs of this are to be borne by the club.
- 5.2.7 In all Group Matches, Main Round matches and semi-final matches played within the framework of the EHF Champions League, the rights relating to television recordings, internet recordings, radio recordings and film recordings (including video recordings) along with multimedia rights shall be marketed by the EHF.

The EHF has the option of using existing television and film footage for the production and broadcasting of a news magazine at a later date (exploitation of secondary and third party rights) free of charge.

5.2.8 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. Clubs interested is using TV footage or any match action on their homepage or on any club related media platforms have to inform the EHF Marketing in due time. All media rights belong to the EHF and further usage by the club has to be communicated to the EHF.

## 5.3 TV Meeting

One hour 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 (see also enclosures - check list for TV-meeting or the TV host broadcaster manual):

- Pre-match run down (entry ceremony exact timings; awarding ceremony in case of the final to be prepared in written form by the home club
- 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 club
- Team line-ups (to be prepared in written form by the home club) have to be provided to all media representatives and have to be sent to transmitting TV channels before the match via fax or e-mail
- 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, implementation of EHF Champions League intro/outro/graphics (information given by the TV representative)
- Names of EHF officials/ referees (information given by the EHF delegate)

## 5.4 On-site support

The local organiser / home club shall provide, to the extent required and requested, the preconditions specified by the EHF, the marketing partner and/or the host broadcaster and requisite resources as well as the personnel and material needed to produce, make available and transmit a standard quality TV signal.

# VI. PRODUCT AND BRANDING

## 1 THE EHF CHAMPIONS LEAGUE BRANDING

A unique EHF Champions League branding throughout Europe is one of the main requirements to successfully promote and develop the product. The correct usage of the official EHF Champions League Corporate Identity is obligatory.

The official EHF Champions League layout must not be changed or redesigned in any way.

The home club must strictly comply with the given Champions League layout. Before the branding material is produced, the layout has to be sent by email to EHFM (<u>gorzellik@ehfmarketing.com</u>) at least 2 weeks before the beginning of the respective competition phase. Within 3 working days the EHF will approve the layout or make comments for revision. The final confirmation of the basic layout is given by the EHF.

## 1.1 Timekeepers' table banner

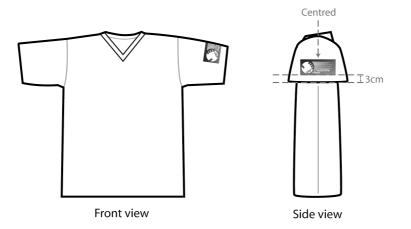
One table banner in accordance with the EHF Champions League CI has to be affixed to the timekeeper's desk. Layouts are provided by EHF Marketing.

### 1.2 Second Row Branding

EHF Champions League banners have to be positioned in the 2nd row areas, on the tribunes, in the substitution areas, etc.. The exact positions/areas will be defined by the EHF depending on competitions stage and the local venue.

## 1.3 Player's shirts

The EHF will provide all clubs participating in the Group Matches of the EHF Champions League with the layout of the EHF Champions League t-shirt badges (15x7cm) in digital form which is ready to be printed on the shirts. The fixing of this logo is an obligation, the exact position is defined as follows. Nevertheless, the badge has to be fixed only on the left arm.



#### 1.4 Press conference

Two panels are to be positioned on the left and right hand of the table. One table banner has to be put on the front side of the table. Layouts and basic guidelines will be provided by EHF Marketing.

#### 1.5 Mixed zone / Flash zone

One interview backdrop has to be positioned where the mixed or flash zone in the playing hall is foreseen.

#### **1.6** Press information / official information sheets

All information handed out to the local press (line-ups, player information, etc.) as well as information sheets (Technical meeting, TV meeting, etc.) have to be branded with the EHF Champions League header.

#### 1.7 Accreditations

The accreditations for the official sectors (playing court, media, VIP, etc.) have to be designed in accordance with the EHF Champions League CI. Layouts will be provided by EHF Marketing.

#### 1.8 Tickets

Normal tickets for spectators are recommended to be in EHF Champions League design if the used printing method makes it possible. However, this is not obligatory. Layouts will be provided by EHF Marketing.

## 1.9 Official programme

The design of the official programme has to follow the EHF Champions League CI. The EHF Champions League advertisement has to be positioned on the foreseen area in the inner of the programme. Layouts will be provided by EHF Marketing.

#### 1.10 Flags

All flags mentioned under point 5 (chapter X) have to be positioned in the playing hall.

#### 1.11 Podium / Winner's banner

The winners' podium provided by the home club has to be branded.

For the awarding ceremony of the EHF Champions League final, a banner situated in front of the podium has to be produced in EHF Champions League CI. The EHF Champions League winner shall position behind this banner when the winner's pictures are taken.

## 2 THE OFFICIAL EHF CHAMPIONS LEAGUE BALL

Adidas as the "Official match ball supplier of the EHF Champions League" will provide the official ball for all matches of the 2011/12 EHF Champions League. Starting with the Group Matches participating clubs are obliged to use the official adidas ball in all matches as well as during the warm up of the 2011/12 EHF Champions League. The EHF partner adidas will make available 20 balls to each club participating in the Group Matches of the 2011/12 EHF Champions League for training purposes. In addition adidas provides each club with 2 match balls per home game which must be made available without prior use on the occasion of each home game accordingly.

## **3** THE OFFICIAL EHF CHAMPIONS LEAGUE MUSIC

The European Handball Federation will provide each team participating in the Group Matches of the 2011/12 EHF Champions League with at least one CD including the official CL-music.

# VII. MARKETING AND ORGANISATION

The EHF is the right holder of the advertising rights relating to the EHF Champions League for the 2011/12 season and therefore exclusively entitled to assign such advertising rights to thirds parties.

## **1** Use of Avertising

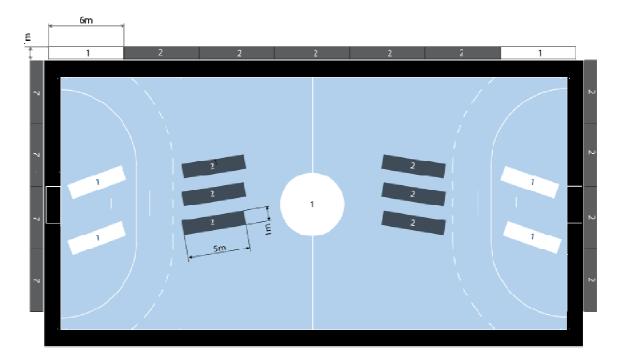
The EHF transfers the use of the TV and advertsing rights for the 2011/12 season to EHF Marketing and entitles it to undertake the respective measures with regards to the usage of these rights.

## 1.1 Maximum number of floor advertisements

With the beginning of the qualification round 2 the number of floor advertisements shall be limited to 11 floorstickers (including the centre circle) on playing court and playing court surrounding area. Additionally, a maximum number of 2 floor stickers of an official EHF Champions League floor provider may be positioned next to the goals outside the playing court.

## 1.2 Qualification, Group Matches, Main Round and semi-finals

- 1.2.1 It is the duty of the club to provide the EHF Marketing GmbH with a static wooden board system with the dimensions 42m x 1m on the long side of the playing court and 20m x 1m on both short sides of the playing court. A replacement of the static wooden board system respectively the usage of LED or LCD systems, is subject for approval by the EHF.
- 1.2.2 The following advertising rights from the qualification to the semi-finals are to be marketed directly by each home club: entire board advertising (except point 1.2.3, chapter VII) as well as 6 floor advertisements on the playing court. The advertisements are to be positioned on the height of the 9m line and have to have the dimensions 5m x 1m (see chart positions number 2)
- 1.2.3 The EHF will market the right to advertise on two 6m x 1m barrier boards on each corner of the long side barrier, within the range covered by the main TV cameras. (see chart positions number 1)

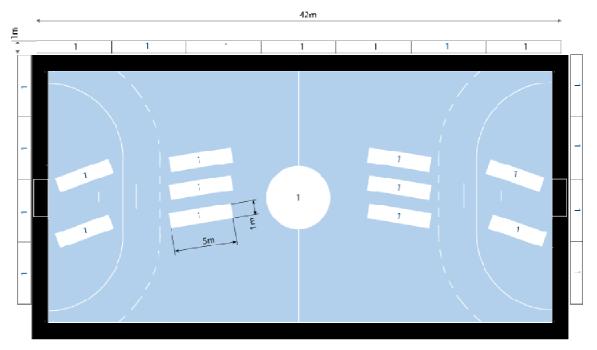


#### 1: EHF/EHF Marketing positions 2: Club sponsor positions

- 1.2.4 Furthermore the EHF has the right to exclusively use the goal areas and the centre circle, no club sponsor advertisement may be positioned in the said areas. The number of advertisements allocated in the goal areas will be of maximal two, the dimensions are 5m x 1m. The centre circle will have a diameter of 5m. (see chart positions number 1)
- 1.2.5 The EHF has the right to promote, on behalf of the clubs, marketing of additional board and floor advertising for all qualification rounds, Group Matches, Main Round matches and semi-final matches played within the framework of the EHF Champions League. For the 2011/12 season and in case of an agreement with a title sponsor for the EHF Women's Champions League, EHF Marketing will inform all participating clubs about additional board and floor advertising positions, which should be reserved for EHF/EHF Marketing, in good time prior to the respective matches.
- 1.2.6 No additional advertisement including the playing court (apart from a maximum of 11 floor stickers and the advertisement on the barrier boards), the surrounding area and the spectator areas, as well as VIP and press conference rooms, should be placed within the range of the TV camera.
- 1.2.7 The local organiser / home club shall take care for the proper fixing of the means of advertising (barrier board and floor advertisement, etc.). Specification will be fixed, as far as necessary.

#### 1.3 Finals

- 1.3.1 The advertising rights for the finals shall be marketed centrally by the EHF. For this purpose, the halls in which these matches are played shall be provided free from any advertisement 24 hours before the match. Exceptions are subject to approval by the EHF.
- 1.3.2 The room where the press conference takes place shall be free from any advertisement.
- 1.3.3 The VIP shall be free from any advertisement.
- 1.3.4 The rights include board advertising on the length side of the playing court (42m x 1m) as well as board advertising on the goal sides (20m x 1m behind each goal), within the range covered by the main TV cameras. (see chart)
- 1.3.5 Furthermore the EHF has the exclusive right to market the floor.
- 1.3.6 It is the duty of the club to provide the EHF Marketing GmbH with a static board system with the dimensions 42m x 1m on the length side of the playing court and 20m x 1m on both short sides of the playing court.



#### **1.4** Placing of advertisement

In connection with the TV agreement reached between the European Handball Federation and the TV host broadcasters it was agreed that the following standard guidelines should be considered at matches of the EHF Champions League.

- 1.4.1 The quality of advertisements used must not spoil the quality of TV coverage and TV production. Implemented advertisement which spoils the quality of TV coverage and TV production can be ordered to be removed or covered.
- 1.4.2 The size of the boards and the placing of the advertisements should follow the EHF guidelines and also should allow a full visibility of the event from all angles on the TV screen.
- 1.4.3 Advertisements which damage the quality of TV coverage and TV production can be ordered to be removed or covered.
- 1.4.4 It goes with the responsibility of the home club to make sure that the advertisements used are in conformity with the given guidelines.
- 1.4.5 Advertisement, which is 3-dimensional, luminescent or fluorescent is subject for approval by the EHF.
- 1.4.6 The first row of advertising on the long side, opposite the main TV camera, should have a height of 100 cm above normal floor level.
- 1.4.7 The second row of advertising on the long side, opposite the main TV camera, should have a maximum height of 60 cm. This row should be placed at least 10 cm above the first row of advertisements, so that the two rows appear separated, especially when seen from the master-camera.
- 1.4.8 The first row of advertising on the goal lines (short sides) should have a height of 100 cm above normal floor level.
- 1.4.9 In case of rotating advertisements all advertisements should rotate at the same time and only vertically. Every rotation frequency should have a duration of minimum 30 seconds.

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#### 1.5 Securing of advertising

1.5.1 The advertisements placed by the EHF respectively their marketing partners must not be covered by spectators or materials and the clear visibility on the TV screen must not be impeded by any obstacle. The responsibility is with the home club.

## 2 PRODUCT EXCLUSIVITY

In respect of the advertising rights managed within the framework of these Regulations the EHF has the right to industry exclusivity for two partners put on boards resp. floor advertising areas within the complete range of the TV cameras. The respective sponsors shall be announced by the EHF to the clubs concerned in writing in good time prior the respective matches.

Any advertising at the competition venue that violates industry exclusivity shall be removed if requested by the EHF. Industry exclusivity does not apply to the players' clothing.

## **3** OTHER ADVERTISMENT FORMS

## 3.1 Referees' / Officials' advertising

Advertising on the clothing of referees and EHF officials shall be reserved to the EHF. Any industry-related exclusivity shall be excluded.

## 3.2 Advertisment on player's clothing

#### 3.2.1 Qualification rounds

In conformity with point 3.2.2 of this regulation and notwithstanding the Advertising on Clothing Regulations, in the 2011/12 season, the rights relating to sleeve advertising shall belong to the respective clubs.

## 3.2.2 Group Matches, Main Round and Semifinals

Notwithstanding the Advertising on Clothing Regulations, in the 2011/12 season, the rights relating to sleeve advertising shall belong to the respective clubs in all Group Matches, Main Round matches, Semifinal matches and Final matches.

# VIII. VIP AND HOSPITALITY

## **1** HOSPITALITY AND BANQUET

In all matches relating to the EHF Champions League, the home club shall organise a lunch reception on the day before the match or on the day of the match to which it shall invite both teams' delegation heads, EHF officials, representatives of EHF partners, representatives of local authorities as well as other VIP guests that may be present.

In addition, the respective home club may organise a banquet after the completion of a match, hospitality programme, etc.

# IX. TECHNICAL SERVICES

# **1** STATISTICS

The implementation of statistics within the EHF Champions League matches is planned and will be carried out in cooperation with the participating clubs and TV stations involved. The club shall be in charge for providing the necessary personnel free of charge.

# 2 PHOTOS / FILM / VIDEO

The EHF shall have the right to use photos and graphical material of players and officials as well as club names, emblems and team uniforms within the framework of the competition for non-commercial purposes. On request, the clubs / local organisers shall provide such material and any information required free of charge (see chapter V, point 3.2).

At the point of registration, it is the responsibility of each club to exempt the EHF, in the case of legal action from the player, in regards to the player's image rights.

## 2.1 Film footage rights

The EHF 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.

# X. PROCEDURES AND PROTOCOL

## **1** OFFICIAL CEREMONIES

The official ceremonies are an important symbol for every sports event. The EHF Champions League competition has to be able to be identified due to their official ceremonies.

Any additional official activities (moment of silence, best player award, etc.) are subject for approval by the EHF.

## 1.1 Pre-match procedure

- 1.1.1 As the entry ceremony gives the first impression of the event for TV spectators and spectators in the playing hall it is important that all players of both teams respect and strictly stick to the timings fixed in the technical meeting for the entry ceremony and throw off.
- 1.1.2 During the entry ceremony the players must wear identical clothing: either with the player's clothes (short shirts and trousers) or tracksuits.
- 1.1.3 The players can be accompanied by children during the entry ceremony
- 1.1.4 Beginning with the Group Matches the following flags should be available in the playing hall at each Champions League match: flag of the nation of the clubs, flag of the clubs, flag of the nations of the referees and the delegate, flag of the EHF(1x2m) and EHF Champions League flag (1x2m).

#### 1.1.5 Entry ceremony

The official EHF Champions League ceremony shall start exactly 3 minutes before the match. (starting of the international clean TV feed)

Till this time individual team presentations have to be carried out and finished. Presentations (individual player presentations) of the teams shall be carried out in the same time way and in the same procedure without favouring someone.

The referees have to stand in the middle of the playing court. The EHF flag has to be positioned on the left side of the referees carried by at least four persons (young players/cheerleaders). The EHF Champions League flag has to be carried on the right side of the referees.

1.1.6 Both teams have to line up in one line with the referees facing the main TV camera. This part of the official ceremony shall be accompanied by the official CL music and the fair play text. After this part the teams approach the middle line (hand shake). The club flags shall leave the court in the same way in which they entered during the march in. At the same time the EHF and CL flags prepare to leave the playing court.

#### 1.1.7 Detailed run down

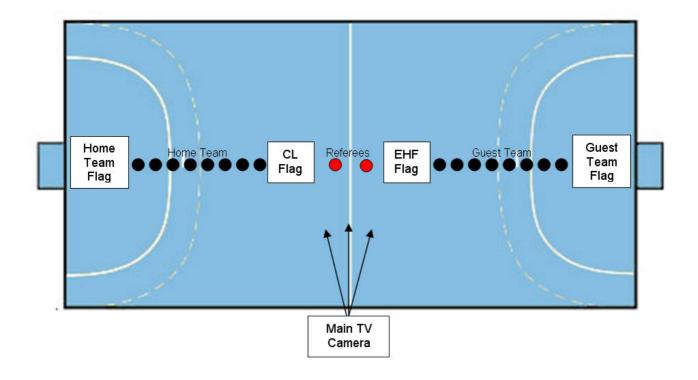
A detailed run down of the entry ceremony as well as the exact timings have to be set-up by the home club before each match and shall be handed out to all parties involved in the Technical meeting (delegate, opponent team, security, announcer, ceremony staff, etc.).

The following basic run down which starts 10 minutes before the throw off can be completed due to local arrangements during the entry ceremony:

10:00-03:00	End of warm up $ ightarrow$ Individual presentation (referee presentation/delegate
	presentation)
03:00	Beginning of the official ceremony / Playing of the official Champions League anthem,
	players line up
01:00	Ending of opening ceremony (handshake); Fair play text (in local and English version by
	announcer)
00:30	Players get ready for the throw-off;
00:00	Throw-off (start-up signal of EHF delegate)

#### 1.1.8 Chart entry ceremony

The following chart is to be seen as demonstrative sketch of the run down of the official entry ceremony in case of there being only one entrance to the playing court. During the site-inspection the detailed run down adapted to the local situation will be discussed.



#### 1.2 Post match procedure

- 1.2.1 At the end of the match the teams shall line-up and shake hands.
- 1.2.2 Players are available for interviews (TV, written press and radio) in the mixed zone. Interviews shall be made in front of the official EHF Champions League backdrop.
- 1.2.3 Fifteen minutes after the end of the match, a press conference shall be held in the press room (post match press conference); see point 1.4, chapter V. 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.

## **2** FINAL MATCHES

In final matches the same pre-match procedure as in previous matches shall be carried out. The entry ceremony will be adapted together with the organiser.

#### 2.1 Awarding ceremony

The awarding ceremony is to be organised by the home club in co-operation with the EHF at the playing hall immediately after the end of the match. A maximum of 30 persons from each of the two participating teams as well as the referees and EHF delegate will receive commemorative medals from the EHF. The materials for the awarding ceremony (except the medals and the trophy) must be organised by the home club in accordance with the EHF Office. In the same way the run down and tasks for each participating party

have to be planned carefully and needs a detailed briefing with the personnel (rehearsal the day before the match). The following material is needed for the awarding ceremony:

- CL winners' banner
- podium (enough space for the entire team)
- Poles and cordon (to secure the photographer's area)
- Cushions/trays for positioning the medals
- Bouquets of flowers
- Music arrangement (band, DJ, etc.)

Approximately 3-4 hostesses (2 women - medals, 2 women - trophy) have to be present during the entire awarding ceremony in order to assist the EHF President/EHF representative when awarding the players. Security staff has to secure that photographer's stay in their area.

## 2.2 Protocol

The seating plan of the VIP tribune has to be prepared by the floor/protocol procedures responsible together with the marketing supervisor. The EHF protocol prevails and therefore the EHF President respectively the from the EHF officially nominated person is the highest ranking representative at the venue. In close cooperation with the home club the local authorities will be taken into account.

In the entire VIP area the seats are to be allocated following the position/function of the respective guest. The correct implementation of the seating plan has to be secured by the floor/protocol procedures responsible.

## 2.3 Official reception

In both final matches relating to the EHF Champions League, the home club shall organise an official reception before the match (evening reception the day before or lunch reception on the match day) to which it shall

invite both teams' delegation heads, EHF officials, representatives of EHF partners, representatives of local authorities as well as other VIP guests that may be present.

After the match the home club may organise a banquet for the teams, team delegations, EHF officials, representatives of EHF partners, representatives of local authorities as well as other VIP guests that may be present.

## **3** TECHNICAL MEETING

The Technical Meeting has to be carried out in a meeting room at the playing hall at 10.00 hrs. on the day of the match. In case, the match is played before 13.00 hrs. the Technical Meeting shall take place on the evening before the match.

At this technical meeting, both teams shall enter all players they intend to use (not more than 16) and officials (not more than 4), in the match report.

## 3.1 Additional matters for the Technical Meeting

- The playing eligibility of maximum 16 players of each team is to be checked with the EHF players list.
- There is no longer any check of the passports/player licences at 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 (match in, players' presentation etc.)
- Side events (banquette, etc.)
- Organisational matters (VIP guests of opponent team, etc.)

# 4 PLAYING ELIGIBILITY

There is no longer any check of the passports/player licences at the Technical Meeting. However, the EHF delegate has the right to control the passports/player licences with photo of a maximum of 3 players not later than 30 minutes prior to the match.

# 5 FLAGS

Beginning with the Group Matches the following flags should be available in the playing hall at each Champions League match: flag of the clubs, flag of the EHF, Champions League flag.

The home club is neither obliged to display the national flags of the home team nor the guest team, the referees, the delegates or further EHF officials. However, If the home club would like to display the national flags of the clubs, delegate and referees and representatives in the playing hall, then all these national flags must be displayed.

# XI. <u>EHF</u>

# **1 REFEREES**

Referees and other officials shall be appointed by the EHF. The EHF Office shall communicate appointments to the referees via National Federation as well as to the teams concerned and their National Federations.

## 1.1 Nomination

The referees and/or their National Federation shall acknowledge appointments to the Office without delay.

## 1.2 Substitution

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

## 1.3 Non appearance

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

- 1.3.1 The EHF delegate has the obligation to immediately contact the EHF (phone: +43-1-80151140, mobile phone +43-664-4105243) with a report of the situation. The EHF shall take a decision in consultation with the EHF-delegate.
- 1.3.2 If the situation cannot be resolved by such a move, the EHF shall reschedule the match on the next day with newly appointed referees.

# 2 OFFICIALS

EHF officials are representatives, delegates, referees, referee delegate, office staff and any other persons nominated by the EHF.

## 2.1 Nomination

The EHF is entitled to appoint EHF delegates and referee delegates to EHF Champions League matches. In final matches and matches of particular significance additional EHF officials may be appointed.

#### 2.2 Responsibilites / duties

- 2.2.1 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.

A delegate is not a chief referee. Responsibility on the playing area 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 If a referee delegate is present at the match, it is his duty to guide the referees during the entire stay from their arrival to their departure. Detailed instructions are to be followed.
- 2.2.4 The officially appointed delegate shall always sit at the time-keeper'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 Regulations).

#### **3** TRAVEL ARRANGEMENTS

The EHF handles the travel arrangements of all officials appointed to Champions League matches. This handling shall not result in higher costs for the participating clubs.

#### 3.1 Travel costs

The cost of officials (representatives, delegates, referees, office staff, etc.) appointed by the EHF in the qualification rounds 1 and 2 shall be borne by the EHF.

The cost of officials (representatives, delegates, referees, referee guide, office staff, etc.) appointed by the EHF starting from the Group Matches shall be borne equally by the clubs 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
- The cost of accommodation, meals and transport during the stay at the venue.
- All additional expenses during the trip (parking, visa, etc.) are to be reimbursed against receipt

## 3.2 Compensation

3.2.1 Qualification rounds 1 and 2

The cost of officials (representatives, delegates, referees, office staff, etc.) appointed by the EHF in the qualification rounds 1 and 2 shall be borne by the EHF.

Each referee gets a compensation of a total amount of & 500,--. All other persons appointed by the EHF get a compensation of a total amount of & 300,-.

3.2.2 Group Matches, Main Round, semifinal and final

Each referee gets a compensation of € 400,-- for each match starting with the Group Matches. A compensation of € 800,-- for each referee shall apply at top matches. All other persons appointed by the EHF get a compensation of € 200,- for each match starting with the Group Matches.

## 4 INSURANCE

#### 4.1 Accident and health insurance

- 4.1.1 Teams entering the competition shall arrange accident, health and other insurance for their players and officials at their own expense for the entire season. Neither the EHF as the administrator nor the respective home clubs can be held liable in this regard.
- 4.1.2 Health and accident insurance for the appointed EHF officials for the duration of their nominations is arranged by the EHF.

## 4.2 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 Champions League.

The EHF shall be indemnified and hold harmless of and from any and all claims, causes of action, damages and judgments arising from any act or omission in connection with the execution of single matches or any other events in connection with the EHF Champions League by the club and its representatives concerned.

## XII. FINANCES

#### **1** DISBURSEMENT OF EHF CHAMPIONS LEAGUE MARKETING PROCEEDS

#### 1.1 Allocation

After material and administrative expenses as well as investments relating to the further development of the product EHF Champions League have been deducted from the proceeds, 80% of the total proceeds from marketing activities - consisting of TV and use of additional advertising - shall be paid to the participating clubs on the basis of figures calculated by the EHF.

#### 1.2 Taxes

The payment of the disbursements will be done according to the valid Austrian fiscal regulations and existing double taxation treatments between the countries concerned. The clubs have to provide the necessary fiscal documents (certificates of residence).

Taxes which have to be borne by the recipient, due to double taxation treaties or the non-submitting of the requested fiscal documents, will be deducted from the amounts to be paid and transferred to the fiscal authorities. Respective documentation will be sent to the clubs concerned for further use.

#### 1.3 Granted disbursements

The following amounts will be disbursed to participating clubs per team and per points gained on the basis of the fulfilment of the regulations:

-	Group Matches:	€ 10.000,-
	(total of three home matches)	
-	Main Round:	
	Fix basis	€ 25.000,
	Bonus per point	€ 2.500,-
-	Semi-final:	
	Fix basis	€ 20.000,-
	Bonus per point	€ 5.000,-

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Final:	
Fix Basis	€ 30.000,-
Bonus per point	€ 10.000,-
Winner bonus	€ 50.000,-

#### 1.4 Dates of payments

The marketing proceeds specified in connection with the joint marketing of the EHF Champions League shall be disbursed to the participating clubs after they are out of the competition, however by 30 June 2012 at the latest.

#### 1.5 Additional advertising arrangements

- 1.5.1 Any income from the sale of admission tickets, advertising on barrier boards and other types of advertising or from sponsors that is not managed by the EHF or its marketing partners shall not be subject to the distribution principle and shall belong directly to the respective home club.
- 1.5.2 The disbursements from proceeds from advertisement areas that are marketed by the EHF according to 1.3.4 (chapter VII) of the present Regulations are to be met based on individual talks between the EHF and the club concerned.

## XIII. LEGAL MATTERS

In the present section XIII, "protest" shall mean: any match-related claim which may have an impact on the result of an EHF Champions League match.

All legal matters related to the EHF Champions League not expressly regulated by the present article XIII -Legal Matters- shall be governed by the applicable EHF Legal Regulations.

#### **1 PROTESTS, DISCIPLINARY PROCEDURES AND APPEALS**

In all matches of the EHF Champions League, there shall be no valid reasons for protests and protests shall be inadmissible if relating to:

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

## 1.1 Protests Settlement and Appeals at the EHF Champions League Qualification/Tournament Phase

#### 1.1.1 **Protests**

The EHF delegate has the right and the obligation to act as juridical body of first instance with regard to any protest related to the qualification matches of the EHF Champions League.

Any protest regarding any of the EHF Champions League qualification matches shall be handed over in writing to the responsible EHF delegate within one (1) hour after the end of the relevant match.

Moreover a protest fee of  $\notin$  1,000 shall be paid by the claimant to the EHF. Such amount shall be paid directly to the EHF delegate or shall be transferred to the EHF bank account at the same time the protest is handed over. A written proof of payment of the protest fee provided within the aforementioned deadline shall be deemed sufficient.

If the protest is fully granted, the protest fee is refunded to the claimant; otherwise it is forfeited to the credit of the EHF.

The reasons for the protest as well as any relevant statement and document shall be submitted in writing to the responsible EHF delegate by the claimant in one of the three official EHF languages no later than 9.00 am local time the day after the relevant match.

The EHF delegate takes a decision on the protest which may include inter alia disqualification of players or teams no later than 12.00 pm (noon) local time the day after the relevant match. Such decision is announced to the relevant parties.

#### 1.1.2 Appeals

Any decision taken by an EHF delegate according to the aforementioned provisions may be appealed to the EHF Court of Appeal, acting through an Ad Hoc Commission.

An appeal against a decision of an EHF delegate shall be filed with the EHF Office and shall be requested to the EHF delegate in writing no later than 8.00 pm local time the same day the EHF delegate decision is announced to the parties.

Moreover an appeal fee of  $\in$  1,000 shall be paid by the appellant to EHF. Such amount shall be paid directly to the EHF delegate or shall be transferred to the EHF bank account at the same time the appeal is filed/requested. A written proof of payment of the appeal fee provided within the aforementioned deadline shall be deemed sufficient.

If the appeal is fully granted, the appeal fee is refunded to the appellant; otherwise it is forfeited to the credit of the EHF.

The appeal request will be transferred to the EHF Court of Appeal Ad Hoc Commission. The Ad Hoc Commission takes a decision by simple majority following an express written procedure no later than 12.00 pm (noon) local time the day following the filing of the appeal. Such decision is communicated in writing to the relevant parties.

The EHF Court of Appeal Ad Hoc Commission consists of three (3) members of the EHF Court of Appeal nominated by the President of the EHF Court of Appeal before the beginning of each EHF Champions League qualification phase. They may be challenged in accordance with the EHF Legal Regulations.

The EHF delegate having decided on the protest at first instance shall not be part of the Ad Hoc Commission examining the protest in appeal.

The Ad Hoc Commission members are not present at the relevant venues.

#### 1.2 Protests Settlement and Appeals at the EHF Champions League

#### 1.2.1 **Protests**

Protests related to matches of the EHF Champions League shall be settled at first instance by the EHF Court of Handball unless they are related to matters of administrative nature defined in the Catalogue of Administrative Sanctions. In these cases, they shall be settled by the EHF Office.

Protests shall be communicated in writing to the EHF Office in one of the three official EHF languages with any relevant statement and documents no later than twenty-four (24) hours after the end of the relevant match.

Moreover a protest fee of & 1,000 shall be paid by the claimant to the EHF within the aforementioned deadline. The receipt by the EHF Office of a written proof of payment of the protest fee no later than twenty-four (24) hours after the end of the relevant match shall be deemed sufficient.

If the protest is fully granted, the protest fee is refunded to the claimant; otherwise it is forfeited to the credit of the EHF.

The decisions of the EHF Court of Handball and of the EHF Office on protests are communicated in writing to the relevant parties.

#### 1.2.2 Appeals

The decisions of the EHF Office and of the EHF Court of Handball on protests may be appealed to the EHF Court of Appeal.

Any appeal shall be received by the EHF Office in writing no later than three (3) days after communication of the decision to the relevant parties.

Morever an appeal of fee of € 1,000 shall be paid by the appellant to the EHF within the aforementioned deadline. The receipt by the EHF Office of a written proof of payment of the appeal fee no later than three (3) days after communication of the decision to the parties shall be deemed sufficient.

If the appeal is fully granted, the appeal fee is refunded to the appellant; otherwise it is forfeited to the credit of the EHF.

The decisions of the EHF Court of Appeal are communicated in writing to the relevant parties.

#### 1.3 Eligibility to play

The submission of protests concerning eligibility to play is not subject to any mandatory deadlines and fees.

## **2** Administrative Restrictions

2.1 Exclusion of a team from a current competition is possible only if there is a period of not less than two (2) weeks between the EHF Court of Handball/EHF Court of Appeal ruling and the date of the match in the next playing round. The two-week period is required to ensure the proper conduct of the next round of the competition.

#### **3** INITIATOR OF PROCEEDINGS

The Initiator of proceedings is responsible for ensuring a fair balance in all legal proceedings conducted within the EHF. She/he may, on behalf of the EHF, initiate legal proceedings, appeal first instance decisions of the EHF administrative/legal bodies and file claims with the EHF Court of Arbitration.

## 4 EHF COURT OF ARBITRATION (ECA)

Any issue decided upon by the EHF Court of Appeal may be referred by any of the relevant parties to the EHF Court of Arbitration.

The initiation of proceedings before the EHF Court of Arbitration on a specific issue does not suspend the implementation of the decision taken by the EHF Court of Appeal on such issue, unless decided otherwise by the EHF Court of Arbitration in accordance with the Rules of Arbitration for the EHF Court of Arbitration.

#### 4.1 Procedure

Any of the relevant parties shall send a written request in duplicate to the EHF Court of Arbitration Office that shall receive it no later than twenty-one (21) days after the delivery, announcement or communication of the EHF Court of Appeal ruling to the relevant parties.

The written request shall include at least a detailed statement of claim and the nomination of one (1) arbitrator from the ECA Arbitrators List.

Moreover an advance payment of € 5,000 shall be paid by the claimant to the EHF Court of Arbitration no later than one (1) week after the filing of the claim. If the advance payment is not received on the EHF Court of Arbitration account within aforementioned timeline, the claim shall be deemed withdrawn.

The advance payment of € 5,000 is composed of:

- € 1,500 arbitration fee
- € 3,500 advance payment of the arbitration proceedings costs

The proceedings are governed by the Rules of Arbitration for the EHF Court of Arbitration.

#### 4.2 Decisions

Decisions of the EHF Court of Arbitration are communicated in writing to the relevant parties.

### **5 ARISING COSTS**

Rules governing the apportionment and payment of costs related to the EHF legal bodies proceedings by and between the parties are stated in clause 48 of the EHF Legal Regulations (annex). Rules governing the apportionment and payment of costs related to the EHF Court of Arbitration proceedings by and between the parties are stated in clauses 20 and 21 of the Rules of Arbitration for the EHF Court of Arbitration – Procedural Rules. As a general rule, unless otherwise decided by the arbitral chamber of the EHF Court of Arbitration, the unsuccessful party shall bear the costs of the EHF Court of Arbitration proceedings.

#### 6 EXCLUSION OF LIABILITY

The EHF shall not be liable for any third-party liability claims related to preparation and execution of any single match or any other event in connection with the EHF Champions League.

## XIV. ANTI DOPING

Doping controls may be conducted by members of the EHF or by other persons or institutions so authorized by the EHF.

All anti-doping activitites are co-ordinated and carried out according to the IHF Anti-Doping Regulations and WADA Anti Doping Code, which are an integral part of the 2011/12 Women's Champions League Regulations.

Member Federations must immediately inform the EHF of any decision at national level sanctioning a player for doping (including interim measures of protection/temporary injunction). A copy of the decision must be sent to the EHF Office. Decisions of Member Federations concerning doping confirmed by the IHF Anti-Doping Unit will be automatically implemented by the EHF at European level.

June 2011

# Advertising on Clothing Regulations

These regulations are binding guidelines on the nature of clothes for players and EHF officials of all teams as well as referees within the scope 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 referees and 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 and all European Cup matches.
- 1.6 If the EHF has a general sponsor, that sponsor's advertising shall be accorded precedence. Any branch related 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 company and product names as well as brand names and product groups is allowed as long as they are not contrary to 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 to advertising but also generally to the material from which sports and training clothes are made.

## **3** Advertising area

- 3.1 Player's playing clothes must comply with the provisions of rule of the game 4:7.
- 3.2 Advertising on playing clothes must not impair legibility of the players' numbers on shirts.
- 3.3 Players wearing irregular clothing must not be allowed access to 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 the EHF member federations or EC clubs). Any branch-related exclusiveness that may be required by a sponsor shall be executed
- 3.5 Advertising on clothes of referees and EHF officials shall be reserved for 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 to 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 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 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 relevant EHF legal body and penalized by a ban on advertising as well as a fine and/or forfeit.
- 4.4 These Regulations entered into force upon adoption by the EHF Congress 30.4./1.5.1993. They have been updated according to the decisions of the EHF Congress 25.9./26.9.2010.

# 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 organiser 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 home clubs 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 home club

The local organiser (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 organiser (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 organiser.

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.

CATEGORIES IA + IB: low-risk competitions

3.1.1 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.

3.1.2 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.

CATEGORY II: high-risk competitions

High-risk competitions are competitions in which

1. incidents have occurred in the past,

- 2. 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 organiser 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 ORGANISER**

The local organiser (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 organiser (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 organiser draws up a safety and security plan and communicates it to the EHF.
  - 4.1.3 Category II competitions

The home club 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 home club 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 Office. 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 Office.

#### 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

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

4.3.1 The safety and security plan shall be presented by the local organiser 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.

#### 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.

#### Tickets

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

#### Media workplaces

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

#### 4.4.1 VIP area

The local organiser 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.

#### Announcer

The 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 announcer shall comply with instructions issued by the EHF (security) delegate. The announcer shall be available at all times before, during and after the match. Only announcements of neutral content may be made. The announcer shall speak one of the official EHF languages.

#### 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.

#### Public address system

Each playing hall shall be equipped with a public address system producing intelligible sound in the playing hall.

#### Smoking ban

A smoking ban shall be enforced in the playing hall without any exceptions.

#### 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 home club 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 home club shall arrange for video surveillance of specified stands if demanded by the EHF/the EHF delegate.

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 organiser 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.

The EHF security delegate shall discuss all measures planned with the responsible officers (federation, club, delegations, stewards, police, fire fighters, etc.).

- 6.2.8 The EHF security delegate shall arrive in the playing hall not later than two hours before the beginning of the match.
- 6.2.9 The EHF delegate shall escort the visiting team from the bus to the changing room and back again.
- 6.2.10 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.

- 6.2.11 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.
- 6.2.12 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.).
- 6.2.13 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 delegate - chair EHF referees (if required) Home club responsible Guest club representative Playing hall responsible Press/TV/Statistics responsible Announcer Security/tickets responsible in charge of security service Other persons named by the security/tickets responsible 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 organiser, 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 organiser.

#### 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**

- Non-compliance with instructions issued by the security delegate shall be punishable by a suspension not exceeding two years plus a fine not exceeding € 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 € 15,000.
- 3. Encouraging rioting among the public shall be punishable by a fine not exceeding € 15,000.
- 4. Throwing objects not presenting any hazard shall be punishable by a fine not exceeding €
  7,500; throwing objects that may inflict injury shall be punishable by a fine not exceeding €
  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 € 15,000; if the incident causes an interruption of the match, by a fine not exceeding € 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 € 30,000 plus a ban on spectators in up to five home matches.
- 6. If an incident causes bodily injury, a fine not exceeding € 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 € 7,500; aggressive behaviour on the part of the invading person may raise the fine up to € 15,000 and lead to the imposition of a ban on spectators in up to four home matches.
- Unsatisfactory organization of a match as well as the provision of unsatisfactory technical equipment shall be punishable by a fine not exceeding € 7,500; if the unsatisfactory performance is related to security personnel or safety and security measures, the fine may

amount to up to  ${\ensuremath{\varepsilon}}$  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 Legal Regulations, the EHF List of Penalties and the Catalogue of Administrative Sanctions 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:

#### Attachment I

## 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