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I. INTRODUCTION

The official name of the competition is the “EHF Cup” and the “EHF Cup Final Tournament”. Any abbreviations refer to the official names mentioned above.

1 GENERAL

In accordance with its statutes, the European Handball Federation (EHF) conducts the EHF Cup within the framework of its European Cup competitions.

The following regulations and manuals shall form an integral part of these regulations:

- EHF Cup Final Tournament Regulations
- EHF Advertising on Clothing Regulations
- EHF Rules on Safety and Security Procedure
- Arbitration Agreement and 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
- EHF Regulations for Anti-Doping and WADA Anti Doping Code
- Advertising Board Manual (optional starting with the Group Phase)
- Host Broadcaster Manual (optional starting with the Group Phase)

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

The EHF transfers the use of the complete media rights the relevant advertising rights of the EHF Cup for the 2012/13 season to EHF Marketing GmbH (abbr. EHFM) and entitles the EHFM to undertake the respective measures for the usage of these rights.

The exact distribution of the advertising rights between the EHF resp. EHFM and the clubs is described in chapter VII Marketing and organisation.

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

A club earns the right to participate in the Forum Club Handball as from its participation in the qualification for the Group Phase. This right is valid for the season in which the club participates in the EHF Cup.

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 club, the referees and delegates but also the behaviour of the spectators towards all participating parties. On entering the competition, EHF Member Federations, clubs and each and every of their members, including players and team officials, shall:

- Observe the Rules of the Game and the Regulations governing the competition
- Respect all participants (players, officials, spectators, media representatives, etc.)
- Promote the spirit of sportsmanship and pursue the cultural mission.
- 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 club 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 Cup shall receive the trophy specifically made for this competition.

4 GENERAL TIMETABLE

| | |
|---------------|---------------------------------------------------------------|
| 08.07.2012 | Deadline for final registration incl. all requested documents |
| 17.07.2012 | Official publication of the EHF Cup participants |
| 24.07.2012 | Draw - Qualification Round 1 |
| 08/09.09.2012 | Qualification Round 1 - 1 st leg |
| 15/16.09.2012 | Qualification Round 1 - 2 nd leg |
| 18.09.2012 | Draw - Qualification Round 2 |
| 13/14.10.2012 | Qualification Round 2 - 1 st leg |
| 20/21.10.2012 | Qualification Round 2 - 2 nd leg |
| 23.10.2012 | Draw - Qualification Round 3 |
| 24/25.11.2012 | Qualification Round 3 - 1 st leg |
| 01/02.12.2012 | Qualification Round 3 - 2 nd leg |
| 6.12.2012 | Draw - Group Phase and Club Workshop |
| 09/10.02.2013 | Group Phase - round 1 |
| 16/17.02.2013 | Group Phase - round 2 |
| 23/24.02.2013 | Group Phase - round 3 |
| 09/10.03.2013 | Group Phase - round 4 |
| 16/17.13.2013 | Group Phase - round 5 |
| 23/24.03.2013 | Group Phase - round 6 |
| 26.03.2013 | Draw for the Quarterfinals |
| 20/21.04.2013 | Quarterfinals - 1 st leg |
| 27/28.04.2013 | Quarterfinals - 2 nd leg |
| t.b.d. | Draw for the EHF Cup Final Tournament & Press Conference |
| 18/19.05.2013 | EHF Cup Final Tournament |

5 EHF EVENTS

5.1 EHF Cup Draws

Starting with the Group Phase, 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 Club Workshop

Starting with the Group Phase, all clubs are obliged to be present with at least one representative per club at coordination meetings and workshops relating to the competition.

The club workshop will be held on 06.12.2012.

5.3 Availability of delegation members

Delegation members (players, coaches and team officials) shall be available for activities relating to EHF Cup events (TV interviews, reportage, autograph sessions, internet chat, charity events, media matters, etc.) upon a respective request by the EHF.

II. COMPETITION

1 STRUCTURE OF THE COMPETITION

1.1 Frequency

The EHF Cup 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 Cup matches shall be defined by the EHF. The participating teams and National Federations will be notified accordingly in due course.

1.2.2 Individual fixtures

- 1.2.2.1 The exact playing day and the throw-off time of each game is subject to coordination between the EHF/EHFM, both participating clubs and the TV stations involved.
- 1.2.2.2 The playing period of each round is fixed by the EHF calendar (Saturday/Sunday). The home team has the right to make the first proposal regarding the day and throw-off time of the match.
- 1.2.2.3 Playing both matches in only one venue at one weekend is not permitted for any matches of the EHF Cup starting from the Qualification Round 3.
- 1.2.2.4 If the home team would like to play the game on a different day of the week (TV request, political or religious holidays, elections, etc.) a respective request for permission must be submitted to the EHF. The right for the final decision is with the EHF.
- 1.2.2.5 In case of an overlap in the schedule in the EHF European club competitions and the national competitions, the EHF reserves the right to schedule EHF Cup matches during the week.
- 1.2.2.6 The EHF reserves the right to change the home and away rights in special cases. This must be communicated in writing to the clubs and national federations concerned within 72 hours after the respective draw.
- 1.2.2.7 Playing dates as well as the exact throw-off time of any match are only valid after a confirmation by the EHF/EHFM.

2 ENTRY CONDITIONS

2.1 Eligibility to enter

The participation in the EHF Cup is restricted to those clubs which participate exclusively in national and international competitions which are recognised by the EHF.

- 2.1.1 The registration of teams can only be made by the national federation on the basis of a clubs' sporting achievement in the last season. The results must be proved upon request.
- 2.1.2 The number of participating teams that a Member Federation may register to participate in the EHF Cup is determined by the EHF ranking list, which is drawn up prior to each season. According to this ranking list all national federations are entitled to participate in the EHF Cup with the respective number of teams, except the federations where no club participate in a EHF European Cup competition in the previous 3 seasons.
- 2.1.3 A qualification to the EHF Cup from any other domestic competition than the national championship is subject to EHF approval. A registration of a club not ranked on a position in the domestic competition that allows the club to participate in the EHF Cup is subject to EHF prior approval. The qualification of each club to enter the competition shall be officially documented.
- 2.1.4 Nations ranked 1 to 13 in the EHF ranking list shall have the right to enter 2 teams. Nations ranked 14 to 44 in the EHF ranking list shall have the right to enter 1 team.
- 2.1.5 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 After the closing date for entries, the participating clubs are assigned by the EHF to the respective EHF Cup rounds in accordance with the seeding list.
- 2.1.7 In case of non-participation of one or more teams, the EHF is entitled to invite clubs (nations ranked 14 to 27 having first priority and nations 7- 13 having second priority) to participate in the EHF Cup. If a Federation is awarded with an additional place in the EHF Cup, this does not result in an additional European Cup place for the respective federation.

2.2 Participation

2.2.1 Basic condition to enter the competition

The availability of sports facilities complying with the Rules of the Game, the EHF Cup Regulations, and Manuals for the EHF Cup events and the respective EHF requirements duly communicated to the clubs is a basic condition to enter the competition.

2.2.2 Registration requirements

A valid registration of clubs for the EHF Cup includes the fulfilment by the club of the respective technical or organisational or administrative requirements defined herein and duly communicated by the EHF.

The administrative requirements consists, in particular, of the sending to the EHF office of correct and fully completed registration documents, of all required information and declarations, signed by a person/representative being legally entitled to commit the club (declaration concerning official signing of entitlements to be attached upon request), within the deadline stipulated by the EHF.

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

2.2.3 Pledge of commitment

By registering for entry, all participants in the EHF Cup acknowledge and agree with the conditions governing the competition and expressly undertake to observe the applicable Rules and Regulations. At the request of the EHF an acknowledgement and pledge of commitment in this regard, signed by the responsible/authorised signatory of the club (official form), shall be sent to the EHF Office. A copy of the paper shall be provided to the respective National Federation.

2.2.4 Non-admittance of clubs to the EHF Cup

The registration of a club for participation EHF Cup will be refused by the EHF if the club fails to fulfil the basic requirements and/or administrative conditions necessary to a legally valid and complete registration or omits to submit required documents, information or declarations.

Moreover the EHF is entitled not to admit clubs to the EHF Cup, which do not fulfil the respective technical and/or organisational and/or financial and/or administrative requirements.

The competence in this respect shall be with the EHF Competitions Commission regarding technical questions and with the EHF Office regarding organisational, administrative and financial issues.

2.3 Registration System

The registration for the EHF Cup will be examined by the EHF office if all requested documents, etc are available at the EHF within the deadlines stipulated. The following requirements (without limitation) regarding registration documents shall be complied with:

- 2.3.1 The teams' registrations for entry in the EHF Cup, Code of Conduct and the signed arbitration agreement shall be received by the EHF Office not later than 8 July 2012.
- 2.3.2 Clubs shall be entered by their National Federation by name, on the basis of the final outcome of the national championship of the past season.
- 2.3.3 Registrations shall be made by the clubs using exclusively the official entry forms circulated by the EHF with the announcement of the competitions.
- 2.3.4 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.

2.4 Integrity of the competition

- 2.4.1 Clubs are obliged to guarantee the integrity of the competition in every respect - 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.
- 2.4.2 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.

2.4.3 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.

2.4.4 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).

2.5 Entry fees

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

| | Men's EHF Cup | |
|-----------------------|---------------|------------|
| | Amount | Date |
| Qualification Round 1 | € 375,-- | 31.07.2012 |
| Qualification Round 2 | € 375,-- | 30.09.2012 |
| Qualification Round 3 | € 500,-- | 15.11.2012 |
| Group Phase | € 3.000,-- | 31.01.2013 |
| Quarterfinals | € 1.000,-- | 15.04.2013 |
| Final Tournament | € 2.000,-- | 15.05.2013 |

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.

An invoice will be sent only upon written request.

2.6 Withdrawal (forfeit) and failure to play a match

By entering the EHF Cup, a club agrees to enter all rounds resulting from the match system.

2.6.1 Any withdrawal after the official entry date of the competition (17 July at the latest) is to be regarded as a forfeit and shall lead to the following sanctions:

- The club shall pay a fine of € 5,000 to the EHF

A withdrawal of a team after the first draw in the competition concerned or a refusal to play a match is regarded as a forfeit and shall carry the following consequences:.

- The club shall pay a fine of € 10,000 to the EHF
- The club shall be disqualified from the participation in the European Cup of the running season and the result of the match/es shall be fixed with 0:10 goals and 0:2 points. Additionally the club shall be disqualified from the participation in the European Cup for up to the subsequent two seasons.
- 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.

2.6.2 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 in articles B.8 and B.9 of the EHF List of Penalties.

2.7 Drawing

2.7.1 Dates and venues

The draw for each round shall be held at the venue defined by the EHF on the date scheduled in the General Timetable (chapter I.).

2.7.2 Seeding

Teams shall be seeded based on the EHF seeding list for the EHF Cup. This is valid for the draw of the Qualification Rounds 1, 2 and 3.

In the Group Phase teams from the same country shall not play against each other.

2.8 Playing system for the EHF Cup

2.8.1 Qualification Rounds

The matches of the Qualification Rounds shall be played as first and second leg matches.

The matches of the Qualification Rounds shall be drawn by lots. The team drawn first shall play the first leg at home.

“Double Matches” (both matches hosted by the same club in the same venue at the same weekend) are only permitted in Qualification Round 1 and 2.

There is no protection from teams of the same country.

The winning teams of the Qualification Round 1 qualify for the Qualification Round 2.

The winning teams of the Qualification Round 2 qualify for the Qualification Round 3.

The winning teams of the Qualification Round 3 qualify for the Group Phase.

2.8.2 Group Phase

The matches of the Group Phase shall be played in four groups of four teams, with each team playing each of the other teams of its group once at home and once away.

Teams from the same country shall not play against each other.

Basically the Group Phase of the EHF Cup shall be played in accordance with the schedule set out below.

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

Following the draw of the groups the EHF reserves the right to adapt 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.

2.8.2.1 Participating club is organiser of the Final Tournament:

Those teams ranked 1st in all groups after the completion of the Group Phase qualify for the Quarterfinals. In addition the best three 2nd ranked teams of the groups qualify for the Quarterfinals. In total 7 teams qualify for the Quarterfinals.

2.8.2.2 Neutral organiser of the Final Tournament:

Those teams ranked 1st and 2nd in all groups after the completion of the Group Phase qualify for the Quarterfinals. In total 8 teams qualify for the Quarterfinals.

2.8.3 Quarterfinals

The matches of the Quarterfinals shall be played as first leg and second leg matches.

The matches of the Quarterfinals shall be drawn by lots.

2.8.3.1 Participating club is organiser of the Final Tournament:

If the organiser of the EHF Cup Final Tournament is a 1st ranked team after the completion of the Group Phase, the playing mode is as follows:

A 2nd ranked team of the Group Phase plays the first match at home against a 1st ranked team of a group except the winner of its own group of the Group Phase.

If the organiser of the EHF Cup Final Tournament is a 2nd ranked team after the completion of the Group Phase, the playing mode is as follows:

The remaining two 2nd ranked teams play the first match at home against a 1st ranked team of a group except the winner of its own group of the Group Phase.

The remaining two 1st ranked teams will be drawn open.

2.8.3.2 Neutral organiser of the Final Tournament:

A 2nd ranked team of the Group Phase plays the first match at home against a 1st ranked team of a group except the winner of its own group of the Group Phase.

The winning teams of the Quarterfinals qualify for the EHF Cup Final Tournament.

2.8.4 EHF Cup Final Tournament

For the EHF Cup Final Tournament playing system, separate regulations apply.

2.9 Organiser for the EHF Cup Final Tournament

The right to host the EHF Cup Final Tournament shall be awarded by the EHF Executive Committee. A separate tender including all requirements and restrictions will be sent out by the EHF after the draw of the Group Phase. Only a team which qualifies for the Quarterfinals can be host the EHF Cup Final Event.

The EHF reserves the right to award the Final Tournament to a neutral organiser. The EHF will inform all parties involved in due time prior to the Group Phase.

2.10 Player lists

2.10.1 The clubs participating in the EHF Cup shall communicate to the EHF Office the players list (using the official EHF form – filled in electronically), 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

Qualification Round 1: 1 August 2012
Qualification Round 2: 5 September 2012
Qualification Round 3: 24 October 2012

2.10.2 Players are eligible to play in the EHF Cup if they are eligible to play for the participating club in the national championship at the time of the match.

2.10.3 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 Cup (from being named on the players list) at the respective point of time.

2.10.4 The official form shall be completed with all the required details and information.

2.10.5 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 of one club in the top division of the domestic league. A transfer between two such clubs/ teams of a club is only permitted once a season. A player 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.

2.10.6 The participating teams in the EHF Cup 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.

Quality:

Logo: min. 800 x 800 Pixel

Teamphoto: min. 1000 x 960 Pixel

Player photos: min. 600 x 800 Pixel

2.11 Late entries

2.11.1 In cases in which a player is not recorded on the players list submitted within the prescribed deadline (2.10.1) but should become eligible to play in the EHF Cup at a later date, the player may be named as a late entry subject to the conditions defined in articles 2.11.4 and 2.11.5 (chapter II).

2.11.2 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 € 75 shall be payable to the EHF. Evidence of payment shall be enclosed with the late entry.

2.11.3 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, September 05, 2012 |
| Qualification Round 2: | Tuesday, October 09, 2012 |
| Qualification Round 3: | Tuesday, November 20, 2012 |
| Group Phase: | Tuesday, February 05, 2013 |
| Quarterfinals: | Tuesday, April 16, 2013 |
| EHF Cup Final Tournament: | Tuesday, May 14, 2013 |

2.11.4 After February 05, 2013 (deadline for the late entry for the Group Phase), a late entry of a player is not possible, if the player participated in the VELUX EHF Champions League excluding the Qualification Tournaments of the VELUX EHF Champions League.

2.11.5 If a player changes club after 31 January 2013 (national or international transfer) he shall be eligible to play for the new club in the EHF Cup via a late entry only if he did not play in any official club match (national or international) for another club between 31 January 2013 and the date on which he changed the club. Articles 2.11.1.1 to 2.11.4 (chapter II) of these regulations are to be observed.

2.12 Participation in the match

Each team is allowed to use a maximum of 16 players for an EHF Cup match. These players must be announced at the Technical Meeting. A later entry of an additional player or a later change of an announced player is not permitted.

A player is not allowed to be listed on the match report as player and as team official.

With the signature of the responsible team official on the match report, the club confirms that its players listed on the match report are correct.

2.13 Use of suspended players not eligible to participate in a specific match

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 a player not eligible to participate is used, this is regarded as serious unsportsmanlike behaviour, further punishments including a monetary fine up to € 15,000 and a suspension of the club until the end of the running season (cf. clause B.6 of the EHF List of Penalties) may be awarded.

3 PLAYERS' KIT

- 3.1.1 Each team shall have two sets of playing kit in different colours (one dark colour and one light colour). These shall be in line with the EHF's current Advertising on Clothing Regulations.
- 3.1.2 The players must wear numbers that are at least 20 cm high on the back of the shirt and at least 10 cm on 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.
- 3.1.3 A player must wear the same number in the EHF Cup matches of the entire season. This number is not allowed to be used by any other player.
- 3.1.4 If the referees believe that the two teams' players' kits may cause confusion, the guest club shall change its playing kit.
- 3.1.5 At the request of EHF Officials (delegate, referees) the team officials A-D must change the colour of their clothing. The colour of the team officials must be announced at the Technical meeting.
- 3.1.6 Should playing kits of the guest team get lost, the home club shall offer reserve playing kits.
- 3.1.7 The wearing of thermo-trousers is permitted as long as all thermo-trousers of the players of a team have the same colour.
- 3.1.8 Advertising on players' match and training kits is allowed in EHF Cup matches in accordance with the Advertising on Clothing Regulations.
- 3.1.9 The home club shall inform its opponents in due time of any restrictions or bans regarding advertising on players' playing kit.

4 SCORING OF THE MATCHES AND RANKING

4.1 General

- 4.1.1 All matches of the EHF Cup 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.

The matches shall be scored as follows:

- a) win = 2 points
- b) draw = 1 point
- c) loss = 0 points

4.1.2 Teams' rankings are obtained by adding up the number of points won.

4.2 Qualification Rounds, Quarterfinals

If, after completion of the two matches, both clubs 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

4.3 Group Phase

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

During the Qualification Tournaments and Group Phase:

- a) higher goal difference in all matches;
- b) greater number of plus goals in all matches;

After completion of the Qualification Tournaments and Group Phase:

- a) number of points in matches of all teams directly involved;
- b) goal difference in matches of all teams directly involved;
- c) greater number of plus goals in matches of all teams directly involved;
- d) goal difference in all matches of the group;
- e) greater number of plus goals in all matches of the group;

If no ranking can be determined, a decision shall be obtained by drawing lots. Lots shall be drawn by the EHF, if possible in the presence of a responsible of each club.

4.3.1 If one of the participating clubs is the organiser of the Final Tournament the ranking of the 2nd ranked teams of the Group Phase is as follows:

- a) number of points in matches against the first and the third ranked team of the group;

- b) goal difference in those matches as mentioned in a);
- c) greater number of plus goals in those matches as mentioned in a);

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 a responsible of each club.

4.4 Rules for execution of penalty throws

- 4.4.1 Prior to the penalty throws, 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.
- 4.4.2 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 perform as goalkeepers.
- 4.4.3 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.
- 4.4.4 If the scores are equal after the first round of penalty throws, 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).
- 4.4.5 In the second round, a decision is reached when a goal difference arises after both teams have taken one throw each.
- 4.4.6 Eligible players are players entered in the match report that have not been disqualified or suspended at the time of the final whistle.
- 4.4.7 Serious infractions committed during penalty throws shall be sanctioned by disqualification. If a thrower is disqualified or suffers an injury, an eligible substitute player shall be supplementary named.
- 4.4.8 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 court.
- 4.4.9 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 Cup matches shall be played in accordance with the IHF's Rules of the Game (valid as of 1 July 2010) subject to EHF specifications.

5.2 Transmission of the match report

5.2.1 The home club must transmit the match result (including half-time and number of spectators) to the EHF Office in Vienna not later than 15 minutes after the end of the match by SMS (+43-664-4105243).

5.2.2 The home club must transmit the match report to the EHF Office in Vienna not later than one hour after the end of the match by fax (No. +43-1-80-151-149).

5.2.3 If online match reports are introduced in the EHF Cup, the respective duties will be defined and communicated to the clubs via separation communication.

III. THE VENUE

1 REQUIREMENTS

1.1 Availability of the playing hall

Starting with the qualification rounds, it is the responsibility of the participating clubs to reserve the playing hall for all playing periods and potential match days indicated by the EHF as long as the final playing schedule is not fixed.

1.2 Availability for training of the guest club

1.2.1 The home club shall give the guest club the opportunity to hold a training session of at least one hour at a reasonable time in the playing hall on the day prior to the playing day. If the playing hall is not 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.

1.2.2 The home club shall give the guest club the opportunity to hold a training session of at least one hour in the playing hall on the day of the match.

1.2.3 Training facilities for a training session on the day before the match shall be requested by the guest club not later than 10 days before the day of the match. A copy of this request shall be sent to the EHF. In case a club does not request this training session within the time period stipulated, training on the day prior to the match can be granted only by mutual consent.

1.2.4 Availability of playing court

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

1.3 Equipment

The playing halls are subject to EHF prior approval. Playing halls to be used for EHF Cup matches must fulfil the following minimum requirements in relation to appearance, structure and equipments.

1.3.1 Playing hall outdoor surroundings

- Parking area
- Parking area (TV: OB Van, SNG, graphic Van)

1.3.2 Playing hall

- Hall capacity: to be defined adequately from the Group Phase to the Quarterfinals
- Playing court (size: 40m x 20m)
- Base area (minimum size: 44m x 24m)
- Chairs (for exactly 16 persons)
- Wooden static board system of 1 m height (for long and short side barrier)
- Separate locker rooms for clubs: minimum of 30 m² equipped with showers, benches, lockers and a massage table; availability of water in closed bottles (minimum 1 litre / person)
- One locker room for referees (at least 15 m² equipped with shower, chairs, and water in closed bottles - minimum 1 litre/person)
- Electronic scoreboard (min. 2 electronic scoreboards)
- Timekeeper's table: size approx. 3 x 0,70m (number of persons: 4)
- The timekeeper's table shall not exceed a maximum length of 4 m and shall be positioned at least 0,5m away from the substitution lines. It should be placed on a level 30 to 40cm above the playing court, to ensure clear visibility.
- The following persons shall be seated at the timekeeper's table in the following order: EHF delegate, timekeeper, scorekeeper and the announcer. The scorekeeper, the timekeeper and the announcer shall be provided by the home club.
- Timekeepers' equipment: electronic timekeeping machine and reserve clock
- In all matches, an electric clock shall be available that is easy to read from the timekeeper's desk and can be operated by the timekeeper; it shall run from 0 to 30 minutes. If in full working order, this device shall be authorised for official timekeeping.
- A reserve clock (with a diameter of 25cm) displaying seconds and minutes shall be available.
- Catch nets behind the goals and behind the advertising boards have to cover the entire outer goal line (fixed minimum 3m to the left and right of the goals; the photographers' positions have to be taken into account).
- Heating (minimum temperature 18°)
- Central Air Conditioning
- Lighting system appropriate for TV broadcasts (minimum 1.000, optimum 1.200-1.500 lux)
- Sound system, area for equipment
- Press seats on tribune: minimum number of seats with good visibility: 20;
- Press room: in an appropriate size
- Press conference room

- Photographer working area behind the goal
- Static backboard system for advertising (height 1 m - long side and short side)
- TV camera platforms/positions (Host broadcaster decides the best position; Spectators have to be informed by the club management about limited view related to camera positions in time/before season starts!)
- Technical requirements for internet connection (digital match reporting on the timekeeper's table)
- Commentary position(s) 4 (max. 8 pax.)
- Radio commentary positions
- Places for statistic assistants (if requested) (min. 2)
- VIP tribune: with an appropriate number of seats
- VIP room
- EHF delegate, EHF representative room: minimum 15m²; computer with internet access (e-mail and ftp server access), printer.
- Spectators' area with food and beverage facilities
- Spectators' area with merchandising area/stands (on request)
- Area for medical staff (close to the playing court)
- Area for disabled people
- Emergency exits
- Arena access (secure access for players, team officials, EHF officials, etc.)
- Public toilets

2 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 further check during the event ensure the smooth running of the operations in each area of the organisation. A reporting system guarantees a steady improvement for forthcoming seasons.

2.1 Duties of the home club

Each club is required to name a contact person who speaks English.

Furthermore, the club is responsible for organising local transport and (eventually) accommodation for the inspecting EHF representative. For the first site-inspection the cost of travel expenses as well as the daily allowance of the inspection are borne by the EHF, the cost of local transport and board and lodging (if necessary) of the EHF official has to be borne by the home club. In case of a second inspection (audit) all costs are to be borne by the home club. Moreover, the presence of local persons in charge for the individual areas (playing hall, press/TV and marketing) for the complete duration of the inspection has to be secured by the club.

3 FLOORING

3.1 General

Starting with the Group Phase of the EHF Cup all matches shall be played on floors with handball lines only.

3.2 EHF Cup floor

Starting with the Group Phase the EHF has the right to impose a unified floor for all matches to be installed by the clubs, if floors are provided by the EHF or by a partner of the EHF.

The clubs have to take over the local costs for the floor (storage, tape, installation and removal for each match, etc.)

3.2.1 Floor installation

The installation of the floor should be carried out by at least 6 persons from the home club. Detailed technical instructions are provided in the official EHF Floor Installation Manual, which is available for download on ehfmarketing.com. On the occasion of the 1st installation technical assistance is provided by a technician of the floor supplier.

The first installation is generally done with double-sided tape. EHF/EHFM advises the home club not to use single-sided tape for the installation, especially if the floor is installed for more than one match. EHF/EHFM does not take the responsibility for the stability of the floor.

In case the area that surrounds the floor is coloured in a way, that has a negative impact on the appearance on TV, the home club is obliged to cover this surrounding in an appropriate colour.

3.2.2 Floor maintenance

The home club undertakes and 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.

3.2.3 Storage

As long as the floor is in EHF/EHFM property the home club is responsible to store it carefully following the instruction given by the floor supplier and the club is also liable for all damages caused during that time. Floor stickers have to be removed and the floor has to be cleaned before storage.

If the home club drops out of the EHF Cup, 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.

IV. ORGANISATION OF THE EVENT

1 MATCH DATES / TIMES

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 clubs, EHF officials etc.) by the EHF. The final decision will be taken by the EHF.

2 TICKETS AND ACCREDITATIONS

2.1 Introduction

The issuance of tickets and the implementation of an accreditation system are basically within the competence of the clubs. An accreditation system for team members, press/media/TV representatives, the EHF sponsor partners, court personnel and EHF officials shall be implemented by the clubs. The only people with the respective accreditations are allowed to access to certain areas of the venue.

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

It is recommended to have the accreditations as well as the tickets in the official EHF Cup design.

Access to media and VIP areas has to be clearly visible and easy to access by using appropriate sign posting.

2.2 Accreditations and invitations guest club

Home clubs shall make available to the guest clubs 10% (minimum 200 tickets) of the admission tickets against payment of the customary local price. At least 10 of those tickets must be with VIP access; however, the guest club must name the recipients of the VIP tickets not later than at the technical meeting. The complete number of tickets has to be ordered by the guest club in writing not later than 10 days before the match. If no order for tickets is received by that date, the tickets may be sold by the home club without any restrictions.

2.3 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 travelling fans (full name and mobile number). This person must travel together with the fans.

2.4 Accreditations and invitations of VIPs

VIP tickets have to be issued to VIP guests. Excellent visibility is a basic requirement for VIP and premium tickets given to EHF guests. Contingents not needed will be returned in due time.

2.4.1 For each match of the Group Phase and Quarterfinals, an allocation of max. 40 admission tickets have to be made available to the EHF upon request. The expected amount of tickets needed by EHF/EHM will be communicated to the club not later than 10 days prior to the respective match. At least 20 of them must be VIP tickets. Tickets are to be made available to EHF/EHFM free of charge.

2.4.2 In addition, the EHF shall have the right, upon request, to buy 10% of all admission tickets at the customary local price for its sponsor partners. The request shall be made within a reasonable period of time after the respective draw and in any case not later than 10 days before the respective match.

2.4.3 Accreditation and VIP tickets requested by EHF/EHFM have to be prepared by the home club according to the information provided by EHF/EHFM.

2.4.4 If possible, a number of parking spaces shall be reserved for VIP guests. On request and in cooperation with the EHF accommodation and shuttle service shall be organised. In such a case the costs are borne by the EHF respectively the sponsor representatives themselves.

2.5 Accreditations and invitations for media representatives

The home club has to invite local and international press (in cooperation with the corporate communication department of the EHF) to the event.

2.6 Accreditations and invitations of TV staff

The home club shall issue the required accreditations for the host broadcaster. The number of accreditations has to be agreed upon with the host broadcaster in good time prior to their arrival.

On request from other EHF partner TV stations accreditations have to be made available.

2.7 Accreditations and invitations of EHF officials and staff

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

3 TRANSPORT

3.1 Duties of the guest club

The guest club is responsible for the organisation and the payment of its travel 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 to 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, which are unusually far away from the venue of the match, are subject to EHF prior approval.

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 obliged, 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 30 persons for the local transport of the guest team. The bus must be equipped with a heating and an air-condition. The bus must be at the disposal of the guest team only for the official transport (airport, hotel, training hall, playing hall, etc.) 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 72 hours only.

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.

If the guest club faces unexpected difficulties 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 as well as during the site inspections. The arising costs are to be covered by the home club.

4 BOARD AND LODGING

4.1 Guest club

4.1.1 Qualification Round 1, 2 and 3

The costs of board and lodging for 18 members of the visiting team for two days (48 hours) shall be borne by the home club. If the delegation of the guest team consists of more than 18 members, the guest team has to pay the costs of the additional members. Upon mutual consent, both clubs may cover their own costs.

If the visiting team is staying for a shorter time, the home team's responsibility regarding board and lodging remains for a maximum of 18 persons.

If the match starts earlier than 13:00 hrs., the guest team shall have the right to arrive two days prior to the day of the match. In this case, the additional night shall be borne by the home club.

Regarding lodging and food, a level of international standard shall be provided.

4.1.2 Group Phase and Quarterfinals

The guest club is responsible for the organisation of its stay at the away match and must pay all respective costs and expenses. 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 of international level (minimum 3 stars) have to be booked for the EHF officials nominated by the EHF/EHFM. The delegate/referee(s)/etc. 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 costs for boarding and lodging of all EHF representatives are to be covered 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.

5 ORGANISATIONAL STAFF

5.1 General introduction

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

- Guest club
- EHF Delegate/Referees/Referee guide/Representative
- Floor/ Protocol Procedures
- Security
- Press/TV/Statistics
- Marketing
- Tickets/ Accreditations

Further personnel placed under the authorities of the responsible:

- Announcer
- Scorekeeper
- Timekeeper
- Statistic assistants
- Floor moppers
- Photographers
- Volunteers, hostesses for opening and closing ceremonies
- Technical support
- Personnel for advertising and floor set-up
- Security staff
- Medical staff
- Mascot (if available)
- Etc.

The persons in charge have to carefully prepare the event in advance, have to be on-site during the event and have to participate in the meetings concerning the topic they are

responsible for. In case a responsible does not speak English, translation support must be guaranteed.

5.2 Guest Club Responsible

The guest club responsible is informed about the travel schedule of the guest club and must organise the pick-up at the airport and the transfer to the hotel. In case of direct arrival by bus, she/he is in charge of giving the necessary direction to the guest club to ensure the arrival without problem at the hotel. In case of any problems during the journey (flight cancellations, bad weather, etc.) she/he must be in close contact with the representative of the guest club and the EHF.

Moreover, the guest club responsible must assist the guest team with the local transport during the stay, if necessary. Furthermore she/he makes sure that the guest team is informed about possible side events (common dinner with the home club, etc.) and assists the delegation accordingly. He/she is the contact person for any change in official events.

The guest club responsible accompanies the guest team representatives to the Technical meeting and the guest team to training sessions, sightseeing tours (if any) as well as to the match. They supervise the locker rooms, makes sure that water is available and remains at the disposal of the guest club during the complete stay.

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

5.3 EHF Delegate/Referees/Referee Delegate/Representative Responsible

The clubs are informed about the travel schedules of the EHF delegate, the referees, the referee delegate (in case of nomination) as well as the EHF representatives and organise the pick-up at the airport and the transfer to the hotel. In case the EHF coordinates the local transport and accommodation, the clubs will be informed accordingly in due time.

Moreover, the EHF delegate/referees/referee delegate/representative responsible must organise the local transport as well as the booking of the hotel rooms for the EHF Officials. They make sure that the hotel rooms meet the EHF requirements and also reserves the restaurant for lunch/dinner.

The EHF delegate/referees/referee delegate/representative responsible supervises the availability and the equipments of the EHF delegate's and representative's room (internet access, fax and telephone) as well as of the meeting room. She/he accompanies the EHF delegate, referees and the referees delegate to the technical meeting as well as to the match, where she/he supervises the locker rooms and makes sure that water is available. Furthermore she/he is in charge of the timekeeper and the scorekeeper who are positioned on the timekeeper's table assisting the EHF delegate.

In case there is time for additional activities the EHF delegate/referees/referee delegate/representative responsible is responsible for the respective organisation. During

site inspections the EHF delegate/referees/referee delegate/representative responsible remains at the disposal of the EHF representative and coordinates the other responsible persons for the meetings.

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

5.4 Timekeeper and Scorekeeper

It is the responsibility of the home club to ensure that the scorekeeper and timekeeper are present at the playing hall. 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, easy legible for both teams.

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

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

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

5.5 Floor / Protocol Procedures Responsible

The person who is responsible for floor/protocol procedures instructs the hall personnel and is liable for providing the EHF with a contact person in the playing hall that is available during the site inspection.

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

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

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

Furthermore, the floor/protocol procedures responsible is liable for the set-up of the playing court / floor as well as for the correct implementation of security distances

(bench/spectators; playing court/boards), lines, goals, timekeeper's table and teams' benches.

In close cooperation with the press/TV/statistics responsible, they are available during the set-up of the host broadcaster and secure the provision of parking space for the TV OB van and SNG truck.

Moreover, he is responsible for the protocol procedures. They recruit and instruct at least two floor moppers. The floor/protocol procedures responsible is positioned next to the playing court throughout the complete duration of the match.

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

5.6 Announcer

It is the responsibility of the home club to choose an announcer and to ensure that the announcer is present at the playing hall. The announcer shall have public speaking experience, good knowledge of the game and should be able to make all announcements also in the English language. The announcer can be enthusiastic, but shall in any case be neutral in her/his statements and must not push the crowd towards unsportsmanlike behaviour against the guest club or the referees. In any case the instructions of EHF officials must be followed by the announcer.

The announcer in charge must comply with the following guidelines:

- The announcer shall be well prepared for the match (script; time schedule; background information concerning the competition, the teams; top scorer; etc.)
- The announcer has to be well informed about the run down of the official entry/closing ceremony. The given time schedule before the match shall be controlled by the announcer
- Rules of fairness shall prevail also in the official entry and closing ceremony by presenting the home and guest club in the same way.
- The announcer shall be informed about the names of players, the names and nation of referees, EHF delegate, EHF representatives, the names and functions of special VIP guests, etc. Please ensure proper pronunciation!
- The announcer shall call the competition by its full name "EHF Cup 2012/13"
- The announcer shall draw the attention to the official programmes handed out by the home club
- The announcer shall draw the attention to the official European Cup homepage (<http://europeancup.eurohandball.com>) in order to view player's information, latest results, background stories, interviews, etc.

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

5.7 Security Responsible

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

The security responsible is in charge to work out a security concept for the playing hall and is responsible for the security staff as well as for their clear identification. They take part in the technical meeting and supply the EHF delegate with the necessary information concerning the security situation. The security responsible shall be in contact with the EHF delegate before, during the entire match and after the event in case of any incident.

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

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

5.8 Press/TV/Statistics Responsible

The press/TV/statistics responsible should have experience in the media sector and a wide knowledge of all areas within this branch. The press/TV/statistics responsible must be able to confer in English. They organise the promotion of the event within the local

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

Furthermore, the press/TV/statistics responsible is in charge of the media team and is in overall charge of the press room/working area and makes sure that the necessary equipment, information and beverages are available. They are also in charge of the press conferences, which are compulsory to all teams as of the group phase. If there is a post-match press conference it should take place about 15 minutes after the end of the match. The post-match press conference should be held in English as the first language or should be translated into English to ensure that it is open to the international media. The press/TV/statistics responsible ensures that the teams attend at the correct time, translation is available and that the conference room is correctly equipped for a press conference. The press/TV/statistics responsible should inform the press representatives accordingly and act as a chairman of the press conference.

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

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

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

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

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

Only media representatives with valid press identification are eligible for an accreditation and a list should be kept of the media representatives which are accredited.

5.9 Marketing Responsible

The marketing responsible is liable for the implementation of the event advertising and instructs the staff carrying out the advertising set-up. They secure the advertising rights granted to the EHF and acts in case of eventual problems with advertising banners/stickers

during the match. They make sure that product exclusivity is guaranteed to EHF partners and handles the set-up, removal and storage of the advertising material. They confirm in written form the receipt of the advertising material sent by the EHF respectively its partners.

Moreover, the marketing responsible is in charge with the organisation of production and implementation of the EHF Cup branding following the manual in- and outside the playing hall (posters, signposting, programmes, etc.), the VIP room, the press room, the press conference (backdrops), etc. Together with the press/TV/statistics/scouting responsible, they prepare a competition programme to satisfy the needs of the on-site spectators.

Moreover, the marketing responsible is liable for supervising the equipment of the VIP room and making sure that catering and the necessary personnel is provided.

5.10 Ticket/Accreditations Responsible

The tickets/accreditations responsible is liable for the allocation of tickets and promotion of tickets pre-sale campaign. In cooperation with the marketing responsible and the press/TV/statistics/scouting responsible they allocate any kind of necessary accreditation (VIP club, Press, TV, etc.) and instruct the ushers.

6 SECURITY

The clubs 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. The 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 + Regulations shall apply.

The clubs are responsible and liable for the conduct of their players, officials, members (any persons exercising a function on their behalf at a match), and fans and may sanctioned accordingly.

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 Cup matches for teaching and coaching purposes. Persons making video recordings of a match on video who are unable to present an EHF permit may be asked to leave the playing hall. Due to space limitations in a playing hall, restrictions may have to be imposed. Such restrictions shall be agreed with the EHF.

All clubs participating in the EHF Cup shall be allowed 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 Cup. 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 MEDIA MANAGEMENT

The responsibility on a local level and the cost for press/media management lies with the home club.

Each club shall provide the EHF with a Media contact person for communication purposes.

1.1 Media room/Work room

The home clubs shall provide the EHF and/or the holders of the rights with the technical support required as well as access for technical staff.

1.1.1 An adequate number of work stations shall be made available for press and media representatives

- The home club shall create good working conditions for media representatives (TV, radio, print media) by providing the media room with the following features:
The press room shall have an adequate size and shall be opened at least 2 hours before the match until two hours after the match. It shall only be accessible for accredited journalists. The following equipment must be available:
- Electric power points (all accredited media representatives should have access to electricity. This is essential.)
- Tables and chairs in order to fulfil local needs
- Telephone (international line - to be paid by press/media)
- ISDN line for broadcast services must be arranged by media representatives through the local telecommunications company
- Internet access - if possible high speed: min. 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)
- Two computers (Operating system: Windows XP with Office 2000 or higher, English version, PC must have USB connection)
- Minimum of one printer
- One photocopier
- Mobile phone reception
- Information material (official programme, line ups, previous match reports, player information, etc.)
- Beverages (water, coffee, non-alcoholic drinks) and light snacks
- Adequate heating / central air conditioning

- Separate smoking area away from the working area / No smoking policy in accordance with the governmental smoking regulations

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

1.2 Press seats on the tribune

In the playing hall an adequate number of seats with working tables must be available. The EHF reserves the right to request the installation of additional seats with working tables. The club must be willing to be flexible according to the number of accreditation requests. The seats – if possible – are to be situated in the middle of the seating area. In any case the seats have to permit clear visibility to the playing court.

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

Internet access at the press seats – high speed, min. 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). Mobile phone reception in the hall is essential.

1.3 Press conference

Starting with the Group Phase a press conference is to be organised by the home club about 15 minutes after the end of each match (post match press conference).

The press conference should be attended by the coaches of the clubs, a player who participated in the game, the person responsible for press/TV/statistics (or another qualified person) acting as a moderator and a translator (if necessary).

The head coach and the players are to be informed of this duty before the start of the match, preferably at the technical meeting.

The press conferences should ideally take place in a separate room from the press working room.

1.4 Highlight reports for official EHF websites

To ensure extensive coverage of the EHF Cup on the official websites, the EHF has a network of journalists reporting on the competition. Match reports are posted to the website on the evening of each playing day. To assist with the writing of these match reports, clubs are asked to provide a short report in English directly after the match. Starting with the Group Phase, a report should be sent to: newseditor@eurohandball.com

The report should contain the following information:

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

2 PHOTOGRAPHERS

2.1 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 their job without obstructing the game or the view of the advertising boards, to avoid devaluation of the sponsors. Beginning with the Group Phase the EHF reserves the right to provide all clubs with bibs.

Here are some basic guidelines for instruction of the photographers:

- 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.
- There are strict routing systems for changing ends during the playing half. If a photographer wishes to change ends during the half, they must follow the routing system.
- Photographers are not allowed behind the player seats or on the opposite side of the court to the players.
- Photographers should remain seated and cannot 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 sit or stand in front of the advertising boards or to obstruct the view of the advertising boards.
- No strobe light photography is permitted

2.2 EHF photographer

The EHF has the right to nominate special EHF photographers. The home club has to provide the EHF photographers with all access accreditations including access to the court, changing rooms and VIP areas.

In case no special EHF photographer is nominated, the media officer shall provide the EHF with the contact to a local photographer. At least 24 hours after the match, the photographer/club is obliged to send 5 pictures to the EHF Office (media@eurohandball.com) for immediate use on the EHF website as well as in official EHF publications and promotion material free of charge.

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 with sponsor presence on barrier boards and floor stickers
- Beauty shot of the arena showing the full playing court

3 TELEVISION & RADIO

The EHF holds all media rights relating to the 2012/13 EHF Cup and therefore is exclusively entitled to assign such media rights to third parties.

3.1 General

Distribution and usage of rights for the 2012/13 EHF cup relating to television, radio, film, video and internet, shall be executed by the EHF in accordance with the principles set out below.

3.2 TV and radio rights

3.2.1 The EHF transfers the use of the complete Media rights for the 2012/13 season to EHF and entitles it to undertake the respective measures with regards to the usage of these rights.

3.2.2 In all matches starting with Qualification Round 1 played within the framework of the 2012/13 EHF Cup, the exclusive rights relating to television recordings, internet recordings, radio recordings and film recordings (including video recordings) along with all other multimedia rights (including mobile rights and any further Media and transmission rights not mentioned herein) shall be marketed by the EHF.

Clubs interested to use TV footage or any match action on their homepage or on any club related Media platforms shall inform the EHF in due time. All media rights belong to the EHF and further usage by the club has to be communicated to the EHF for getting the final confirmation.

If the club intends to reproduce match action on their hall screens the EHF has to be informed. It is not allowed to reproduce match action at any time during a match.

3.2.3 The EHF/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 and third party rights) free of charge. The option of using additional cameras, microphones, etc. for broadcasting matters during the match (using microphones during time-outs) shall be decided by the EHF.

3.3 TV and radio accreditation

The home club is not authorised to grant on-site accreditations to any TV or radio broadcaster or other TV crew without the prior approval of the host broadcaster and the

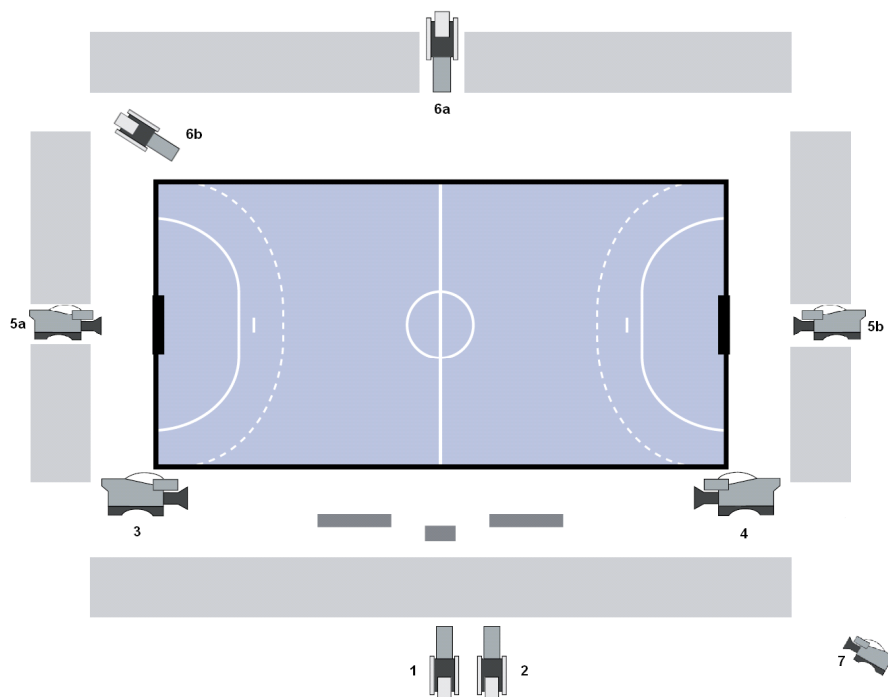
EHFM. All such requests by radios and TV crews must be communicated with EHFM prior to the game. The restriction also includes access for news coverage.

3.4 Technical requirements

In the sense of optimising high quality TV exposure, irrespective of the event's location throughout Europe, the home club shall guarantee a proficient collaboration as well as good working conditions for the host broadcaster and other TV right holders. In principle only the host broadcaster's cameras are permitted in the playing hall. The home club is not authorised to grant on-site accreditations to any broadcaster or other TV crew without the prior approval of the host broadcaster and the EHF. All such requests by TV crews must be communicated with EHFM prior to the game. The restriction also includes access for news coverage.

- 3.4.1 A parking area for the OB van, the national SNG truck, the international SNG truck and (possibly) 4 additional trucks (production, editing, graphics and technical devices) must be available directly next to the playing hall. The exact number of vehicles will be confirmed depending on the individual preparation of TV productions. This area must be under surveillance and without access to the general public.
- 3.4.2 Access to the playing hall at least 12 hours before the match shall be guaranteed for the host broadcaster. The respective accreditations (see point 2.6, chapter IV) have to be issued to the TV representatives and staff.
- 3.4.3 Camera platforms or fixed camera positions for an appropriate number of cameras shall be available and have to be provided to the Host broadcaster. Spectators have to be informed about possible viewing restrictions.
- 3.4.4 The position of the main camera has to be in a centralised position in the playing hall. The exact position - height, angle and distance to the playing court - will be decided by the host broadcaster.

Here is an example of an ideal distribution of TV cameras around the playing court:



3.4.5 Power supply: 2 x 63 Amp, 3 x 32 Amp

3.4.6 Cables for all technical devices in the playing hall.

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

3.4.8 The installation of at least 2 commentary positions (2 persons each) must be possible. Position on the same side of the main camera as well as good visibility to the playing court has to be guaranteed.
 The commentary position must fulfil international standards: TV monitor (statistics channel - if available), one table, two chairs, ISDN connection, etc.
 The commentary position has to be big enough to ensure good working conditions for the commentators. Security personnel have to ensure that there is no interference from the public.

3.4.9 Depending on the local facilities the implementation of a TV studio shall be made available either on the courtside or the tribune if requested.

3.5 TV meeting

Two hours prior to the start of the match a TV meeting should be held in the playing hall with the participation of the responsible person from the TV station, the EHF delegate and a representative from both teams.

The following points are to be discussed during this meeting (see also enclosures - check list for TV meeting or the TV host broadcaster manual):

- Pre-match run down - to be prepared in written form by the home club
- Detailed event schedule - 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
- TV set-up, interest in interviews, TV schedule, implementation of the intro/outro/graphics (information given by the TV representative)
- Names of EHF officials/ referees (information given by the EHF delegate)

3.6 Team-Time out production

The host broadcaster will enter the team's team-time out with a camera and a microphone. Each team is requested to provide access to the host broadcaster.

VI. PRODUCT AND BRANDING

1 THE EHF CUP BRANDING

Starting with the Group Phase the EHF reserves the right to implement branding activities at matches of the EHF Cup.

Prior to the start of the Group Phase the EHF/EHFM has the right to provide clubs with a basic set of branding items.

Only official EHF sponsors and partners as well as specified and approved club sponsors have the right for logo presence on branding items.

The club is responsible to store this material properly and ensures that it is in a good condition to be used during the entire season.

2 OFFICIAL MATCH BALL

The EHF has the right to provide a unified ball for all matches of the competition.

If this is the case, all participating clubs are obliged to use the official ball in all matches as well as during the warm-up. Moreover the use of other balls than those of the EHF partner for any kind of activities in the frame of the EHF Cup matches is not allowed unless expressly decided otherwise by the EHF/EHFM. The EHFM will provide each club with a sufficient number of balls for training purposes. In addition to that each club receives 2 match ball per home game which must be made available without prior use on the occasion of each home game. The training and match balls will be shipped in good time prior to the matches.

If there is no partner for the balls for the Qualification Round 1-3 until one month prior to the first playing weekend (Round 1 - 1st leg), the right will be passed on to the clubs.

If there is no partner for the balls for the Group Phase and Quarterfinals until two months prior to the Group Phase Round 1, the right will be passed on to the clubs.

VII. MARKETING AND ORGANISATION

The EHF is the right holder of the advertising rights relating to the 2012/13 EHF Cup and therefore exclusively entitled to assign such advertising rights to thirds parties.

The EHF transfers the use of the complete media and the relevant advertising rights for the 2012/13 season to the EHF M and entitles the EHF M to undertake the respective measures for the usage of these rights.

“EHF” under the present chapter refers also to EHF Marketing GmbH.

1 GENERAL ASPECTS

1.1 Maximum number of floor advertisements

Starting with the Group Phase the number of floor advertisements during EHF Cup matches shall be limited to 11 floor stickers (including the centre circle) on the playing court.

Additionally, a maximum number of a total of 4 floor stickers of official EHF sponsors may be positioned outside the playing court, 1 left and 1 right of each goal, on the playing court surrounding area.

1.2 Placing of floor/board advertisements

Starting with the Group Phase, the basic advertising set-up defined here under shall be complied with during each EHF Cup match. Notwithstanding for foregoing, any specific instruction from the EHF, concerning the exact size and positions of the floor/board advertisements shall be implemented by the clubs.

1.3 Hall preparation

Beginning with the Group Phase, playing halls in which the EHF Cup matches are played shall be provided for the set-up of the advertisement activities at least 12 hours before the match. Exceptions are subject to written EHF approval..

2 GROUP PHASE AND QUARTERFINALS

2.1 Advertising rights

Starting with the Group Phase all advertising rights are centrally marketed by EHF M.

2.2 Setup with static barrier boards

A static advertising board system (wooden back board) of 1 m height has to be used on the short and the long side barrier and has to be provided by the home club free of charge.

Any other type of static barrier board system is subject to approval by EHF. The clubs are responsible to ship, set-up, remove and store the static board systems as well as the related materials according to the instructions given by the EHF.

In case a static barrier board system is positioned on the short and the long side of the playing court, the EHF has the right on one static board of 6 x 1 m each, both on the long side of the playing court (exact position see chart marked “1”)

2.3 Setup with LCD/LED board system

In case the club uses an LCD/LED board system on the long side of the playing court, the EHF has the right on the same positions on the short side resp. the corresponding LED/LCD sequences.

2.4 Floor stickers

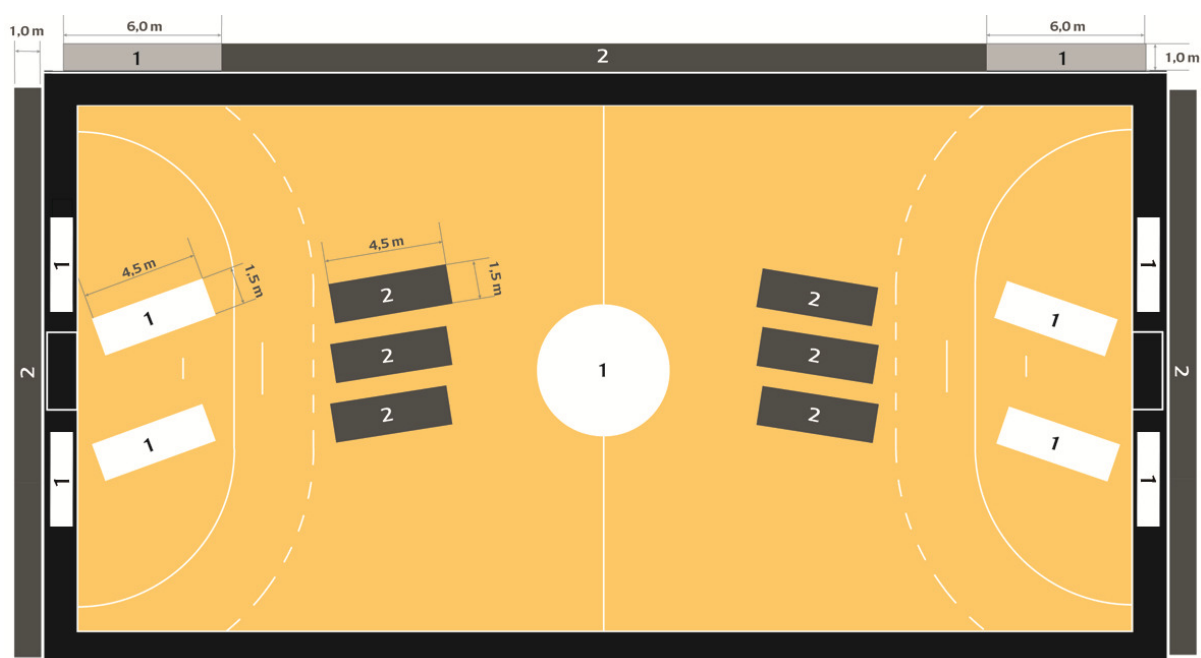
The EHF has the rights on the 2 stickers in each of the two goal areas as well as on the middle circle. No additional floor sticker in the goal area is allowed.

Additionally, a maximum number of a total of 4 floor stickers of official EHF sponsors may be positioned outside the playing court, 1 left and 1 right of each goal, on the playing court surrounding area.

The distribution of the rights is defined in the following chart:

1: EHF/EHFM

2: Club



1 EHF / EHFM
2 Clubs

2.5 Board/Floor advertisement dimension

Barrier boards have a dimension of 6x1 m each

Floor stickers in the goal area as well as floor stickers outside the 9m-line have a standard format of 4,5x1,5m.

The middle circle has a dimension of 4 m.

2.6 Securing of advertising rights

The advertisements of all sponsor partners in the playing hall must not be covered by spectators, organiser's staff, photographers or materials and the clear visibility on the TV screen must not be impeded by any obstacle.

The home club is responsible and is held liable for the clear visibility of all TV relevant advertising areas in the playing hall throughout the entire match.

3 OTHER ADVERTISING FORMS

3.1 Referees' / Officials' advertising

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

3.2 Advertising on player's clothing

Notwithstanding the Advertising on Clothing Regulations 2012/13, the advertising rights on the players' shirts right sleeve shall belong to the respective clubs in all EHF Cup matches from the Group Phase to the Quarterfinals

Starting with the Group Phase the EHF reserves the right to make use of the right of the left sleeve advertisement. The EHF has the obligation to inform the clubs by 31.12.2012 if the EHF will make use of this right. In this case the left arm is to be free of any other advertisement.

4 EHF SPONSORS

4.1 EHF Cup Title Sponsor

The EHF has the right to name a title sponsor for the EHF Cup. If the EHF makes use of this right, the title sponsor has the exclusive right to officially present the competition. A conjoint is created and communicated to the all stakeholders. It has to be used in all relevant communication tools relating to the competition. The respective title has to be used in all official publications, press releases, press conferences, programmes, advertising, etc.

4.2 EHF Cup Sponsor Partners

The EHF has the right to name sponsor partners for the EHF Cup as “Official Sponsor of the EHF Cup”, “Official Partner of the EHF Cup” respectively “Official Supplier of the EHF Cup”.

The respective titles have to be used in all official publications, press releases, press conferences, programmes, advertising, etc.

5 LOGISTICS, SET-UP, REMOVAL AND STORAGE

5.1 Production

All advertising material, including the production of LCD/LED sequence (for EHF sponsors) is done by EHF.

5.2 Delivery

The entire advertising material is delivered to the home club in due time prior to the match. The marketing responsible of the home club shall confirm in writing the receipt of the advertising material.

5.3 Removal

After the match the advertising banners, floor advertisements and branding materials have to be removed by the club. The advertisements and branding material have to be removed in a careful way as they should be reusable for further matches. Should any advertising material be damaged / lost, the EHF has to be informed immediately.

In case some of the reusable material is damaged costs for reproduction and shipment are forwarded to the club.

5.4 Storage

The advertising and branding material has to be stored carefully in order to avoid any damage or loss. The responsibility lies with the home club.

5.5 Return of advertising material

Clubs from non-European Union countries have to bear any customs duties for returning relevant advertising material back to the EHF Office.

VIII. VIP & HOSPITALITY

VIP and hospitality programmes are vital in order to attract local authorities, politicians, executives, sponsors and sponsors clients.

1 SIDE ACTIVITIES

1.1 Special Events

The EHF and/or its marketing partners shall have the right to organise events, banquets, sponsor and hospitality receptions, etc. at the venue in connection with EHF Cup matches. Any rooms and resources required for this purpose shall be made available by the home club against payment of any additional costs that may arise.

In case the EHF and/or its marketing partners do make use of the right to carry out promotional activities in the playing hall (time-outs, match breaks, etc.), the clubs will be informed in due time prior the respective match.

1.2 Special VIP Invitations

In conformity with local possibilities the EHF/M shall have the right to integrate honorary guests into VIP events, other events / receptions (including food service) organised by the home club on the occasion of EHF Cup matches, etc. and/or to expand the scope of such events against payment of the additional costs incurred.

1.3 Special Incentives

The EHF and/or its marketing partners shall have the right to organise incentive and hospitality trips along with on-site services in connection with EHF Cup matches. Available options and requirements have to be discussed with the home club; the costs are to be borne by the EHF/EHFM resp. the sponsor partner.

IX. TECHNICAL SERVICES

1 STATISTICS / LIVE MATCH TICKER

1.1 Implementation

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

The home club must make available the necessary technical support as well as personnel (min. 2 statistic assistants). English knowledge by the statistic assistants is a mandatory requirement. The cost for the required software will be borne by the EHF, the personnel cost has to be borne by the home club.

2 PHOTOS / FILM / VIDEO

2.1 Footage Rights

The EHF shall have the right to use TV footage, photos and graphical material of players and officials as well as club names, emblems and club uniforms within the framework of the competition for promotional, information and development purposes in relation to EHF competitions and activities. Upon request, the clubs shall provide such material and any information required free of charge. 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. The EHF shall have the right to use the film, video, photo, etc. material produced at EH Cup events for promotion (print material, ads, internet, product presentation, etc.) and sport development (training, teaching, etc.) purposes. These rights can be passed on to the EHF for the same purpose.

3 PUBLIC RELATIONS MATERIAL

The EHF has the right to provide each club participating in the EHF Cup with public relation material (DVD, promotion clip, etc.). The club is obliged to present this material according to the instruction of the EHF.

X. PROCEDURES AND PROTOCOL

The purpose of the procedures and protocols laid down by the EHF for EHF Cup matches, is to create consonance throughout the entire competition regarding official ceremonies and official protocols.

1 TECHNICAL MEETING

The technical meeting is conducted by the EHF delegate in cooperation with the home club responsible and the representatives of both teams. The referees can attend the meeting, however this is not obligatory. Technical matters as well as the security concept are to be discussed in detail. The run down of the event (ceremonies, side events, etc.) has to be handed out to all participants of the meeting by the home club. The same information will be distributed to press/media representatives in the press room as well as to TV representatives during the TV meeting. An exact checklist of this meeting is detailed in the appendix section.

At this technical meeting, both teams shall announce all players (no more than 16) and officials (no more than 4) which shall participate in the match and shall be listed in the match report.

A later entry of an additional player or a later change of a registered player is not permitted.

1.1 Additional topics for the technical meeting (see check list - enclosure 3):

- The playing eligibility of the players announced by each team (maximum 16) is to be checked with the EHF players list by the EHF Delegate
- There is no longer any check of the passports/player licences at the technical meeting.
- Technical matters of the game
- The clothing colours of the team officials must be announced
- 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/flash zone
- Pre-match and post match procedure (match in, players' presentation etc.)
- Side events (banquet, etc.)
- Organisational matters (VIP guests of opponent team, etc.)

1.2 Qualification Round 1, 2 and 3

The technical meeting has to be carried out in a meeting room of the playing hall on the evening before the EHF Cup match.

1.3 Group Phase and Quarterfinals

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

2 ADMINISTRATIVE MATCH PREPARATION AND POST MATCH PROCEDURE

After the technical meeting the home team has to provide the EHF delegate with a computer with internet access and printer in the playing hall or in the hotel for the administrative match preparation.

3 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.

4 OFFICIAL CEREMONIES

Starting with the Group Phase the EHF has the right to implement an official pre-match procedure resp. rundown as well as an official entry ceremony. Any additional official activities (moment of silence, best player award, etc.) are subject for approval by the EHF.

If the home club would like to display the national flags of the clubs, delegate and referees in the playing hall, then all these national flags must be displayed. EHF recommends adapting the size of those flags to the official EHF flag and the EHF Cup flag.

4.1 Post match procedure

At the end of the match the teams shall line-up and shake hands.

About fifteen minutes after the end of the match, a press conference should be held in the press room (post match press conference). The press/TV/statistics

5 FINAL TOURNAMENT

The detailed run down of the Final Tournament procedures will be communicated in the EHF Cup Final Tournament Regulations, which are separately published by EHF.

XI. EHF

1 REFEREES

Referees shall be appointed by the EHF. The EHF Office shall communicate appointments to the referees as well as to the clubs concerned and their National Federations.

The EHF decisions in matter of referee nomination for EHF Cup matches are final.

1.1 Nomination

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

1.2 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:

The EHF delegate has the obligation to immediately contact the EHF (Phone: + 43 1 80 151 140, mobile: + 43 664 41 05 243) with a report of the situation. The EHF shall take a decision in consultation with the EHF delegate.

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

If the EHF decides to replace the referees, such a decision is final and no protest against the person or nationality of the referee is allowed.

2 OFFICIALS

EHF officials include representatives, delegates, referees, the referee delegate, office staff and any other persons nominated by the EHF in relation with a match of the EHF Cup.

2.1 Nomination

The EHF is entitled to appoint EHF delegates to EHF Cup matches.

In addition to the EHF delegate and the EHF referee delegate, the EHF may appoint further officials mainly in the field of marketing and organisation of the event. The duties and competences of these additional officials are to be defined for the individual appointment.

2.2 Responsibilities/ 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 A delegate is not a chief referee. Responsibility on the playing court rests solely with the referees. Nonetheless, the delegate shall interrupt the match if necessary and bring errors that may lead to a protest to the referees' attention. Errors in this context do not mean decisions made by the referees on the basis of their observation of facts. The delegate shall not take decisions but only make recommendations. When on duty, the delegate shall always carry a copy of EHF Regulations and IHF Rules of the Game.
- 2.2.3 The officially appointed delegate shall always sit at the timekeeper's table to have a good view of the substitution area at any time and to be able to intervene if necessary (see IHF Substitution Area Regulations).
- 2.2.4 If an EHF referee delegate is present at the match, it is her/his duty to guide the referees during the entire stay from their arrival to their departure. Detailed instructions are to be followed.
- 2.2.5 In case of direct disqualifications or any major incidents, the referees have to write an additional detailed report and send it to the EHF Office immediately after the end of match.
- 2.2.6 EHF delegates as well as additional persons nominated by the EHF act on behalf of the EHF. They supervise the run down of the EHF Cup events following the requirements of the EHF. They provide the EHF with event reports in order to inform about the correct implementation of technical requirements, procedures and organisation. These reports of the EHF officials are basis for possible disciplinary procedures or sanctions toward the clubs. Notwithstanding the foregoing, the absence of report on incident or violation of regulations does not prevent the initiation of proceedings by the EHF.

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

- Check of the playing hall
- Holding of the Technical Meeting
- Preparation of the match report in cooperation with the home club
- Preparation and final check of the timekeeper's table's equipment
- Inspection of the EHF hotel
- Inspection of the guest team hotel for matches of the Qualification Round 1, 2 and 3
- Overall programme of the event at the venue
- Security aspects in and around the playing hall

- Overall plan of the activities around the game

3 ARRANGEMENTS FOR EHF OFFICIALS

In the Qualification Round 1 to 3, the costs of officials appointed by the EHF shall be borne by the local organiser/home club. All payments have to be paid only in Euro or after approval by the EHF in another currency. All payments according to 3.1 and 3.2 have to be handed over prior to the match.

The EHF handles the travel arrangements/match fee of all officials appointed to EHF Cup matches, starting with the Group Phase. This handling should not result in higher costs for the participating clubs.

The cost of officials (representatives, delegates, referees, office staff, etc.) appointed by the EHF shall be borne equally by the clubs.

3.1 Travel costs

The cost of officials (representatives, delegates, referees, office staff, etc.) appointed by the EHF 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 € 0,50 per kilometer.
- 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 Remuneration

Each EHF Official gets a daily allowance of € 55 per day spent at the venue. Additionally each referee has to receive € 100 for each match.

The EHF reserves the right to determine certain matches as “top matches” resulting in a higher payment for the referees.

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 Organiser’s insurance

The home club is responsible for the insurance cover of the site(s) used for the EHF Cup matches including hall, facilities and official zones. If the club is not the owner of the hall(s) used, the club is also responsible for ensuring that the hall owner and or tenant in question provides a fully comprehensive insurance cover, including property damage.

Moreover the club shall arrange an organiser’s adequate insurance including third party liability insurance for the event for which it has responsibility including loss or damage of those EHF Cup materials provided by the EHF (e.g. floor, etc.)

4.3 Exclusion of liability and indemnification

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 Cup.

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 Cup by the club and its representatives concerned.

XII. FINANCES

1 DISBURSEMENTS OF INCOME FROM TV AND MARKETING RIGHTS

1.1 Disbursements

The following amounts are guaranteed payments and will be disbursed to the four participating clubs of the final tournament on the basis of the fulfilment of the regulations:

| | |
|---------------|-----------|
| Winner | € 100,000 |
| Second ranked | € 50.000 |
| Third ranked | € 25.000 |
| Fourth ranked | € 10.000 |

1.2 Further disbursements

After deducting the payments to the four participating teams of the final tournaments and after material and administrative expenses as well as investments relating to the further development of the product EHF Cup have been deducted from the proceeds, 80% of the total proceeds from marketing activities shall be paid to the participating clubs on the basis of figures calculated by the EHF.

1.3 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.

1.4 Dates of payment

The marketing proceeds specified in connection with the joint marketing of the EHF Cup shall be disbursed to the participating clubs after they are out of the competition, however by 30 June 2013 at the latest.

1.5 Additional advertising arrangements

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 club.

XIII. LEGAL MATTERS

1 PROTESTS AND LEGAL PROCEDURES

1.1 Definition

Under the present section XIII, “protest” shall mean: any match-related claim which may have an impact on the result of an EHF Cup match (EHF Cup Final Tournament matches excluded).

1.2 Non-admissibility of protests

In all matches of the EHF Cup, 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, including those based on the EHF delegates’ recommendations

1.3 Protests - Procedure

1.3.1 Protests - home and away matches

1.3.1.1 Subject to article 1.3.2, protests related to the matches of the EHF Cup, from the qualification rounds to the quarter finals, shall be settled at first instance by the EHF Court of Handball unless they refer to matters of administrative nature defined in the Catalogue of Administrative Sanctions. In these cases, they shall be settled by the EHF Office.

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

1.3.1.3 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.

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

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

1.3.2 Protests – double matches

1.3.2.1 In case the EHF Cup qualification matches between two teams are not played as home and away matches but as double matches, i.e. the first and second leg matches are played in the same venue with less than four (4) days interval, the following procedure shall apply for protests related to the first leg match of double matches.

1.3.2.2 Protests shall be in that case be settled at first instance by the EHF delegate of the match, acting as juridical body of first instance.

1.3.2.3 The protests shall be handed over in writing to the responsible EHF delegate within one (1) hour after the end of the relevant match.

1.3.2.4 Moreover a protest fee of € 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.

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

1.3.2.6 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.

1.3.2.7 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.

1.3.3 Appeals

1.3.3.1 Any decision made by the EHF Court of Handball or an EHF delegate according to the aforementioned provisions may be appealed to the EHF Court of Appeal.

1.3.3.2 Any appeal shall be received by the EHF Office in writing no later than three (3) days after communication of the first instance (EHF Court of Handball / EHF delegation) decision to the relevant parties.

1.3.3.3 Moreover 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 relevant parties shall be deemed sufficient.

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

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

1.3.4 Eligibility to play

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

1.4 Administrative/disciplinary/legal proceedings at the EHF Cup

1.4.1 Unless expressly otherwise provided herein and subject to article 1.4.2, administrative, disciplinary and legal proceedings related to the EHF Cup matches shall be handled in accordance with the EHF Legal Regulations.

1.4.2 If deemed appropriate by the EHF to ensure the proper running of the competition and/or the respect of the applicable regulations, violations of the present Regulations and/or any other EHF regulations applicable to the EHF Cup by any team, individual and/or EHF Official in the frame of the EHF Cup matches played as double matches, are examined, decided upon and sanctioned by the EHF delegate following an express procedure.

1.4.3 The clubs, individuals and/or the EHF Officials against whom the proceedings are initiated must have the possibility to provide a statement of defence.

1.4.4 In those cases, deadlines are defined by the EHF delegate according to the time constraints.

1.4.5 In any case, the carrying out of administrative, disciplinary or otherwise legal proceedings is independent of any reporting obligations.

1.5 Administrative Restrictions

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.

2 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.

3 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.

3.1 Procedure

3.1.1 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.

3.1.2 The written request shall include at least a detailed statement of claim and the nomination of one (1) arbitrator from the list of ECA arbitrators available on: www.eca-handball.com.

3.1.3 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 the aforementioned deadline, the claim shall be deemed withdrawn.

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

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

3.1.5 The proceedings are governed by the Rules of Arbitration for the ECA.

3.1.6 The initiation of proceedings before the EHF Court of Arbitration on a specific issue does not suspend the implementation of the decision made 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 ECA.

3.2 Decisions

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

4 ARISING COSTS

4.1 EHF legal bodies

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).

4.2 EHF Court of Arbitration

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 ECA- 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.

5 EXCLUSION OF LIABILITY

The EHF shall not be liable for any third-party liability claim related to the preparation and execution of any single match or any events of the EHF Cup.

6 EHF LEGAL REGULATIONS

All legal matters including procedural aspects related to the EHF Cup not expressly regulated by the present section XIII - Legal Matters - shall be governed by the applicable EHF Legal Regulations.

The EHF legal bodies including EHF delegate acting as first instance jurisdiction, decide on the sanctions and penalties for offences (disciplinary/legal/administrative) committed by the teams, individuals and/or EHF Officials in the frame of the EHF Cup matches in accordance with the provisions of the EHF Legal Regulations, the EHF List of Penalties and/or the EHF Catalogue of Administrative Sanctions.

Protests, disciplinary proceedings and other legal matters related to the EHF Cup Final Tournament matches will be defined separately in the EHF Cup Final Tournament Regulations.

XIV. ANTI-DOPING

Doping controls may be conducted prior, during and after the EHF Cup matches by members of the EHF or by other persons or institutions so authorized by the EHF.

All anti-doping activities are co-ordinated and carried out according to the EHF Regulations for Anti-Doping and WADA Anti Doping Code, which are an entire part of the EHF Cup Regulations 2012/13.

In case of anti-doping rule violations, the EHF will initiate disciplinary proceedings against the perpetrators and take the appropriate disciplinary measures in accordance with the EHF Regulations for Anti-Doping, the EHF Legal Regulations and the EHF List of Penalties. This may include the imposition of provisional measures.

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 EHF Anti-Doping Unit will be automatically implemented by the EHF at European level.

XV. ENCLOSURES

1 CHECK LIST - SECURITY BRIEFING

- Welcome and introduction by the EHF delegate
- Check of list of participants by the EHF delegate
- Who is who?
- Explanation of preparatory measures by the home club
- Security concerns: the guest club representative provides information about potential sources of danger and special characteristics of the guest club fans and announces the end chosen
- Presentation of the safety and security plan by the club responsible
- Information about access and escape routes, routes for referees and clubs, past problems and incidents, etc. provided by the playing hall responsible
- 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
- 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 security/tickets responsible
- Information about the number, training and location of staff provided by the security/tickets responsible
- Information about the number, training and location of staff provided by the officer in charge of fire fighters
- Explanation of organisational details of the competition and how to deal with problem situations (including references to past experience) provided by the home club responsible
- Information about the number of spectators expected and provision of a map of the playing hall by the home club responsible
- Who is seated where? (fans of home club and guest club, VIPs, press, additional members of the guest club delegation) - sketch
- Information about traditions and ceremonies in connection with the match
- Additional problem areas
The EHF delegate highlights potential problem areas (objects being thrown onto the playing court, bengal fire sticks, clashes among spectators, smoke bombs, invasion of the playing court, assaults on referees, etc.) and optimises the safety and security plan in consultation with the officers in charge

- Finally, the operating plan is approved
- The EHF delegate shall announce where they will be positioned during the match
- Communication aids, equipment, pagers, walkie-talkies
- Strategy for “worst case scenario/emergency plan”

2 CHECK LIST - VENUE SET-UP

2.1 Technical set-up / equipment:

- Flooring set-up in general
- Size of base area
- Size of playing court
- General condition of the surface
- Positioning of the playing court
- Security spaces
- Handball line-markings respectively colour areas in case of floorings without lines
- Check of areas (6m, 9m), tape markings
- Correctness of measurements
- Dimensions of substitution areas
- Check of substitution area, positioning of benches/chairs (to be tied together in order to avoid moving), tape markings
- Assembly of the goal
- Lighting
- Working places for photographers behind the goal

- Overall conditions of infrastructure and overall appearance of the event site flags (EHF, participants, EHF officials, clubs), banners, event identification, venue dressing, etc.
- Set-up advertising (overall appearance, correct application of EHF advertising)
- Fixing of the catch nets behind the goals at the advertising boards
- Dressing rooms - size, massage table, routing, signposts on the doors, water;
- Medical room
- Table size and position (three persons - EHF delegate-timekeeper-scorekeeper, approximate size 3m x 0,8m)
- Positioning of the speaker - most suitable behind the table (an alternative can be at the timekeepers table;
- Material for the work at the table (timekeeping apparatus, reserve clock, TV clock - if TV transmission, team time-out cards, cards for 2 minutes suspension, etc.)
- Routing system throughout the hall - arrow signposts, door signs, etc.
- EHF delegates' office - sufficient technical infrastructure (match report handling and distribution)
- Places for statistics (scouting) - if necessary

- Working places with desk for the press in the arena
- Arena accesses/exits
- Position/number of score boards
- Availability of air-conditioning/heating
- VIP places in the arena
- VIP lounge

2.2 Media / Press / TV:

- Press centre including equipment, infrastructure, electric and communication lines;
- Press conference room – set-up and infrastructure, equipment, back drop
- Press seats on the tribune
- Press accreditation - access from outside
- Accreditation for TV and media representatives
- Food and beverages
- Positions of TV cameras
- Host Broadcaster – team OB van, position

3 CHECK LIST - TECHNICAL MEETING

- Welcome words by the EHF delegate
- Who is who
- Introduction and explanations by a representative of the home club
- Explanations on relevant points in the Regulations and information on the competition
- General Timetable (side events etc.)
- Procedure before, during and after the match
- Check of the players' clothing
- Check of delegation lists
- Playing hall
- Information on the playing court and the substitution area
- Safety and Security measures concerning clubs and officials
- Hall capacity
- Information on the ticket sales
- Entrance control

- Technical equipment, TV, marketing
- Safety and Security measures concerning spectators and first aid
- Questions by home/guest clubs
- Accompanying programme
- Miscellaneous
- Closing

