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I. INTRODUCTION

The official name of the competition is the “VELUX EHF Champions League 2013/14” and the “VELUX EHF FINAL4 2014”. Any abbreviations refer to the official names mentioned above.

The official logo of the VELUX EHF Champions League is shown below:



1 GENERAL

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

The following regulations and manuals shall form an integral part of these regulations. By registering for the VELUX EHF Champions League a club confirms to accept and to follow the EHF statutes as well as the respective terms, regulations and manuals as listed below:

- VELUX EHF FINAL4 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
- Corporate Identity Manual & Online Design Guide
- Floor Installation Manual
- Advertising Board Manual
- Host Broadcaster Manual

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

By registering for the VELUX EHF Champions League a club confirms to accept and to follow the respective terms and regulations regarding the release of players to the respective National Team.

Furthermore a club confirms to accept the terms and regulations of the compensation payments for those players that are released to the respective National Team.

The EHF transfers the use of the complete media rights and advertising rights for the 2013/14 season to EHF Marketing GmbH (abbr. EHFM) and entitles it to undertake the respective organisational measures with regards to the usage of these rights.

Broadcasting and media rights include TV and internet rights as well as rights for mobile devices.

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 with the qualification for the Group Phase. This right is valid for the season in which the club participates in the VELUX EHF Champions League.

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:

- 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 VELUX EHF Champions League shall receive the trophy specifically made for this competition.

The winner of the VELUX EHF Champions League earns the right to participate in the Super Globe, organized by the International Handball Federation.

4 GENERAL TIMETABLE

11.06.2013	Deadline for final registration incl. all requested documents
25.06.2013	Official publication of the Champions League participants
27.06.2013	Draw of the 2013/14 VELUX EHF Champions League Qualification tournaments in Vienna.
28.06.2013	Draw of the 2013/14 VELUX EHF Champions League Group Phase at the Gloriette in Vienna.
August 2013	EHF Information: 2013/14 VELUX EHF Champions League Regulations 2013/14 Corporate Identity Manual & Online Design Guide 2013/14 Floor Installation Manual 2013/14 Host Broadcaster Manual
31.08- 01.09.2013	Qualification Tournaments and Wild Card Tournament
September 2013	Club Workshop
18.- 22.09.2013	Group Phase - round 1
25. - 29.09.2013	Group Phase - round 2
09.- 13.10.2013	Group Phase - round 3
16.- 20.10.2013	Group Phase - round 4
13.- 17.11.2013	Group Phase - round 5
20.- 24.11.2013	Group Phase - round 6
27.11.- 01.12.2013	Group Phase - round 7
05.- 09.02.2014	Group Phase - round 8
12.- 16.02.2014	Group Phase - round 9
19.- 23.02.2014	Group Phase - round 10
25.02.2014	Draw for the Last 16 & VELUX EHF FINAL4 Regulations
19.- 23.03.2014	Last 16 – 1st leg
26.- 30.03.2014	Last 16 – 2nd leg
01.04.2014	Draw for the Quarterfinals
16.- 20.04.2014	Quarterfinals – 1st leg
23.- 27.04.2014	Quarterfinals – 2nd leg
29.04.2014	Draw for the VELUX EHF FINAL4 2014 & Press Conference
31.05- 01.06.2014	VELUX EHF FINAL4 2014

5 EHF EVENTS

5.1 VELUX EHF CHAMPIONS LEAGUE DRAWS

All clubs are obliged to be present with at least 1 representative at each draw of the competition phase in which the club is participating. The club representative shall have a management function within the club.

5.2 CLUB WORKSHOP

Clubs taking part in the VELUX EHF Champions League are obliged to participate in coordination meetings and workshops relating to the competition. Club representatives participating in Club Workshops shall either have a management function within the club or a function related to the core topic of the event.

The club workshop will be held in September 2013. Exact dates will be communicated by EHFM in good time prior to the event.

5.3 AVAILABILITY OF DELEGATION MEMBERS

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

II. COMPETITION

1 STRUCTURE OF THE COMPETITION

1.1 FREQUENCY

The VELUX EHF Champions League shall be played on an annual basis. The season shall start on 1 July and end on 30 June of the subsequent year.

1.2 ANNOUNCEMENT AND DEADLINES

1.2.1 Playing periods

All playing periods for VELUX EHF Champions League matches shall be specified by the EHF. The participating teams and National Federations will be notified.

1.2.2 Individual fixtures

The playing period of each round is fixed by the EHF calendar. 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.

Matches shall be played on Thursdays (18:30 to 20:30 LT), Saturdays and Sundays (14:30 to 20:30 LT). Matches on Wednesdays and Fridays can only be held in case of an exceptional situation and following a decision taken by EHF/M. All final decisions regarding fixtures lie with the EHF.

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

2 ENTRY CONDITIONS

2.1 ELIGIBILITY TO ENTER

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

2.1.1 Eligibility to enter the VELUX EHF Champions League is limited to the national champions of the EHF Member Federations and, in addition, teams eligible to enter in accordance with a respective EHF decision. The registration of teams can only be made by the National Federation on the basis of the clubs' sporting achievement in the last season.

2.1.2 The participating teams in the VELUX EHF Champions League are determined by the EHF ranking list, which is drawn up prior to each season. According to this ranking list the National Federations ranked 1 to 27 are entitled to participate in the VELUX EHF Champions League with the respective number of teams.

2.1.3 Nations ranked 1 to 2 in the EHF ranking list shall have the right to enter 3 teams. Nations ranked 3 to 6 in the EHF ranking list shall have the right to enter 2 teams. Nations ranked 7 to 27 in the EHF ranking list shall have the right to enter 1 team.

- 2.1.4 The National Federations have the right to register their team(s) for the VELUX EHF Champions League 2013/14 according to the EHF ranking list, which is enclosed with the present regulations.
- 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 **Wild Card**
After the closing date for entries, the participating clubs are assigned by the EHF to the VELUX EHF Champions League in accordance with the seeding list.
The EHF is entitled to invite clubs to participate in a Wild Card tournament, which can include a maximum of 4 teams.
If the defending champion fails to qualify through the national competition, it has the right to participate in the Wild Card tournament.
A motion for a place in the Wild Card Tournament can only be presented to the EHF by a National Federation. A Federation can present a maximum of one request for a place in the Wild Card Tournament.
In order to be a candidate for a place in the Wild Card Tournament, all requirements must be fulfilled in the same way as they are valid for regular participants of the VELUX EHF Champions League.
A club can only be awarded with a place in the Wild Card Tournament, if the club is basically qualified for any European Cup competition.
The right to award clubs with the participation in the Wild Card tournament is with the EHF Executive Committee.
If a club is awarded with a place in the Wild Card Tournament, this does not result in an additional European Cup place for the respective Federation.
The EHF Executive Committee is entitled to award one team with a place in the VELUX EHF Champions League (without playing a Wild Card Tournament)

2.2 PARTICIPATION

- 2.2.1 **Eligibility to enter the competition**
Eligibility to enter the competition is conditional upon the availability of sports facilities complying with to the Rules of the Game, to the VELUX EHF Champions League Regulations and the respective requirements and Manuals for the VELUX EHF Champions League events. The responsibility for correct and completed documents rests with both the registering club as well as with the Member Federation of the club.
- 2.2.2 **Registration Requirements**
A correct registration of clubs for the VELUX EHF Champions League includes the fulfilment of the respective technical or organisational or administrative requirements.
Such a correct registration consists of:
- correct and fully completed registration documents, which are signed by a person/representative being legally entitled to commit the club (declaration concerning official signing of entitlements to be attached upon request)
- presentation of all required information, documents and declarations being due as a part of a correct entry within the deadline stipulated. The registering club together with the National Federation concerned are to be held responsible for the completeness and correctness of the

presented documents.

-Payment of the deposit of € 25,000,--

2.2.3 Pledge of commitment

By registering for entry, all participants in the VELUX EHF Champions League take note of the conditions governing the competition and expressly undertake to observe 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 competent National Federation.

2.2.4 Non-admittance of clubs to the VELUX EHF Champions League

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

The EHF is entitled not to admit clubs to the VELUX EHF Champions League, which do not fulfil the respective technical and/or organisational and/or administrative requirements. The competence for decision taking relating to such matters shall be with the EHF Competitions Commission regarding technical questions and with the EHF Office regarding organisational, administrative and financial issues.

2.3 REGISTRATION SYSTEM

The registration for the VELUX EHF Champions League is only valid, if all requested documents, payment, etc are available at the EHF in due time within the deadline stipulated.

2.3.1 The teams' registrations for entry in the VELUX EHF Champions League 2013/14, Code of Conduct and the signed arbitration agreement shall be received by the EHF Office not later than 11 June 2013.

2.3.2 A deposit of € 25,000 shall be transferred to the EHF Bank account by June 11, 2013.

2.3.3 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. A qualification to the VELUX EHF Champions League from any other domestic competition than the national championship is subject for approval by the EHF. A registration of a club not ranked on a position in the domestic competition that allows the club to participate in the VELUX EHF Champions League is subject for approval by the EHF. The qualification of each club to enter the competition shall be officially documented.

2.3.4 Registrations shall be made by the clubs using exclusively the official entry forms circulated by the EHF with the announcement of the competitions.

2.3.5 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 - this including an independent ownership, leadership/management, administration and/or sporting performance from all other handball clubs in the respective competition or a competition which is linked to the respective competition. No individual or legal entity of the club may have control or influence over any other club participating in the respective competition or a competition which is linked to the respective competition – this including ownership, leadership/management, administration and/or sporting performance.
- 2.4.2 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

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

Account holder: European Handball Federation
 Account number: 640 000 204
 Bank Austria, Am Hof 2, 1010 Wien/AUSTRIA
 Bank CODE: 12000
 SWIFT-CODE: BKAUATWW
 IBAN-CODE: AT46 1200 0006 4000 0204

	Amount	Date
Qualification and Wild Card Tournament	€ 375,--	31.07.2013
Group Phase		
Part 1	€ 3.750,--	15.09.2013
Part 2	€ 3.750,--	31.12.2013
Last 16	€ 1.000,--	28.02.2014
Quarterfinals	€ 1.500,--	15.04.2014
VELUX EHF FINAL4	€ 4.500,--	15.05.2014

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. The deposit will be used to cover open entry fees and other receivables to EHF/M.

An invoice will be sent only upon written request.

2.6 WITHDRAWAL (FORFEIT) AND FAILURE TO PLAY A MATCH

2.6.1 By entering the VELUX EHF Champions League, a club agrees to enter all rounds resulting from the match system.

2.6.2 Any withdrawal after the official entry date of the competition (June 11 at the latest) is to be regarded as a forfeit and shall lead to the following sanctions:

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

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

c) The defaulting team liable for damages and payment of all costs arising thereof to its opponent as well as the EHF and in particular their contractual partners and shall carry all sanctions.

2.6.3 Failure to play a match or late arrival at the venue of a match is regarded as a withdrawal (force majeure situation excluded) and shall lead to the consequences stipulated under point 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 named by the EHF on the date scheduled in the General Timetable (chapter 0, point 4.).

2.7.2 Seeding

Teams shall be seeded based on the EHF seeding list for the VELUX EHF Champions League. This is valid for the draw of the Qualification Tournaments as well as for the draw of the Group Phase except the Wild Card participants. In the Qualification Tournaments and the Group Phase teams from the same country shall not play against each other

2.8 PLAYING SYSTEM FOR THE VELUX EHF CHAMPIONS LEAGUE

2.8.1 Qualification Tournaments and Wild Card Tournament

Prior to the Group Phase, the qualification shall be played in 2 semifinals on one day and 2 finals (place 1/2 and 3/4) on the next day. Each group shall comprise a maximum of 4 teams. The matches of this round shall be played at one venue on one weekend.

The first ranked team after each group of the qualification round qualifies for the Group Phase. The teams ranked 4 of the qualification round are entitled to participate in the EHF Cup qualification round 2 and teams ranked 2 to 3 of the qualification round are entitled to participate in the EHF Cup qualification round 3 (played according to the EHF Cup regulations). The right to host the groups of the Qualification Tournaments will be decided by a draw of lots. An organiser of a Qualification Tournament of the VELUX EHF Champions League 2012/13 shall receive the last right in its group to host the tournament. The use of the right to host a group includes the fulfilment of the respective requirements set by the EHF.

The right to host the Wild Card Tournament shall be awarded by the EHF Executive Committee.

In case of a sufficient number of places available, the qualification round can be played in a format of first and second legs (K.O. format).

The winning teams from these matches qualify for the Group Phase.

The teams losing these matches are entitled to participate in the EHF Cup round 2 resp. round 3 (played according to the EC regulations).

2.8.2 Group Phase

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

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

Round 1:	2 – 5	and	3 – 1	and	4 – 6
Round 2:	1 – 4	and	6 – 2	and	5 – 3
Round 3:	1 – 6	and	3 – 2	and	5 – 4
Round 4:	6 – 5	and	4 – 3	and	2 – 1
Round 5:	4 – 2	and	5 – 1	and	6 – 3
Round 6:	2 – 4	and	1 – 5	and	3 – 6
Round 7:	5 – 2	and	1 – 3	and	6 – 4
Round 8:	4 – 1	and	2 – 6	and	3 – 5
Round 9:	5 – 6	and	3 – 4	and	1 – 2
Round 10:	6 – 1	and	2 – 3	and	4 – 5

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

Those teams ranked 1st to 4th in each group after the completion of the Group Phase qualify for the Last 16.

2.8.3 Playing both matches in only one country at one venue on one weekend is not permitted for any matches of the VELUX EHF Champions League starting from the Group Phase.

2.8.4 Last 16

The matches of the Last 16 shall be played as first and second leg matches.

The matches of the Last 16 shall be drawn by lots. A 4th ranked team of the Group Phase plays the first match at home against a 1st ranked team of a group except against the winner of its own group of the Group Phase.

A 3rd ranked team of the Group Phase plays the first match at home against the 2nd ranked team of the of a group except against the 2nd ranked team of its own group of the Group Phase.

There is no protection from teams of the same country.

The winning teams of the Last 16 qualify for the Quarterfinals.

2.8.5 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. The winners of the matches 3 against 2 of the Last 16 play the first match at home against a winner of the matches 4 against 1 of the Last 16. The winning teams of the Quarterfinals qualify for the VELUX EHF FINAL4.

2.8.6 VELUX EHF FINAL4

For the VELUX EHF FINAL4 additional regulations apply complementing the VELUX EHF Champions League Regulations 2013/14. The VELUX EHF FINAL4 regulations will be released in February 2014.

2.9 PLAYER LISTS

2.9.1 The clubs participating in the Qualification Tournaments and Wild Card Tournament shall communicate to the EHF Office the players list (using the official EHF form), via the respective National Federation. The National Federation has to confirm the eligibility of the players by signing and stamping the players list and to send it to the EHF Office by 15 August 2013. The clubs participating in the Group Phase shall communicate to the EHF Office the players list (using the official EHF form), via the respective National Federation. The National Federation has to confirm the eligibility of the players by signing and stamping the players list and to send it to the EHF Office by 28 August 2013.

2.9.2 Players are eligible to play in the VELUX EHF Champions League if they are eligible to play for the participating club in the national championship at the time of the match.

2.9.3 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 VELUX EHF Champions League (from being named on the players list) at the respective point of time.

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

2.9.5 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. Players may compete in an EHF club competition if the player is playing for two clubs or teams but only if the second team is not playing in the top division of the domestic league.

2.9.6 The participating teams in the VELUX EHF Champions League have to upload the club logo, a team photo and a photo of each player at the EHF Family and to complete the players information of each player.

2.10 LATE ENTRIES

2.10.1 In cases in which a player is not recorded on the players list submitted within the prescribed deadline (2.9.1) but should become eligible to play in the VELUX EHF Champions League at a later date, the player may be named as a late entry only if point 2.10.3 and 2.10.6 (chapter II) is not applicable.

2.10.2 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.

2.10.3 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 Tournament:	Wednesday, August 28, 2013
Group Phase:	
stage 1 (for round 1 to 4):	Tuesday, September 17, 2013
stage 2 (for round 5 to 7):	Tuesday, November 12, 2013
stage 3 (for round 8 to 10):	Tuesday, February 4, 2014
Last 16:	Tuesday, March 18, 2014
Quarterfinals:	Tuesday, April 15, 2014
VELUX EHF FINAL4:	Tuesday, May 27, 2014

- 2.10.4 Players who participated with a non-European club at a non-European club competition/tournament after 1 July 2013 and were not registered at any time during the 2012/13 season (01.07.2012 till 30.06.2013) with a European club can be registered for a participating club of the VELUX EHF Champions League after 28 August (deadline for submitting the players list) via a late entry within the resp. deadlines.

Players who participated with a non-European club at a non-European club competition/tournament after 1 July 2013 and were registered during the 2012/13 season (01.07.2012 till 30.06.2013) with a European club are not eligible to participate in the VELUX EHF Champions League 2013/14.

- 2.10.5 After September 17, 2013 (deadline for the late entry for the Group Phase), a late entry of a player is not possible, in the case the player affected participated in a match during the running competition with another club participating in the VELUX EHF Champions League excluding the Qualification Round.
- 2.10.6 If a player changes club after 31 January 2014 (national or international transfer) he shall be eligible to play for the new club in the VELUX EHF Champions League via a late entry only if he did not play in any official club match (national or international) for another club between 31 January 2014 and the date on which he changed the club. Points 2.10.1 and 2.10.5 (chapter II) of these regulations are to be observed.

2.11 PARTICIPATION IN THE MATCH

- 2.11.1 Each team is allowed to use a maximum of 16 players for a VELUX EHF Champions League 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. The club confirms the correctly listed players for its team on the match report with the signature of the official on the match report.
- 2.11.2 A player is not allowed to be listed on the match report as a player and also as an official.

2.12 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 PLAYERS' SHIRTS

- Each team shall have two sets of playing clothing in different colours (one dark colour and one light colour). These shall be in line with the EHF's current Advertising on Clothing Regulations. A photo of both sets of playing dresses (front and back side) has to be sent to the EHF Office together with the players' lists.
- Both sets shall have players' shirts with short sleeves.
- Each player has the obligation to have his name on the back of the shirt above or under the number. The minimum dimension is of 10 cm height, the type of writing has to be Latin letters, in order to make the names clearly visible for the spectators in the playing hall as well as for TV matters.
- 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.
- A player must wear the same number in the VELUX EHF Champions League matches of the entire season. This number is not allowed to be used by any other player.
- Should playing clothing of the guest team get lost, the home club shall offer reserve uniforms.
- The wearing of thermo-trousers is permitted provided they are of a matching colour.
- Advertising on players' match and training clothes is allowed in VELUX EHF Champions League matches in accordance with the Advertising on Clothing Regulations.
- The home club shall inform its opponents in good time of any restrictions or bans regarding advertising on players' playing clothing.

3.2 CHANGE OF PLAYERS' KITS / OFFICIAL CLOTHING

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

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

The colour of the team officials must be announced at the Technical Meeting.

4 SCORING OF THE MATCHES AND RANKING

4.1 GENERAL

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

The EHF reserves the right to extend the half-time break in special circumstances to 15 minutes.

The matches shall be scored as follows:

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

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

4.2 QUALIFICATION TOURNAMENTS

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

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

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

4.3 GROUP PHASE

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

During the Group Phase:

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

After completion of the Group Phase if two teams have scored the same number of points:

- a) number of points in matches of the two teams directly involved;
- b) goal difference in matches of the two teams directly involved;
- c) higher number of goals scored in the away match of the two teams directly involved;
- d) goal difference in all matches of the group;
- e) higher number of plus goals in all matches of the group;

After completion of the Group Phase if three or more teams have scored the same number of points:

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

If the ranking of one of these teams is determined, the criteria are consecutively followed until the ranking of all teams is determined.

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 LAST 16 AND QUARTERFINALS

- 4.4.1 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) Higher number of plus goals scored in away match
 - c) penalty throws

4.5 RULES FOR EXECUTION OF PENALTY THROWS

- 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.
- 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.
- 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.
- 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).
- In the second round, a decision is reached when a goal difference arises after both teams have taken one throw each.
- Eligible players are players entered in the match report that have not been disqualified or suspended at the time of the final whistle.
- 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.
- 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.
- 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

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

Variations on a technical level are possible.

III. THE VENUE

1 GENERAL

Matches of the VELUX EHF Champions League can only be carried out in venues that have been approved by the EHF.

2 REQUIREMENTS

2.1 AVAILABILITY OF THE PLAYING HALL

Starting with the Qualification Tournaments, each participating club shall reserve the playing hall for all playing periods and potential match days indicated by the EHF until the final playing dates and times are confirmed by EHF/M.

2.2 HALL AVAILABILITY FOR FLOOR INSTALLATION, LCD BOARD SETUP & BRANDING

In order to install the official flooring system, the official LCD board system and the branding of the arena according to the given guidelines the playing hall must be available at least 24 hours prior to the respective match. Exceptions to this rule are subject to approval by the EHF.

Additional costs arising due to a delay in the availability of the hall have to be covered by the home club.

2.3 TRAINING OF THE GUEST CLUB

2.3.1 The home club shall provide the guest club the opportunity to hold a training session of at least one hour. This training session shall be scheduled 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 an alternative playing hall within a distance of 25km or less and/or 45 min or less from the playing hall of the match. The training facility shall be offered free of charge.

2.3.2 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.

2.3.3 Additionally the home club shall provide the guest club with the opportunity to hold a training session of at least one hour in the playing hall on the match day.

2.3.4 60 minutes prior to the start of the match the playing court shall be made available to the two teams for warm-up and practice.

2.4 EQUIPMENT

The playing halls are subject to approval by the EHF. Each participating team has to fulfil the following minimum requirements in relation to the appearance of the playing hall.

2.4.1 Playing hall outdoor surroundings

- Parking area (incl VIP parking)
- Parking area (TV: OB Van, SNG, 4 additional trucks)

2.4.2 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 and 80m length (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.
- Space for the following people shall be arranged at the timekeeper's: 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 VELUX EHF Champions League matches, an electric clock shall be available that is easy to read from the timekeeper's desk and can be operated by the 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 accreditation as well as the selected tribune area is subject to EHF approval
- Press room: minimum of 50 m²
- Press conference room
- Mixed zone / Flash zone
- 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!)
- Internet connection at the OB truck
- Table and seats for 2-4 people working on match statistics (seats with perfect view of the playing court), internet and power access at the desk as well as a printer for match statistics
- 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: minimum seating requirements: 80 VIP seats for EHF sponsors and dedicated seats for 1-2 EHF representatives; the VIP tribune must be clearly identifiable (sign posting in local and English language) and easy to access;
- VIP room for at least 80 people
- Meeting room (1 table, chairs)
- 1 room for the official EHF Delegate, EHF Representatives and Marketing Supervisor: minimum 15m²; high speed internet access and easy access to printer, fax and telephone
- Branded venue sign posting in the hall and surroundings
- Sufficient food and beverage facilities to serve the maximum amount of spectators
- Dedicated area for merchandising and promotion stands
- Area for medical staff (close to the playing court)
- Barrier free access for disabled people
- Emergency exits
- Arena access (secure access for players, team officials, EHF Officials, etc.)
- Public toilets

3 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 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 checks during the event ensure the smooth running of the operations in each area of the organisation. The reporting system through Marketing Supervisors guarantees a steady improvement for forthcoming seasons.

3.1 DUTIES OF THE HOME CLUB

The home club has to be represented by a member of the club's management and/or the club's VELUX EHF Champions League responsible. In case of no fluent English knowledge a translator has to be present. Furthermore, the club is responsible for organising local transport and (eventually) accommodation for the inspecting EHF representative. For the first site-inspection the cost of travel expenses as well as the daily allowance of the inspection is borne by the EHF, the cost for local transport and board and lodging (if necessary) of the EHF official has to be borne by the home club. In case of a 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.

3.2 SITE INSPECTION (1)

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

Three possible results can be achieved:

- **Approved:** the venue facilities are in good condition and can be accepted without further remark by the EHF.

- **Approved under condition:** some of the venue facilities do not correspond to the standards set for VELUX EHF Champions League and have to be improved. Amendments and possible solutions are presented by the EHF. A timetable for implementation is set by the parties involved and a date for a 2nd inspection (audit) is agreed upon.

- **Not approved:** there is an important lack of technical standards, facilities or security standards. An improvement of the situation cannot be achieved due to the time factor or budgetary problems of the club. The venue cannot be accepted for VELUX EHF Champions League matches. As a consequence the club has to propose another venue able to meet the standards without any further delay. A timetable is set up by the parties involved and a date for an inspection of the new venue is agreed upon.

3.3 SITE INSPECTION (2) - AUDIT (OPTIONAL)

There are the same requirements with regards to the organisation as for the 1st inspection.

The result of this inspection can be:

- **Approved:** the venue is accepted or

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

4 THE VELUX EHF CHAMPIONS LEAGUE FLOOR

4.1 GENERAL

Each club participating in the VELUX EHF Champions League has to play its home matches, starting with the Qualification Tournaments and the Wild Card Tournament, on the official VELUX EHF Champions League floor in lagoon-blue and black colours.

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

The Floor Installation Manual is set up to provide the clubs with all relevant floor related information.

4.2 RENT OR PURCHASE MODEL

EHF offers two options: the rent and the purchase model. In both cases the official flooring system shall only be rented or purchased from EHF. Exceptions are subject to approval by the EHF.

4.2.1 The rent model

EHF provides the official floor to the home club for a rental fee charged for each match played on the floor. The floor stays in EHF/EHF property. The exact rental fee is communicated upon request. The costs for installation, lining and storage tapes (material only) as well as the shipment are covered by the rental fee. Material order and shipment are organized by EHF in good time prior to the event. Cleaning, removal and storage are within the club's responsibility.

4.2.2 The purchase model

EHF gives the home club the opportunity to either buy a new or a used floor. Availability of used floors is limited. The buying price of a floor depends on shipment costs and the condition of the floor. Exact prices are communicated by EHF upon request. Payment conditions are worked out by EHF in close cooperation with the home club. The buying price of a new floor

includes material and technical support during the first installation (no installation tools included). Thereafter it is the home club's responsibility to organize appropriate material in time (recommendations are given in the Floor Installation Manual). EHFM does not take on material orders, but will of course support the home club with relevant information.

4.3 PRODUCTION AND TRANSPORT

The official VELUX EHF Champions League floor is produced by the EHF floor partner Gerflor and shipped to the home club in good time prior to the respective match of the VELUX EHF Champions League. In case the home club is located outside of the European Union, it is the club's responsibility to prepare all documents needed for custom clearance together with EHFM.

After having received the official Champions League floor, the club is obliged to fax all existing custom documents to EHFM.

4.4 FLOOR INSTALLATION

Each installation should be carried out by at least 6 people from the home club. Detailed technical instructions are provided in the official EHF Floor Installation Manual. On the occasion of the 1st installation, technical assistance is provided by a Gerflor technician sent by EHFM.

The first installation is generally done with double-sided tape. 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. 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 a more decent colour.

4.5 FLOOR MAINTENANCE

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

4.6 STORAGE

As long as the floor is in EHFM property, the home club is responsible to store the official floor 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 rents the floor and drops out of the VELUX EHF Champions League, a possible storage facility close to the playing hall has to be communicated to EHFM. The final decision of the storage facility will be taken by EHFM after having analysed each case individually.

4.7 FURTHER USE

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

5 LCD BOARD SYSTEM

EHFM provides an official LCD board system to be used on the long side of the playing court during all VELUX EHF Champions League matches. Details on setup, operation, removal and storage can be found in chapter VII, point 7

The participants of the VELUX EHF Champions League have the possibility to use the LCD board system (if available and in accordance with EHFM) also for national league matches and cup matches. The costs for transport, operation and animations shall be borne by the home club.

IV. ORGANISATION OF THE EVENT

1 MATCH DATES / TIMES

The playing day as well as the throw-off time is coordinated by EHF/M 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/M. The final decision power lies within the EHF/M.

2 TICKETS AND ACCREDITATIONS

2.1 INTRODUCTION

The issuance of tickets and the implementation of an accreditation system are 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 introduced. Only people with the respective authorisation are allowed to access certain areas of the venue.

Access controls shall prohibit an uncontrolled movement of unauthorised people. Special access control shall be provided 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.

The accreditations have to be implemented in the official VELUX EHF Champions League design (see the CI Manual and/or Online Design Guide). The design for tickets is recommended in the Corporate Identity Manual and/or the Online Design Guide, but is not mandatory.

2.2 ACCREDITATIONS AND INVITATIONS GUEST CLUB

Home clubs shall make available to the guest clubs 10% 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 from the Qualification and Wildcard Tournaments to the Quarterfinals, an allocation of max. 100 admission tickets have to be made available to the EHF/M upon request. The expected number of tickets needed by EHF/M will be communicated to the club not later than 10 days prior to the respective match. At least 80 must be VIP tickets, the other 20 have to be of premium category. These tickets are to be made available to EHF free of charge. All 80 VIP tickets shall be of the highest ticket and service standards available and shall be located in the

same area of the arena or areas of equal standard. No difference in service or ticket standards shall be made between the VIP guests of a club and EHF VIP guests.

- 2.4.2 In addition, the EHF/M shall have the right 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, not later than 10 days before the respective match.
- 2.4.3 Accreditation and VIP tickets requested by EHF have to be prepared by the home club according to the information provided by EHF.
- 2.4.4 Parking spaces shall be reserved for VIP guests upon request by EHF/M. Upon 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 media to the event. This shall be done in cooperation with the EHF/M Media and Communications Department.

Accreditations for TV and radio can only be granted by EHF/M. For other media representatives the club has the right to grant the accreditations. The home club has to provide all accepted media representatives with the necessary accreditations, which give them access to the media working room, the press conference room, the mixed zone and the press seats on the tribune.

Unless otherwise requested by the EHF, the media representatives accompanying the guest club must apply for an accreditation three days prior to the match at the latest in order to be provided with the necessary accreditation. Moreover, they should receive the necessary support in reserving hotel rooms and assistance with visa applications should it be necessary. Should the home club wish to reject an application for media accreditation, the EHF must be consulted beforehand and the final decision rests with the EHF.

The accreditations have to meet the VELUX EHF Champions League branding requirements (see CI Manual & Online Design Guide) and have to be available for pick-up starting one day before the event in the club's facilities or at the venue hall. Press and media representatives shall be informed about the exact place of allocation. Accreditation requests from international media can only be denied with the approval of the EHF/M.

If possible, a number of parking areas shall be reserved for media representatives. On request and in cooperation with the EHF Office accommodation or a shuttle service shall be organised. In such a case the costs are borne by the media representatives themselves.

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. Upon request from other EHF partner TV stations accreditations have to be made available. Venue permits for all other TV representatives and ENG crews are subject to approval and have to be confirmed by the EHF/M before each game. All TV representatives not from the Host broadcaster or the respective EHF TV Partner have to ask for authorization from EHF/M.

The Marketing Supervisor has to be informed by the club about accredited media representatives. Starting with the Semifinals the EHF is responsible for all media accreditation dealings in close cooperation with the home club.

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 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 trip including all respective extra costs like visa, insurance, etc. to and from the airport that is chosen by the guest club. The guest club is liable and must bear all costs incurred should the home club have a right 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 are subject for approval by the EHF.

The guest club is obliged to inform the home club and the EHF upon its travel arrangement 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, to grant all compulsory guarantees of the respective embassies, upon issuance of an invitation for a required visa for EHF Officials as well as for the guest team. Furthermore, the home club is obliged to send the respective invitation within 48 hours after the receipt of the request.

The home club must provide a bus of an international standard for a minimum of 40 people for the local transport of the guest team. The bus shall be equipped with a heating and air-condition. The bus must be at the disposal of the guest team starting with the arrival at the airport to the departure at the airport, however, for a maximum of 96 hours only.

A bus driver shall be available for the complete duration of the stay including all usual transports that are connected with the stay of the guest team.

A representative of the home club is obliged to be present at the moment of arrival at the 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 team travels by bus, the home club is free from the obligation to provide a bus arrangement. No costs are to be refunded as a consequence.

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

3.3 EHF OFFICIALS

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

3.4 EHF PRESIDENT

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

3.5 EHF SPONSORS AND MEDIA REPRESENTATIVES

Upon EHF request the home club has to organise local transport facilities for EHF sponsors and/ or media partners. The arising costs are to be covered by the EHF.

4 BOARD AND LODGING

4.1 GUEST CLUB

The guest club is responsible for the organisation and the payment of its stay at the away match. This includes all aspects of accommodation, food as well as additional activities of the guest team. The guest club is therefore free to define the number of people 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 with a minimum of a 3-stars classification on an international rating scale have to be booked for the EHF Officials nominated by the EHF. The delegate/referee(s)/etc. shall pay any further cost related to personal matters themselves (phone, fax, internet, TV or mini-bar charges). 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 home team, guest club and the fans of the guest club.

4.3 EHF PRESIDENT

A Single room a hotel with a minimum of a 4-stars classification on an international rating scale has to be booked for the EHF President. Depending on the individual timetable breakfast, lunch and dinner have to be provided in the hotel restaurant or a respective restaurant by the home club. The costs for boarding and lodging are to be covered by the home club.

4.4 EHF SPONSORS AND MEDIA REPRESENTATIVES

On EHF request single rooms in a hotel with a minimum of a 4-stars classification on an international rating scale have to be booked for the EHF sponsors and media representatives. Depending on the individual timetable, breakfast, lunch and dinner have to be provided in the hotel restaurant or any first class restaurant by the home club. The costs for boarding and lodging of the EHF sponsors and media representatives are to be covered by the parties themselves respectively the EHF. In case a sightseeing tour is requested by the EHF for the EHF sponsors, the home club shall provide

organisational support. The costs are to be covered by the EHF. The EHF informs the home club about this request 10 days in advance at the latest.

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 person, who is in charge for the following event topics:

- Guest club
- EHF Delegate/Referees/Referee guide/Representative
- Floor/ Protocol Procedures
- Security
- Media/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)

The people 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 the responsible does not speak English, translation support must be guaranteed.

During the event the responsible people are in charge of the personnel in their area.

5.2 EHF KEY CONTACT & MARKETING SUPERVISOR RESPONSIBLE

They are informed about all duties of the different responsible people in the structure. They supervise the whole event in all terms of reference.

They should also be responsible for the Marketing Supervisor (if nominated). They should get in contact with the nominated Marketing Supervisor in good time prior to the event. They should always be available for the Marketing Supervisor. They should be able to communicate in English.

5.3 GUEST CLUB RESPONSIBLE

The guest club responsible is informed about the travel schedule of the guest club and organises the pick-up at the airport and the transfer to the hotel. In case of direct arrival by bus, he/ she is in charge of giving the necessary direction to assure a convenient arrival at the hotel. In case of any problems during

the journey (flight cancellations, bad weather, etc.) he/ she will be a close contact to the representative of the guest club and the EHF.

Moreover, the guest club responsible is liable for assisting the guest team with the local transport during the stay, if necessary. Furthermore he/she 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 team representatives to the technical meeting and the team to training sessions, potential sightseeing tours as well as to the match. He/she supervises 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.

5.4 RESPONSIBLE FOR EHF OFFICIALS

EHF Delegates, Referees, Referee Delegates and other official EHF Representatives count as EHF Officials. The clubs are informed about the travel schedules of the EHF Officials 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, he/she is liable for arranging local transport as well as the booking of the hotel rooms. He/she makes sure that the hotel rooms meet the requirements of the EHF and also reserves the restaurant for relevant lunch/dinner.

He/she supervises the availability respectively the equipment of the EHF delegate's and representative's room (internet access, fax and telephone) as well as the meeting room. They accompany the EHF delegate, referees and the referees delegate to the technical meeting as well as to the match, where they supervise the locker rooms and makes sure that water is available. Furthermore they are 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 he/she is responsible for the respective organisation. During site inspections he/she remains at the disposal of the EHF Officials and coordinates the other responsible persons for the meetings.

On the day of departure he/she organises the pick-up at the hotel and the transfer to the airport.

5.5 TIMEKEEPER AND SCOREKEEPER

It is the responsibility of the home club, 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.

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 will be implemented the club will be informed in good time prior to the competition, all necessary technical equipment has to be provided by the club.

5.6 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 a team he/she is responsible for securing a good standard of locker rooms for teams and referees.

During the event at least 2 people 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 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, he/she is liable for the installation of the official floor (incl. lining) 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 media/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/she is responsible for the protocol procedures. He/she recruits and instructs at least 2 floor moppers. The floor/protocol procedures responsible is positioned next to the playing court throughout the complete duration of the match.

He/she recruits and instructs the announcer and makes sure that the announcer has the necessary information about the VELUX EHF Champions League (e.g. competitions background information, VELUX EHF Champions League sponsors, announcement of special guests/celebrities) as well as about the players of both teams. He/she 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.

He/she instructs the personnel involved in the entry ceremony: 8 volunteers carrying the EHF/CL flags; 8 volunteers carrying club flags, etc.. He/she takes part in the technical meeting in order to be able to clarify any open points concerning the entry ceremony. During the match he/she supervises the rundown of the entry ceremony and makes sure that EHF requirements are fulfilled.

He/she makes sure that the adequate protocol procedures are respected and discusses the seating plan of the VIP area together with the marketing supervisor.

5.7 ANNOUNCER

The announcer provided by the home club shall have public speaking experience, good knowledge of the game and shall be fluent in both, the local language as well as English. Enthusiasm for the sport is appreciated, but statements shall be neutral and must not push the crowd towards unsportsmanlike behaviour against the guest club or the referees. Instructions given by EHF Officials must be followed by the announcer.

The announcer in charge should respect 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 observed by the announcer
- Rules of fairness shall prevail 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. Correct pronunciation shall be guaranteed
- The announcer shall call the competition by its full name "VELUX EHF Champions League"
- 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 competition website (www.ehfCL.com) in order to view players' 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 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 support a positive 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 his position in an unsportsmanlike way.
- After the end of the match the announcer shall inform about further upcoming matches of the VELUX EHF Champions League

5.8 SECURITY RESPONSIBLE

Security staff and first-aid teams 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 of working out a security concept for the playing hall and is responsible for the security staff as well as for their clear identification. He/she takes 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 with the security personnel in order to clarify exact tasks and duties respectively discuss eventual problems. He/she 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.

5.9 MEDIA/TV/STATISTICS RESPONSIBLE

The media/TV/statistics responsible should have media experience and a wide and diverse knowledge within this area. The media/TV/statistics responsible must be able to communicate well in English. He/she organises the promotion of the event to local, national and international media representatives prior to the match. Press releases (previews, press kits, event reports, etc.) 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. A good standard of English is a prerequisite. Together with the marketing responsible, he/she should produce a competition programme to satisfy the needs of the on-site spectators and the media. Furthermore the media/TV/statistics responsible is in charge of the media team and is in overall charge of

the media room/working area and makes sure that the necessary equipment, information and beverages are available. He/she is also in charge of the press conferences, which are compulsory for all teams as of the Group Phase. The post-match press conference takes place 15 minutes after the end of the match to allow for flash/mixed zone interviews. The head coach and one player, who played in the match, must attend the post-match press conference. 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 media/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 media/TV/statistics responsible should inform the press representatives accordingly and act as a moderator of the press conference.

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

Shortly after the match they make sure that the mixed zone gives media representatives the opportunity to do interviews with the players/coach by informing teams on the location of the mixed zone in advance. The media/TV/statistics responsible makes sure that the interviews are carried out in front of the VELUX EHF Champions League backdrop. This area should be supervised by security personnel, who should be given clear instructions.

The media/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 on request.

The media/TV/statistics responsible is in charge for providing professional assistance to the host broadcaster. He/she is 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 he/she makes sure that commentary positions are available.

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

Should the EHF provide an official VELUX EHF Champions League statistics programme the media/TV/statistic 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. He/ she is also responsible for distributing the statistics sheet during the half time and after the game.

In close cooperation with the responsible for tickets & accreditations, he/she hands out press accreditations to local and international representatives of press and media. Only media representatives with a valid media/press identification are eligible for an accreditation and a list should be kept of the media representatives which are accredited.

5.10 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 VELUX EHF Champions League 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 media/TV/statistics 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. On request the marketing responsible cooperates closely with the EHF representatives and/or the EHF Office in order to check the arrangements for VIP guests in terms of accommodation, reception, meals, side events, etc.

5.11 TICKET/ACCREDITATIONS RESPONSIBLE

The tickets/accreditations responsible is in charge of allocating tickets and promoting ticket pre-sale initiatives. In cooperation with the marketing responsible and the media/TV/statistics responsible they allocate any kind of necessary accreditation (VIP club, Press, TV, etc.) and instruct the ushers. Together with the floor/protocol procedures responsible an accreditation plan concerning seating and parking availability has to be developed. Furthermore, he/she assists the marketing supervisor and the floor/protocol procedures responsible in positioning the VIP guests on the VIP tribune.

He/she secures a correct branding of the accreditations and (eventually) tickets and provides the guest club with the required number of tickets before the match. When distributing the tickets the tickets/accreditations responsible takes into account the security factor and makes sure that a sector that can be easily supervised and separated is reserved for the fans of the guest club.

6 SECURITY

The clubs and national federations undertake to observe the provisions of the EHF Rules on Safety and Security Procedure before, during and after all matches. All safety and security measures shall be coordinated with the persons in charge of specific services and with the EHF delegate.

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 IHF and EHF Regulations shall apply.

The clubs and national federations are responsible for the conduct of their players, officials, members (any person exercising a function on their behalf at a match), and fans.

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 VELUX EHF Champions League matches for teaching and coaching purposes. People 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 VELUX EHF Champions League shall be permitted to make video recordings for teaching and training purposes from official home matches (also in national competitions) of other clubs which participate in the VELUX EHF Champions League. Such recordings 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. Any rights for TV recordings and use of game action by a club shall be cleared with EHF.

V. MEDIA

1 MEDIA MANAGEMENT

Media coverage (written press, websites, social media, radio and TV) before, during and after an event is essential for the promotion of handball. The VELUX EHF Champions League attracts local and international media coverage and the communication has to be of the highest standards in accordance with top sporting events.

Media coverage is not only essential for the promotion of the sport, but also provides publicity for the players, attracts spectators, sponsors and partners. Although different countries may have different ways and standards in terms of communication and media management, the main goal remains the same: reach the desired target group with your message. Professional staff and media facilities are the basis to successfully promote the VELUX EHF Champions League on a local and global scale. The home club is therefore committed to playing an active role in motivating the local and national media (newspapers, magazines, websites, TV and radio, etc.) by providing them with information on a regular basis. Each Champions League club must name and give contact details for a person responsible for media management. This person should be able to speak fluent English and have experience in working with the local and international media.

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

1.1 MEDIA WORKING 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 media representatives
- 1.1.2 The home club shall create good working conditions for media representatives (TV, radio, written media) by providing a media room/work room with the following features:
The media room shall have a minimum of 50 m² 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:
- 1.1.3 Electric power points for all accredited media representatives to have access to electricity
 - Minimum of 5 tables and 30 chairs in order to fulfil local needs
 - Access to telephone and fax: costs are to be paid by media representatives
 - ISDN line for broadcast services must be arranged by media representatives through the local telecommunications company
 - High speed internet access of 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.)
 - VELUX EHF Champions League backdrop and official EHF information (press kit 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 media room (preferably in labelled compartments for ease of reference).

1.2 WRITTEN MEDIA /PRESS SEATS ON THE TRIBUNE

In the playing hall the minimum number of 20 seats must be available during the Group Phase and 30 seats for Last 16 and Quarterfinals must be available. All seats shall be equipped with working tables. The EHF reserves the right to request the installation of additional seats with working tables. The club shall be flexible according to the number of accreditation requests. If possible, the seats 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.

The seats shall be segregated from the spectator area have an electricity access point. Security should ensure that the areas remain separated and secure a professional work environment for accredited media representatives.

High speed internet access with a min. speed of 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 shall be guaranteed.

1.3 MIXED ZONE

The location of the mixed zone is essential and must be an integral part of the routing of the players, yet not too far from the media seats in the hall and the media room. It should be located directly outside the players' exit; all players have to pass through the mixed zone on their way to the changing rooms. The area should be separated into clear zones – walkway for the players and the section for the media representatives. The zone for media representatives should be divided into three specific areas: one area for the holders of TV rights, a second area for radio, followed by written media. All accredited media representatives should be given a plan of this area, which should include details on the routing when they register upon arrival. The media/TV/statistics responsible should also inform the teams on the location of the mixed zone. Security personnel must be well briefed on the restrictions in this area. Spectators and court personnel shall not have access to this area. Access shall only be granted to the host broadcaster as well as to TV/radio rights holders and written media representatives. EHF will provide all clubs with a mixed zone banner/backdrop according to the VELUX EHF Champions League CI guidelines. All TV/video interviews have to be carried out in front of this backdrop.

1.4 PRESS CONFERENCE

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

As of the Last16, the club must send a detailed listing of all press/media activities, which also includes date and time of press conferences, in the week preceding the matches to the EHF. This list must be finalised and confirmed with the EHF in order to ensure that media requirements and interests are met.

The EHF has the right to call and stipulate that a press conference is to take place prior to the match.

The press conference has to be attended by the head coaches of the clubs, a player who played in the game, the person responsible for media/TV/statistics (or another qualified person) acting as a moderator and a translator (if necessary). The seating arrangements at the press conference have to be as follows (from left to right): Translator (if necessary), player guest team, head coach guest team, moderator, head coach home team, player home team. The moderator must announce the start of the press conference to

all media representatives in the pressroom. The moderator interviews the parties involved – asking them to give a statement on the match and the floor is then given to media representatives for questions. The responsible person for media/TV/statistics (who may delegate responsibility to a secondary person from the media team) must ensure that the head coach and a player, who participated in the match, attend the post match press conference. 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 participants in the press conference should also be handed a copy of the official match report. There should be cold refreshments available to the coaches and players.

The press conference shall be carried out in English. The media/TV/statistics responsible shall provide a translator if the coach and/or the players don't speak English.

The press conferences should ideally take place in a separate room from the media working room, if this is not possible it should be divided off. The press conference room has to have a minimum of 30 - 50 m² and has to be equipped with:

- Lighting and sound system for TV recordings
- Minimum of 2 tables and 6 chairs at the front of the room
- CL backdrop (including sponsor partners) – see chapter VI, point 2.3(chapter VI)
- CL table banner – see under chapter VI, point 2.3
- Microphones (branded with EHF CL mike flags) on the table – see chapter VI, point 2.3
- 1 portable microphone
- EHF CL table flags
- Name plates
- Beverages (water, etc.) on the tables
- Minimum of 20-30 chairs for press/media representatives

1.5 MEDIA HANDOUTS (REPORTS AND PRESS RELEASES)

Before each VELUX EHF Champions League match an official press release has to be available for the press and media. The press release should also be available in English or an official EHF language.

It shall be forwarded to championsleague@ehfmarketing.com and media@eurohandball.com.

Following a written request of the EHF, the person responsible for the media should provide the EHF with a short media report (information on the press/media representatives on site: number, type of media, e-mail contacts and collection of press cuttings in order to monitor media interest) within one week after the match.

All press releases have to be printed using the official VELUX EHF Champions League press statement template (see chapter VI, point 2.6). Basic information should be made available as standard for each accredited media representatives in the media room (preferably in labelled compartments for ease of reference). This includes player lists, team line-ups and official match report, any statistics available, general team information, etc.. The person responsible for the media should ensure that the match report and statistics are also distributed along the designated media seats and TV commentary positions in the arena.

1.6 OFFICIAL CLUB WEBSITE

Each club shall have an official club website, where the club, latest news, match previews and reports, players and ticket sales are presented and promoted. The official website shall be regularly updated with news and other relevant content. Clubs must post a written match report on the official website within two hours of the end of each match. The club website shall also include official competition news and announcements from the VELUX EHF Champions League and VELUX EHF FINAL4.

1.7 MEDIA REPORTS FOR OFFICIAL WEBSITES

To ensure extensive coverage of the VELUX EHF Champions League on the official websites, ehfCL.com and ehfFINAL4.com, 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@ehfmarketing.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

1.8 VELUX EHF CHAMPIONS LEAGUE AND CLUB WEBSITE

All clubs participating in the VELUX EHF Champions League shall integrate the official web-banners linking to ehfCL.com, ehfTV.com and the VELUX EHF FINAL4 into the official club website. Any links to the home club's and/or players' social media platforms shall also be integrated into the club's website. The home club shall dedicate one area on its website to the announcement of TV schedules for upcoming home and away matches in the VELUX EHF Champions League.

These references and links have to be implemented into the home page of the club's website, at a prominent position. This implementation shall be done prior to the beginning of the season. The respective web banners are designed by EHF and provided to the clubs through the CI Manual and/or the Online Design Guide.

1.9 SOCIAL MEDIA

All clubs participating in the VELUX EHF Champions League are obliged to integrate a link to the official VELUX EHF Champions League Facebook-Site into the clubs' official Facebook-Sites (if available). In addition promotions, contests or other online activities shall be promoted with mutual effort in order to increase traffic on the respective site. Such activities will be announced by EHF in good time prior to its implementation.

2 PHOTOGRAPHERS

2.1 ACCREDITATION AND BIBS

Each photographer shall be accredited and shall have access to dedicated areas around the playing court as well all press facilities. The accreditation must be worn and fully visible at all times.

Photographers shall be able to take photos related to the respective match without obstructing the game, the visibility of perimeter boards or the view of spectators. Beginning with the Group Phase EHF provides all clubs with dedicated bibs. Each person, who is accredited by the club as a photographer, TV crew member or host broadcaster has to wear the corresponding bib.

The official EHF photographer shall be entitled to wear an "EHF" bib.

Bibs are handed out at the accreditation desk and shall be pulled over head and shoulders. The writing on the bib shall be fully visible at any time.

The following bibs have to be worn by the respective media representatives:

- Host Broadcaster: yellow
- Other TV Stations: orange
- Photographer: blue

The complete set of bibs, shipped to each club at the beginning of the season, needs to be sent back to EHF at the end of the season. A fee of €10 will be charged for each bib, which is not returned to EHF.

2.2 BASIC GUIDELINES

Photographers should be provided with benches behind the goals. Photographers are permitted to sit in front of the nets to the point where the net is fixed to the advertising/ perimeter board system. The advertising/ perimeter boards must be visible all times and must not be covered or blocked in any way. This area should be reserved for photographers and separated from the spectator area. Photos can be taken during the line-up. An area must be defined prior to the match with the EHF Marketing Supervisor. Photographers may stand in this position until the pre-match procedure is finished. After the line-up, photographers must return to the dedicated area behind the goals on each of the short sides of the court. Photographers shall stay in this area and remain seated during play.

Photographers, with the exception of the official EHF photographer and the official photographer of the home club, are not permitted to access the court at any time.

There are strict routing systems for changing sides during play. If a photographer wishes to switch sides during play the routing system has to be observed at any time.

Photographers are not allowed to stay behind the players' benches or on the opposite side of the benches, right behind the perimeter board system.

No strobe light photography is permitted.

Special guidelines apply to the EHF photographers when officially sent to a VELUX EHF Champions League match.

2.3 PHOTOGRAPHS FOR THE OFFICIAL WEBSITE

The EHF has the right to nominate special EHF photographers starting from the Group Phase to the VELUX EHF FINAL4. 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 EHF photographer is nominated, the media/TV/statistics officer shall provide the EHF with the contact to the home club's photographer. Directly after the match, the club is obliged to upload 10 photos to the EHF photo system. for immediate use on the official VELUX EHF Champions League website as well as in official EHF print publications and promotion material. These images shall be forwarded to EHF free of charge.

On request a CD/ DVD or access to an ftp-server containing at least 50 pictures must be sent to EHF one day after the event. The following quality criteria shall apply to each photo:

- minimum resolution of at least 8 Mega Pixel per picture
- 300 dpi
- jpg file format

The pictures will be used on the VELUX EHF Champions League website (photo gallery and articles) as well as for purposes promoting the VELUX EHF Champions League and the sport of handball in general. Photographers taking pictures on behalf of 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
- Team pictures before the match (changing room, on-court during warm up, etc.)
- Team Time-Out
- Referees in Action
- Coaches in Action

- Team Line-up
- Ceremonies (EHF representatives + VIPs)
- Opening, Awarding Ceremony
- Children

3 TELEVISION & RADIO

The EHF holds all media rights relating to the VELUX EHF Champions League for the 2013/14 season and is therefore exclusively entitled to assign such media rights to third parties.

3.1 GENERAL

Distribution and usage of rights for the VELUX EHF Champions League, 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

The EHF transfers the use of the complete media rights for the 2013/14 season to EHF M and entitles it to undertake the respective measures with regards to the usage of these rights.

- 3.2.1 In all matches of the Qualification Tournaments, Wild Card Tournament, Group Phase, Last 16 and Quarterfinals played within the framework of the VELUX EHF Champions League, 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 M. Clubs can find all necessary requirements of the host broadcaster in the EHF Host Broadcaster Manual, which is distributed to each club at the beginning of the season. Clubs interested to use TV footage or any match action on their homepage or on any club related media platforms shall inform EHF M in due time. It is not allowed to use TV footage or reproduce match actions in the playing hall at any time during a match without prior authorization of EHF M. If a club intends to use TV footage or reproduce match actions on the screens of its playing hall, a respective request shall be made in writing to EHF M. EHF M decisions in this respect are final. Match action replays prior to, during and after the respective match are not permitted and shall not be shown on screens in the arena as well as on the TV cube.
- 3.2.2 The EHF/EHF M 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.
- 3.2.3 Each club has to guarantee the production of an international TV signal on the basis of the EHF Host Broadcaster Manual for each home match. This signal must be made available to the EHF (or for its respective partners) free of charge at an EHF M chosen satellite. The broadcast rights stay with the EHF M in all territories and in respect to the respective club.
- 3.2.4 A club is released from this duty by the EHF, if a respective agreement with a TV partner is reached by EHF M. Clubs directly qualified for the Group Phase will be released from this duty if a TV agreement is reached by EHF M until 03 September 2013.

Clubs playing Qualification or Wild Card Tournaments will be released from this duty if a TV agreement is reached by EHF until 15 August 2013.

- 3.2.5 Should there be neither a TV agreement between the EHF and a club nor between the EHF and a TV partner until 14 days prior to the Group Phase, the EHF takes over the organisation of the production of the TV signal and the respective costs are to be covered by the club. Should there be neither a TV agreement between the EHF and a club participating in Qualification or Wild Card Tournament nor between the EHF and a TV partner, EHF takes over the organisation of the production of the TV signal by 09 September 2013 and the respective costs are to be covered by the club.

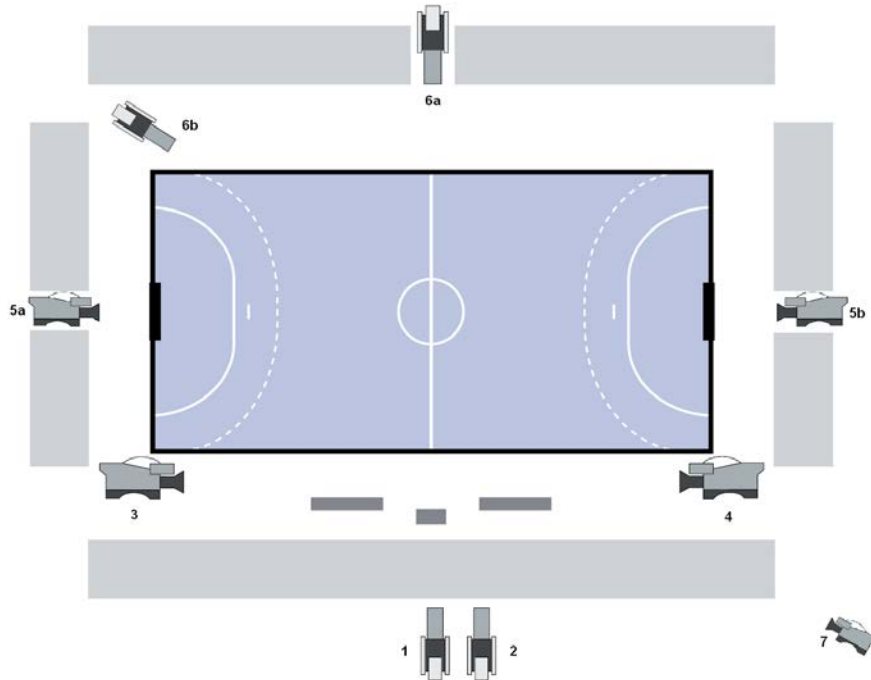
3.3 TV AND RADIO ACCREDITATION

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 EHF. All such requests by radios and TV crews must be communicated to EHF prior to the match. 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 excellent working conditions for the host broadcaster and other TV right holders.

- 3.4.1 A parking area large enough to fit the OB van, the SNG truck and up to 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 The host broadcaster's access to the playing hall at least 12 hours before the match shall be guaranteed. The respective accreditations (see chapter IV, point 2.5 to 2.6) have to be issued to the TV representatives and staff.
- 3.4.3 Camera platforms or fixed camera positions for a minimum of 7 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 central position in the playing hall. The exact positions of all additional cameras - height, angle and distance to the playing court – will be decided by the host broadcaster in cooperation with EHF. The final camera positions will be communicated to the clubs 14 days prior to the first home match of the VELUX EHF Champions League. The home club shall make the respective seats/ area available to the host broadcaster for the positioning of cameras.



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 (upon implementation of official EHF statistics by the EHF)

3.4.8 The installation of at least 4 commentary positions 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 and producers. Security personnel have to ensure that there is no interference from the public.

3.4.9 Depending on the local facilities a mixed zone for interviews just after the match on the player's route to the dressing rooms shall be available (see point 1.3, chapter V).

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

3.5 MULTILATERAL FEED PRODUCTION REQUIREMENTS

The host broadcaster produces VELUX EHF Champions League matches. Dedicated people within the home club are therefore required to cooperate with the production crew.

The recording will start with the teams' arrival at the arena to the settling down in the changing rooms. Short recordings in the changing rooms may be done prior to the match.

EHF in cooperation with the host broadcaster will schedule interviews with players and coaches for domestic and international TV stations. Players and coaches shall be available for such interviews until 45 minutes prior to the match.

3.6 “MATCH OF THE WEEK” PRODUCTION

EHFM chooses selected matches for the “match of the week” format on ehfTV.com. In such case EHFM sends a dedicated commentator, who will provide live commentary for this production. Assistance shall be provided for scheduling interviews with coaches and players.

The home club shall provide support for arranging accommodation and transfer for the commentator.

3.7 MAGAZINE SHOW PRODUCTION

EHFM produces VELUX EHF Champions League magazine shows on a regular basis. The home club shall provide its support in the preparation of feature stories for this show.

3.8 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. In case a marketing supervisor is nominated to a VELUX EHF Champions League match he takes over the responsibility to chair the TV meeting in the presence of the EHF delegate. The following points are to be discussed during this meeting (see also enclosures - check list for TV meeting or the TV host broadcaster manual):

- TV test, done with actual “match light”
- 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
- Information regarding injuries/comebacks/new players, etc.
- Information about position of the mixed zone (for interviews before/after the match)
- TV set-up, interest in interviews, TV schedule, implementation of VELUX EHF Champions League intro/outro/graphics (information given by the TV representative)
- Names of EHF Officials/ referees (information given by the EHF delegate)

3.9 MEDIA SESSION

Upon request the home and the away team need to be available for a media session at the training the day before the match. This session is open to all media representatives.

3.10 TIME OUT PRODUCTION

The host broadcaster will enter the team’s timeout with a camera and a microphone. Each team is requested to provide access to the host broadcaster.

3.11 TEAM TRAININGS

In case team training sessions are scheduled one day prior to the match, a 15 minutes media session shall be organized upon request. Players and coaches shall be available for interviews during this session.

VI. BRANDING

1 GENERAL ASPECTS

A unique VELUX EHF Champions League branding throughout Europe is one of the main requirements to successfully promote and develop a product. The Corporate Identity (CI) Manual as well as the corresponding Online Design Guide therefore have to be studied carefully and the necessary arrangements have to be made by the home club. The usage of the official VELUX EHF Champions League CI is mandatory .

Detailed instructions on typeface, colours, layouts, dimensions, etc. are provided in the Online Design Guide and/or the CI Manual. Access to both is provided in September 2012. Any requests before that date shall be sent to EHF directly.

The home club must strictly comply with the given VELUX EHF Champions League layouts. Any layouts showing the official CI have to be sent to EHF (golger@ehfmarketing.com) and have to be approved by EHF prior to production.

Prior to the start of the Group Phase the EHF provides each club with a basic set of branding items, which are ready to be used. Only official VELUX EHF Champions League sponsors 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 ensure that it is in good condition to be used during the entire season.

2 BRANDING AREAS & SETUP

2.1 PLAYING HALL

A unified VELUX EHF Champions League branding implies that advertising, banners or signage other than those authorized in the present regulations and/or by the EHF and those related to security measures (e.g. exit signs) shall not be visible in the playing hall within the frame of VELUX EHF Champions League matches. Clubs shall therefore remove or cover any non-authorized advertising, banners or other signage present in the playing hall with neutral branding unless explicitly agreed otherwise by EHF.

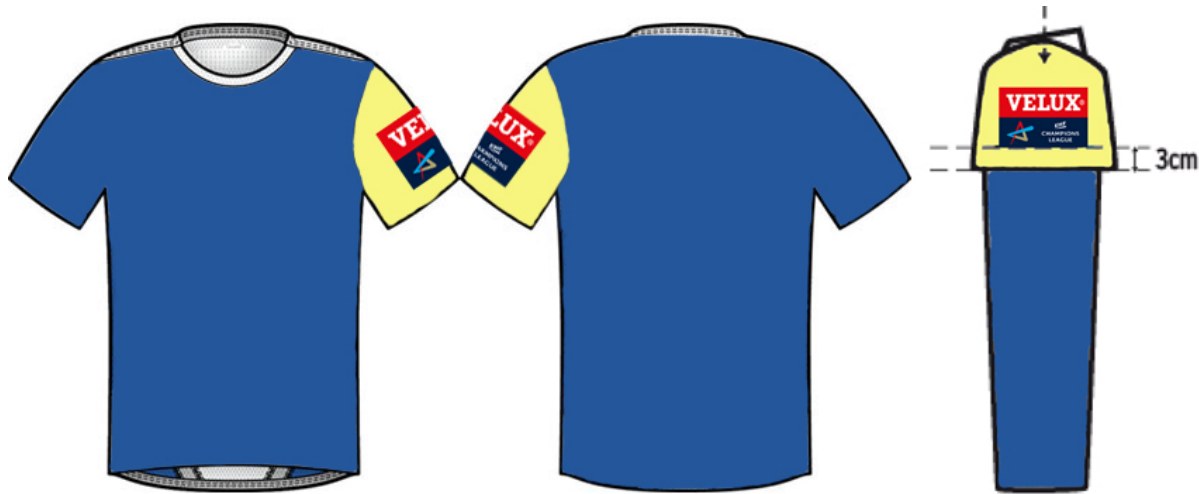
The official table banner provided by EHF has to be affixed to the timekeeper's table according to the instructions given in the Online Design Guide and the CI Manual.

Neutral branding, provided by EHF has to be positioned in the 2nd row areas, on the tribunes, in the substitution areas, etc. The exact positions/areas will be defined by EHF depending on the competition stage and the local venue situation.

2.2 OFFICIAL BADGE ON PLAYERS' SHIRTS

The EHF will provide all clubs participating in the Group Phase of the VELUX EHF Champions League with the layout of the official badges (130x86,6mm) in digital form and for download in the Online Design Guide. The print of this badge is an obligation. The exact position is defined as indicated in the image below. The badge has to be printed on the left arm only. The indicated space around the badge has to be free from any advertisement or logo.

Each club has to send a layout of the print as well as photos of a printed sample to EHF prior to production and in good time prior to the first home and/or away game.



2.3 PRESS CONFERENCE

One backdrop has to be positioned just behind the table where the participants of the press conference are seated.

Two panels are to be positioned one on each side of the press conference table.

A table banner has to be fixed on the front side of the conference table.

Table tags have to be positioned on the press conference table.

Mike flags have to be positioned on the microphones used for interviews.

In case EHF enters into an agreement with a beverage partner, the respective beverages shall be positioned on press conference table, clearly visible for attendees and TV cameras.

2.4 MIXED ZONE

EHF Marketing will provide each club with a mixed zone banner/backdrop according to the VELUX EHF Champions League CI guidelines. For each home match, the home club shall position this backdrop in the mixed zone for interviews and photographs. Logo/brand presence in the mixed zone is reserved to EHF sponsors and partners as well as for 4 long-term club sponsors only. Logos of these dedicated club sponsors shall be positioned on predefined spots on the mixed zone only. The detailed repartition of club sponsors and EHF sponsors/partners on the mixed zone backdrop is defined in the Corporate Identity Manual and/or the Online Design Guide. Each club shall strictly comply with such requirements.

2.5 FLASH ZONE

For flash interviews EHF provides each club with a respective movable backdrop, which shall be positioned on the playing court. Logo/brand presence in the mixed zone is reserved to EHF sponsors and partners as well as for 4 long-term club sponsors only. Logos of these dedicated club sponsors shall be positioned on predefined spots on the mixed zone only. The detailed repartition of club sponsors and EHF sponsors/partners on the mixed zone backdrop is defined in the Corporate Identity Manual and/or the Online Design Guide.

2.6 MEDIA INFORMATION / OFFICIAL INFORMATION SHEETS

All information handed out to the press/media (line-ups, player information, etc.) as well as information sheets (Technical Meeting, TV Meeting, etc.) have to be branded with the official VELUX EHF Champions League header. Templates are available for download via the Online Design Guide.

2.7 VIP ROOM

At least one panel has to be positioned next to the entrance of the VIP room. Further panels have to be positioned inside the VIP room, perfectly visible for all VIP guests. Upon request, tables have to be branded with table cards (sponsor's company name).

2.8 ACCREDITATIONS

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

2.9 TICKETS

The design of official match tickets might be limited due to the use of automatic ticketing systems. However EHF highly recommends using the ticket templates given on the Online Design Guide, showing the CI of the VELUX EHF Champions League. Modifications of this template may be designed by the home club but are to be approved by EHF.

2.10 OFFICIAL PROGRAMME

An official event programme has to be published by each home club in good time before each home match. The programme shall be distributed to VIP guests as well as to media representatives free of charge and may be sold to spectators in the playing hall. The minimum content guidelines for the match programme have to be observed in order to guarantee coherence throughout all stages of the competition. Additional pages with club related content may be added.

A template showing the guidelines for the official programme is provided in the CI Manual and/or the Online Design Guide of the VELUX EHF Champions League. Layouts have to be sent to EHF (golger@ehfmarketing) prior to production.

Clubs are not entitled to produce a second programme in addition to the official programme.

2.11 PROMOTIONAL MATERIALS

Promotional material may promote the club, a match or the sport of handball in general. Commercial advertising or logo presence of club sponsors is not permitted on promotional material. Exceptions are subject to approval by EHF.

EHF provides a general template for posters and flyers, which shall be customized by each home club. The use of the given template is mandatory. Templates and detailed instructions are provided in the CI Manual and/or the Online Design Guide.

EHF may provide inflatables for selected matches, which shall be positioned according to the instructions given prior to the match.

2.12 SIGNPOSTING SYSTEM

EHF provides templates for signposting. Any signposting in and around the playing hall shall be designed using the official VELUX EHF Champions League layout.

2.13 PERSONNEL

In case the EHF makes use of the right to market the rights of clothing of event staff (defined under chapter VII, point 5.3), branded T-Shirts will be provided to each club, which shall be worn by the flag carriers, the mopping crew and further staff members. Pants provided by the club have to be free from any advertisement or logo, unless agreed with EHF.

If EHF doesn't make use of its right, no branded t-shirts are provided to the club. In this case neutral white or black shirts, not showing any label or logo which may harm the exclusivity right of EHF sponsors & partners, shall be worn by flag carriers, the mopping crew and any other staff members that may be visible on TV.

2.14 OFFICIAL CARS

EHF provides car stickers or magnets to each club prior to the first home match. Car stickers and magnets show the VELUX EHF Champions League design and have to be positioned on the official cars used during the event.

3 PRODUCTION OBLIGATIONS

The following chart gives an overview about the production obligations of all branding items:

item	produced by
EHF & club sponsor boards (static & LCD board system)	EHF
EHF & club sponsor floor stickers	EHF
1 timekeeper's table banner	EHF
2nd row banner, neutral branding	EHF
1 press conference back drop	EHF
2 press conference panels	EHF
1 press conference table banner	EHF
4 mike flags	EHF
press conference table tags	EHF
flash zone back drop	EHF
mixed zone back drop	EHF
2 VIP Room panels	EHF
Official car sticker/ magnets	EHF
1 EHF flag (2 x 4 m)	EHF

1 CL flag (2 x 4 m)	EHF
1 EHF flag (1 x 2 m)	EHF
1 CL flag (1 x 2 m)	EHF
2 Club flags (1 x 2 m)	EHF
CL Lanyards	EHF
Bibs (HB/ TV/ PH)	EHF
VIP Room table tags	Home club
Accreditations	Home club
Tickets	Home club
Official programme	Home club
Promotion material (posters, flyers, etc.)	Home club
Signposting system	Home club
Players' badge on match shirts	Home club
press information	Home club

4 OFFICIAL MATCH BALL

adidas is the "Official Match Ball Supplier" of the VELUX EHF Champions League and provides the official ball throughout the whole competition.

The official match ball shall be used during warm-up and matches starting with the Qualification Tournaments and the Wildcard Tournament.

EHFM provides 30 balls to the hosts of the Qualification and Wildcard Tournaments and to each club participating in the Group Phase for training purposes. In addition to that each club receives 2 match balls per home game, which must be made available without prior use for each home game. The training and match balls will be shipped to each club in good time prior the beginning of the season.

No signs or other marks shall be written or affixed on the official training and match balls provided to the clubs.

Any use of balls other than the official match balls within the frame of the VELUX EHF Champions League, including (without limitation) the half time break as well as pre- and post match activities in the playing hall, infringes the exclusivity rights granted to adidas and is therefore not permitted, unless expressly agreed otherwise by EHFM.

VII. MARKETING RIGHTS & DUTIES

The EHF is the right holder of the advertising rights relating to the VELUX EHF Champions League and therefore exclusively entitled to assign such rights to third parties.

The EHF transfers the use of advertising rights for the 2012/13 season to EHF Marketing GmbH (EHFM) and entitles it to undertake the respective measures with regards to the usage of these rights.

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

1 GENERAL ASPECTS

1.1 HALL PREPARATION

Beginning with the Qualification Tournaments and the Wild Card Tournament, playing halls shall be free from any advertisement 24 hours before the respective VELUX EHF Champions League match. Exceptions are subject to written EHF approval. This includes the playing court and its surrounding area, the VIP room(s), the press conference room as well as the spectator areas.

Costs arising due to a delay in the availability of the playing hall have to be covered by the home club.

1.2 PRESS CONFERENCE ROOM

Beginning with the Qualification & Wildcard Tournaments the press conference room shall be free from any advertisement, which is not in compliance with the present regulations or not expressly agreed upon by the EHF. This also includes food and beverages as well as any other items that might be placed in the press conference room.

1.3 VIP ROOM

Beginning with the Qualification & Wildcard Tournament the VIP room shall be free from any advertisement, which is not in compliance with the present regulations or not expressly agreed upon by the EHF.

1.4 MAXIMUM NUMBER OF FLOOR ADVERTISEMENTS

Beginning with the Qualification Tournament and the Wild Card Tournament the number of floor advertisements during VELUX EHF Champions League matches shall be limited to 11 floor stickers (including the centre circle) on the playing court.

Additionally, a maximum number of 6 floor stickers of official EHF sponsors and partners may be positioned outside the playing court, on area surrounding the playing court.

1.5 PLACING OF FLOOR/BOARD ADVERTISEMENTS

The basic advertising set-up defined here under shall be complied with during each VELUX EHF Champions League match. Notwithstanding for foregoing, any specific instruction from the EHF and/or respectively the EHF Marketing Supervisor, concerning the exact size and positions of the floor/board advertisements shall be implemented by the clubs.

1.6 OFFICIAL MATCH SHIRTS

Upon request by EHFM, each club participating in the Group Phase of the VELUX EHF Champions League shall provide official match shirts (with official badge) to EHFM. EHFM will cover the cost price for the shirts ordered.

2 QUALIFICATION & WILD CARD TOURNAMENTS TO QUARTERFINALS

2.1 GENERAL ASPECTS

Starting with the Qualification Tournaments and the Wild Card Tournament all advertising rights are centrally marketed by EHF.

Board and floor advertisements marked with number 1 (see chart), as well as the playing court surrounding area including the goals (net & goal posts), the areas next to and inside the goals and the centre circle (diameter of 4,5 m) are reserved for EHF sponsors.

An LCD perimeter board system will be set up for each match of the VELUX EHF Champions League, displaying animations for the official EHF sponsors and selected and approved club sponsors. A static barrier board system shall be set up on each of the short sides of the playing courts. In the unlikely event that the LCD board system cannot be set up, due to damages or other insolvable challenges, a static advertising board system shall also be used on the long side of the playing court. EHF may provide a static board system in addition to the LCD board system. In such case EHF will inform the respective home club in good time prior to the match.

Please find more details and instruction in the upcoming sections.

2.2 DISTRIBUTION OF RIGHTS USING AN LCD BOARD SYSTEM

The LCD system has a dimension of 40,15m x 0,9m x 0,5m.

An LCD board system is set up on the long side and static barrier boards on each of the short sides of the playing court. The home club has the right to position club sponsors on the following areas (see positions marked with number 2 in the chart below):

- 2 static boards of 5x1m, one on each short side of the playing court
- 2 floor stickers of 4,5x1,5m, one along each 9m-line
- 10min of TV relevant LCD board presence (20 thirty-seconds sequences for max. 8 long-term club sponsors) on the full length of the LCD board system

All other positions are reserved for EHF sponsors and partners.

EHF takes care of the production of the LCD animations as well as the playlists.

The home club is entitled to position a maximum of 8 different club sponsors in total, including floor stickers, static boards on the short sides as well as the LCD board system. All club positions including LCD sequences shall be given to long-term partners or main sponsors of the home club. Club sponsors shown on the LCD board system shall be chosen according to their role as a main sponsor of the club. EHF reserves the right to reject the presence of certain club sponsors.

Each home club shall provide sufficient support for the setup, removal and storage of the LCD board system. The operation of the LCD board system requires a control desk behind the substitution area or on the opposite site of the system. The home club must ensure that sufficient space (4m²) is available.

2.3 DISTRIBUTION OF RIGHTS USING STATIC BARRIER BOARDS

In the unlikely event that the LCD board system cannot be set up, due to damages or other insolvable challenges, a static advertising board system (wooden back board) of 1m height has to be provided by the home club free of charge. This static board system shall be set up on the long side and each of the short sides of the playing court. Any other type of static barrier board system is subject to approval by EHF.

The home club is responsible for shipment, setup, removal and storage of the static board system.

The home club has the right to position club sponsors on the following areas (see positions marked with number 2 in the chart below):

- 2 static boards of 6x1m each, both on the long side of the playing court
- 2 static boards of 5x1m, one on each short side of the playing court
- 2 floor stickers of 4,5x1,5m, one along each 9m-line

EHF provides each club with a full set of banners to be used on static boards on the long side of the playing court, in addition to the set of banners for each of the short sides.

In addition to the club sponsor animations for the LCD board system, each club shall therefore inform EHF about 2 club sponsors, which shall be presented on the long side of the playing court in case a static advertising board system has to be used.

2.4 BOARD & FLOOR ADVERTISEMENT DIMENSION

Banners for static barrier boards generally have a dimension of 6x1m each, except for the first two barrier boards on the short side. Floor stickers on the playing field have a format of 4,5x1,5m.

2.5 SECURING OF ADVERTISING RIGHTS

Any advertisement in the playing hall, positioned within the frame of a VELUX EHF Champions League match, 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.

Sufficient club personnel (minimum of 2 persons) must be at the disposal of the EHF marketing supervisor before and during matches in order to make sure that these rights are secured.

3 VELUX EHF FINAL4

All advertising rights relating to the VELUX EHF FINAL4 are reserved to the EHF, respectively to EHF sponsors and partners.

Branding and marketing activities including advertising during the VELUX EHF FINAL4 is exclusively subject to the provisions of the separate VELUX EHF FINAL4 Regulations.

4 BRANCH EXCLUSIVITY

4.1 QUALIFICATION TOURNAMENTS/WILD CARD TOURNAMENT TO QUARTERFINALS

All EHF Sponsors from the Qualification Tournaments and the Wild Card Tournament to the Quarterfinals have the right to branch exclusivity in the venues including but not limited to the playing hall, the VIP room and the press conference room as well as the spectators' area. The EHF reserves the right to refuse the presence of a club sponsor based on such EHF sponsors' branch exclusivity.

4.2 DEADLINES

The branches of the official EHF sponsors and partners will be communicated to the home club until 15 August 2013 at the latest.

Thereafter the home club has to announce the club sponsors to the EHF until 30 August at the latest.

In case the home club does not observe this deadline the respective advertising rights are automatically transferred to EHF.

5 OTHER ADVERTISING FORMS

Advertising other than defined in the EHF Regulations shall not be affixed, presented or otherwise visible in the playing hall and/or on any material, equipment and objects present in the playing hall unless expressly agreed by EHF.

5.1 REFEREES' / OFFICIALS' ADVERTISING

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

5.2 ADVERTISING ON PLAYERS' KITS

Notwithstanding the "EHF Advertising on Clothing Regulations", the advertising rights for the right sleeve of the players' shirts shall belong to the respective home club in all VELUX EHF Champions League matches from the Group Phase to the VELUX EHF FINAL4.

Advertising rights for the left sleeve of the players' shirts belongs exclusively to the EHF. The official badge of the VELUX EHF Champions League shall be affixed onto the left sleeve, which shall therefore be free of any other advertisement. Please find more details on the official sleeve badge under chapter VI, point 2.2 of the present regulations.

5.3 EVENT STAFF

The EHF has the exclusive right to market the clothing of the event staff (floor moppers, flag carriers, awarding hostesses, kids escort). The respective sponsor is to be announced by the EHF to the clubs concerned in writing in due time prior to the respective matches of the competition (see chapter VI, point 2.13).

5.4 INFLATABLE AND FLYING OBJECTS

Inflatable objects, such as zeppelins etc. might be used by the home club for promotional activities, but must not be visible on TV at any time. Inflatable and flying objects may promote the club, the match or the sport of handball in general. However club sponsor advertising or any other form of commercial advertising is not permitted without prior approval by EHF.

5.5 FAN-ACTIVATION TOOLS

EHF has a first right of refusal for any kinds of fan activation tools used in the frame of VELUX EHF Champions League matches. Fan-activation tools, such as e.g. fan clappers or air sticks, may therefore only be used upon prior approval by EHF. Layouts have to be sent to EHF prior to production. If approved by EHF only club sponsors, which do have logo presence on the playing court, may also have logo presence on fan-activation tools.

5.6 FAN-ACTIVATION & SPONSOR PROMOTION ACTIVITIES

EHF has a first right of refusal for any kinds of fan activation and/or sponsor promotion activities organized within the frame of the VELUX EHF Champions League matches.

In case the EHF and/or its marketing partners make use of the right to carry out promotion activities in the playing hall and the surrounding areas prior to, during and after a match, the clubs will be informed in good time prior to the respective match.

Any promotion activities carried out by a club in the playing hall and the surrounding areas prior to, during and after a match, have to be approved by EHF. Exclusivity rights of EHF sponsors and partners have to be observed at any time.

6 EHF SPONSORS

6.1 VELUX EHF CL TITLE SPONSOR

The VELUX EHF CL title sponsor has the exclusive naming right of the competition. A conjoint logo 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, commercials, etc..

6.2 VELUX EHF CHAMPIONS LEAGUE SPONSORS & PARTNERS

Sponsors and partners of the VELUX EHF Champions League shall be named according to their official engagement in the competition. Please observe the following official titles within the current sponsor and partner structure:

- VELUX EHF Champions League Premium Sponsor
- VELUX EHF Champions League Regional Premium Sponsor
- VELUX EHF Champions League Official Partner
- VELUX EHF Champions League Official Supplier

These titles have to be used in all official publications, press releases, press conferences, programmes, commercials, etc..

6.3 VELUX EHF CHAMPIONS LEAGUE CLUB SPONSORS

VELUX EHF Champions League Club Sponsors shall have the right to be present in home matches of the respective club during the Qualification Tournaments, Wild Card Tournament, Group Phase, Last 16 and Quarterfinals following the advertising positions defined in detail within this chapter.

7 LOGISTICS, SET-UP, REMOVAL AND STORAGE

7.1 PRODUCTION

All advertising material, including the production of LCD animations (for EHF and club sponsors) is done by EHF.

Production, and shipment costs for material relating to club sponsors (banners, floor stickers, etc) as well as the costs for LCD animations of club sponsors have to be born by the home club. The clubs are not permitted to produce their own branding and court advertising for VELUX EHF Champions League matches.

Deadlines:

- club sponsor logos have to be sent to EHF by 30 August 2012 at the latest
- changes to club sponsors have to be announced no later than 14 days prior to the respective match

7.2 SHIPMENT OF ADVERTISING AND BRANDING MATERIAL

The entire advertising and branding 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 (golger@ehfmarketing.com) the receipt of the advertising material.

7.3 SETUP OF LCD BOARD SYSTEM

The official LCD board system, provided by EHF, shall be set up on the long side of the playing court, whereas on each of the short sides a static barrier board system of 1m height shall be used. Beginning with the Group Phase, the home club shall provide 4 helping hands to setup the LCD board system. The setup of the LCD board system has to be supervised by the official technician. Setup includes the correct unloading, installation, removal and charging of the LCD board system as well as the proper fixing of the advertising banners onto static barrier boards on each of the short sides.

Unloading and charging the LCD board system requires a forklift truck. The forklift truck and the previously mentioned helping hands have to be provided by the home club free of charge. If a marketing supervisor is on site one day before the match, the setup must not be carried out without presence of the marketing supervisor.

The operation of the LCD board system requires a power supply of 32 amps and a 5 pin power plug. The home club must make sure that these requirements are fulfilled beginning with the installation of the LCD board system.

7.4 OPERATION OF THE LCD BOARD SYSTEM

For security reasons a minimum distance of 1m shall be kept between the LCD board system and the spectators' seats. The LCD system must not be used as a storage space for jackets, drinks, promotional material, etc.. The home club shall provide 2 dedicated security people free of charge to ensure the above mentioned.

7.5 SETUP OF STATIC BOARD SYSTEM

In the unlikely event that the LCD board system cannot be set up, due to damages or other insolvable challenges, a static advertising board system shall be used on the long as well as both short sides of the playing court.

The setup of static barrier boards as well as the fixing of the advertising banners shall be completed by 2-5 persons provided by the home club free of charge. In case a marketing supervisor is on site one day before the match, the set-up must not be carried out without presence of the marketing supervisor.

The height of the static boards system has to be 1m. The static board system has to guarantee a professional fixing of the advertising material.

7.6 FIXING OF FLOOR STICKERS

The positioning and fixing of floor stickers shall be completed by 2-5 people, provided by the home club free of charge. The set-up must not be carried out without presence of the marketing supervisor.

Cleaning of the floor has to be carried out prior to the fixing of the floor stickers..

7.7 REMOVAL

After the match advertising banners, floor stickers and branding material has to be removed by the home club. Advertising banners and branding items have to be removed carefully and shall be used for the entire season. Floor stickers are for one-time-use only. Should any advertising or branding material be damaged or lost, EHF and respectively the marketing supervisor onsite has to be informed immediately. Costs for reproduction and shipment are forwarded to the club.

The LCD board system has to be removed after the match and stored in dedicated storage cases. This shall be done by the home club supported by EHF staff and/or the Marketing Supervisor.

7.8 STORAGE

The home clubs shall carefully store all advertising and branding material in order to avoid any damage or loss.

The transport cases for the LCD board system require a storage room of 20m². A dedicated area shall be available at least 24 hours prior to as well as until Monday following the respective match.

7.9 RETURN OF ADVERTISING MATERIAL

Clubs from non-European Union countries have to bear any customs duties for returning relevant advertising and branding material back to the EHF Office. The final decision, whether the club shall keep or return advertising and branding material or not, will be taken by EHFM. The club will be informed accordingly.

VIII. VIP & HOSPITALITY

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

VIP facilities, including a dedicated VIP room, shall be prepared and made available by each home club. VIP facilities shall be located in the playing hall of the respective VELUX EHF Champions League match, shall be easy to access from the tribune and clearly indicated by the signposting system in English language. The VIP room shall be opened at least 45 minutes before and 30 minutes after the match and has to be equipped with a buffet section, if possible with tables (minimum 15), chairs and/or standing tables (minimum 10) providing sufficient room for the number of VIP tickets sold for the respective match. All VIP equipment has to be of good standard and high quality. The buffet sections as well as the tables have to be covered with white table clothes.

Table tags with sponsor branding for EHF sponsors have to be positioned in the VIP room if requested.

1 VIP CATERING

High quality catering and service, which meets international standards, has to be provided by the home club. A variety of hot and cold drinks as well as a three course hot and cold buffet has to be offered to VIP guests. All costs arising through the VIP catering have to be covered by the home club.

2 SIDE ACTIVITIES

2.1 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 VELUX EHF Champions League 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. On request a pre-defined number of parking spaces right next to the playing hall should be available for these partners/sponsors.

2.2 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 VELUX EHF Champions League matches, etc. and/or to expand the scope of such events against payment of the additional costs incurred.

2.3 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 VELUX EHF Champions League matches. Available options and requirements have to be discussed with the home club; the cost is borne by the sponsor partner.

2.4 TIME SCHEDULE - REQUIREMENTS

Any additional events (on-site promotions / sponsor stands) to be held locally shall also be announced to the organiser / home club in good time; on request, the home club shall place six separate spots of 20 square metres in or near the playing hall at the disposal of the EHF. Broadband internet connections for the sponsor's stands shall be available. The cost shall be borne by the EHF and/or its partners.

IX. TECHNICAL SERVICES

1 STATISTICS / LIVE MATCH TICKER

1.1 IMPLEMENTATION

The EHF has the right to implement official match statistics in the VELUX EHF Champions League matches. The project is 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 power supply and internet access.

At the request of the EHF the home club must make available the necessary technical support as well as personnel (2 statistic assistants). The knowledge of the English language is an obligatory requirement for the assistants. The cost for the required software will be borne by the EHF, the personnel has to be covered by the home club.

2 GOAL LINE TECHNOLOGY

The EHF reserves the right to implement goal line technology in matches of the VELUX EHF Champions League starting from the Qualification Round.

3 PHOTOS / FILM / VIDEO

3.1 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 commercial purposes. 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 CL 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.

4 PUBLIC RELATIONS MATERIAL

4.1 THE VELUX EHF CHAMPIONS LEAGUE MUSIC

The EHF will provide each club participating in the VELUX EHF Champions League with at least 1 CD including the official VELUX EHF Champions League music.

4.2 PROMOTION CLIPS

The EHF will provide each club participating in the VELUX EHF Champions League with at least 1 DVD including the official VELUX EHF Champions League promotion and sponsor clips of EHF marketing sponsors. In case of there being large screens in the playing hall or in the VIP area the promotion and sponsor clips of EHF marketing sponsors shall be shown in the playing hall/VIP rooms.

X. PROCEDURES AND PROTOCOL

The purpose of procedures laid down by the EHF for VELUX EHF Champions League matches, is to create consonance throughout the entire competition in terms of official ceremonies and the official protocol.

1 TECHNICAL MEETING

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. In case, the match is played before 13.00 hrs. the technical meeting shall take place on the evening before the match.

The technical meeting is conducted by the EHF delegate in cooperation with the home club responsible and the representatives of both teams. A translator has to be present if required. In case a marketing supervisor is nominated, they also attend the technical meeting. 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.) printed on the official CL paper 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 enter all players they intend to use (no more than 16) and officials (no more than 4), 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 4):

- The playing eligibility of maximum 16 players of each team is to be checked with the EHF players list
- There is no longer any check of the passports/player licences at the Technical Meeting.
- Technical matters of the game
- The colour 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.)

2 ADMINISTRATIVE MATCH PREPARATION AND POST MATCH PROCEDURE

After the Technical Meeting as well as after the match the home club has to provide the EHF delegate a computer with internet access for the administrative match preparation resp. entering the match data after the match.

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

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

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

4.1 ENTRY CEREMONY

As the entry ceremony gives the first impression of the event for TV spectators and spectators in the playing hall it is important that all players of both teams respect and strictly stick to the timings fixed in the technical meeting for the entry ceremony and throw off.

During the entry ceremony the players must wear identical clothing: either with the player's clothes (short shirts and trousers) or tracksuits. The players can be accompanied by children during the entry ceremony. Beginning with the Group Phase, the following flags shall be available in the playing hall at each match: flag of the home & away club (1 x 2 m), flag of the EHF (1 x 2 m & 2 x 4 m) and the VELUX EHF Champions League flag (1 x 2 m & 2 x 4 m). 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 VELUX EHF Champions League flag.

4.1.1 Rundown

The official VELUX EHF Champions League ceremony shall start exactly 3 minutes before the match (starting of the international TV feed). EHF provides each club with a short clip giving detailed guidelines about the procedure.

Until then individual team presentations have to be carried out and finished.

The referees have to stand in the middle of the playing court, wearing the official referee shirts (no track suits). The EHF flag has to be positioned on the left side of the referees carried by at least four people. The VELUX EHF Champions League flag has to be carried on the right side of the referees.

Both teams have to line up in one line with the referees facing to the main TV camera.

This part of the official ceremony shall be accompanied by the official CL music and the fair play text. After this part the players approach the middle line behind each other for the hand shake. The referees should be directing players to make the hand shakes in the appropriate way. The club flags shall leave the court on the same way in which they entered during the march in. At the same time the EHF and CL flags prepare to leave the playing court.

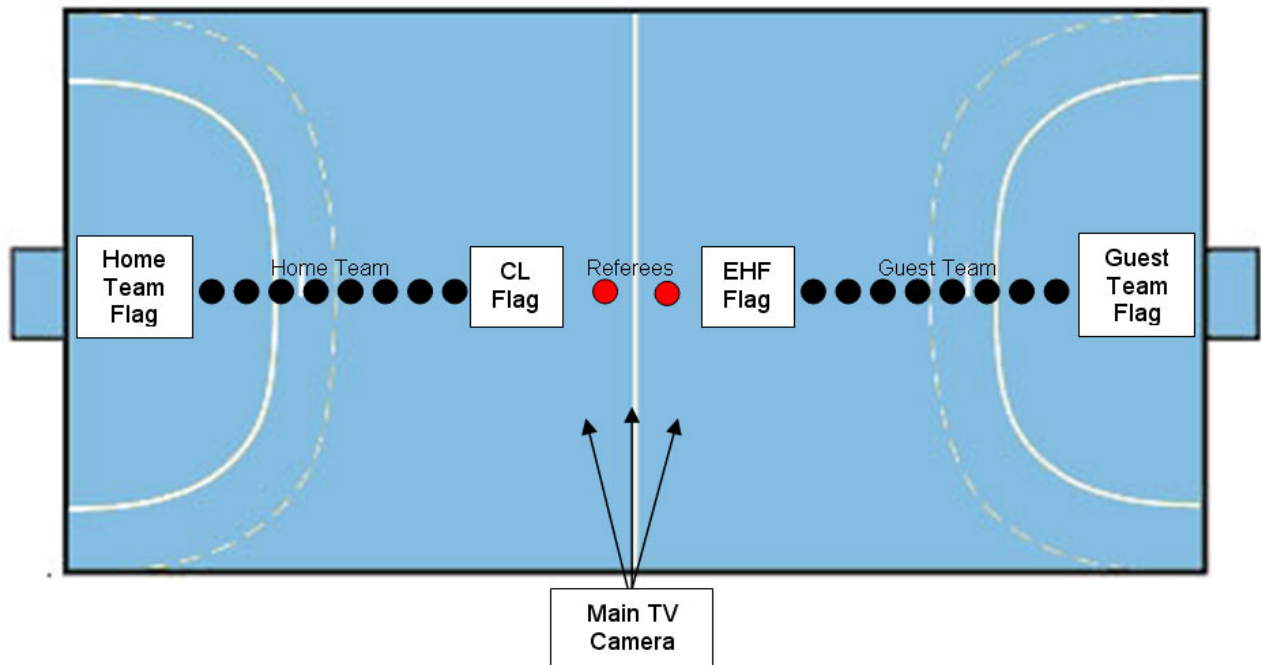
A detailed run down of the entry ceremony as well as the exact timings have to be set-up by the home club before each match and shall be handed out to all parties involved in the technical meeting (delegate, opponent team, security, announcer, ceremony staff, etc.).

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

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

4.1.2 Chart

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



4.2 POST MATCH PROCEDURE

At the end of the match the teams shall line-up and shake hands. Players are available for interviews (TV, written press and radio) in the mixed zone and flash zone. Interviews shall be made in front of the official VELUX EHF Champions League backdrop. Fifteen minutes after the end of the match, a press conference shall be held in the press room (post match press conference). The media/TV/statistics responsible is in charge for the attendance of the press conference participants as well as the proper implementation of the press conference.

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.

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.

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 VELUX EHF Champions League.

2.1 NOMINATION

The EHF is entitled to appoint EHF delegates to VELUX EHF Champions League matches.

2.2 RESPONSIBILITIES & DUTIES

2.2.1 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/security of the event. The duties and competences of these additional officials are to be defined for the individual appointment. 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 and IHF Regulations as well as the 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 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 EHF delegates and marketing supervisors as well as additional persons nominated by the EHF act in representation of the EHF. They supervise the run down of the VELUX EHF Champions League 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.
- The following is a summary of the most important tasks of the EHF delegate:
- Check of the playing hall
 - Holding of the Technical Meeting (10.00 hrs. on the day of the match)
 - 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
 - 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 REPRESENTATIVES

The EHF representatives act on behalf of the EHF. They are in contact with the local authorities, with the head of delegation of the guest team, are involved in the official parts and represent the EHF in official activities.

4 STAFF

The pre-condition to secure a smooth run down of a high quality event with excellent conditions for sponsor partners, media partners, press, etc. is a good and close collaboration between the clubs, EHF Officials and EHF marketing supervisors.

4.1 MARKETING SUPERVISOR

4.1.1 Nomination

The EHF/EHFM nominates the marketing supervisor out of a pool of people who have experience in event management and who are trained especially by the EHF in order to secure the implementation of marketing rights and TV rights during a VELUX EHF Champions League event.

The clubs will be informed in good time before the match about the nomination (contact details) of the marketing supervisor and have to reserve a hotel room and arrange the local transport and local working facilities.

4.1.2 Arrival / departure

The marketing supervisor arrives in the afternoon/evening at least 1 day before the match (example: match day is Saturday, arrival Friday afternoon/evening) and leaves with the first possible transport arrangement after the match.

4.1.3 Responsibilities

The marketing supervisor has the authority upon marketing, media related and pre-/post match procedure matters. They have been given full information about site-inspections and local event preparations by the EHF/EHFM Office.

The marketing supervisor cooperates closely with all home club responsible persons, and assists in the event personnel briefings. The marketing supervisor is ready to assist in open questions/problems, nevertheless in any time their instructions have to be followed.

They are responsible for the correct implementation of the VELUX EHF Champions League Regulations concerning the following topics:

Marketing

- Inspection of playing hall and venue facilities concerning marketing & branding issues (correct sponsoring exposure).
- Supervision of local staff during the advertising set-up
- Supervision of limitation of floor advertisement is respected
- Supervision of the proper removal/coverage of advertising areas in conflict with chapter VII, point 2 (EHF sponsor's exclusivities)
- Supervision of the proper removal/coverage of advertising areas in the playing hall in conflict with chapter VII, point 1.5;
- Supervision of the removal of the advertising after the match
- Supervision of the proper storage of the advertising material after the match
- Reporting of damages of any advertising material
- Check/supervision of "other advertising forms"
- Check of VELUX EHF Champions League promotion on video screens
- Control of proper usage of EHF sponsor's rights
- Check of the VIP room + catering
- Supervision of side events (if there are any)
- Check of PR Material
- Check of branding items and proper installation

Media (TV/Press)

- Inspection of playing hall and venue facilities concerning press/media facilities, TV facilities.
- Check of media work room
- Check of press seats on the tribune
- Check of mixed zone / flash zone (final matches)
- Check of press conference room
- Supervision post match press conferences (starting with Group Matches) and pre-match press conferences (starting with semi-finals)
- Check of media hand-outs/press releases/media report
- Briefing of photographer (if requested)
- Contact person for problems during the TV set-up
- Contact person for the TV producer on-site as well as in the studio
- Organisation of the TV meeting (before/after the match)
- Receives video tape/DVD from OB Van and delivers it to EHF/EHFM
- Receives photo CD-ROM from photographer and delivers it to EHF/EHFM
- Collecting and checking the media accreditations list regarding rights situation

Others

- Supervision of floor installation in relation to marketing activities
- Statistics (in case of implementation)
- Pre-/Post match procedures (official ceremonies)
- Works in close cooperation with the EHF delegate concerning an exact compliance of the event timetable (throw-off, etc.) and is the link to other partners (TV, etc.)
- Presence in the meeting with the announcer
- Presence in the meeting with the chief of security
- Protocol (seating plan of VIP tribune in final matches)
- Check club homepage
- Feedback meeting after the event (club responsible, EHF delegate)
- Final Event Report (sent to the EHF office)

4.1.4 Infrastructure

A room, which can be locked with a computer with internet access has to be made available for the marketing supervisor. (Referring to chapter 2.4.2)

4.1.5 Cost

The cost for the travel arrangement is covered by the EHF, local board and lodging is borne by the home club.

4.2 MEDIA SUPERVISOR**4.2.1 Nomination**

EHF/EHFM is entitled to nominate a media supervisor out of a pool of people who have experience in TV production management and who are specially trained by the EHF in order to secure the implementation of the host broadcaster's obligations and TV rights during these games. If a media supervisor is nominated, the clubs will be informed in good time before the match. Clubs are requested to reserve a hotel room and arrange the local transport and local working facilities.

4.2.2 Arrival / departure

The media supervisor arrives in the evening 1 day before the match and leaves with the first possible transport arrangement after the match.

4.2.3 Responsibilities

The media supervisor has the authority upon host broadcasting and media related matters. They are given full information about all host broadcasting and media matters by EHF/EHFM Office.

The media supervisor cooperates closely with the marketing supervisor and the club Media/TV/Statistics responsible, assisting in the TV meetings and all media related issues. The media supervisor is ready to assist in all media related open questions/problems, nevertheless in any time their instructions have to be observed.

They are responsible for the correct implementation of the VELUX EHF Champions League Regulations concerning the following topics:

- They are responsible for the correct implementation of the VELUX EHF Champions League host broadcasters manual
- Inspection of playing hall and venue facilities concerning media facilities, TV facilities (camera positions, commentary positions etc).
- Check of mixed zone (see point 1.3, chapter V) / flash zone (final matches)

- Supervision post match press conferences with the host broadcaster and the marketing supervisor
- Contact person for problems during the TV set-up
- Contact person for the TV producer on-site as well as in the studio
- Organisation of the TV meeting (before/after the match)
- Receives video tape/DVD from OB Van and delivers it to EHF/EHFM
- Statistics (in case of implementation)
- Presence in the meeting with the announcer
- Final Event Report (sent to the EHF office)

5 TRAVEL ARRANGEMENTS

The EHF handles the travel arrangements of all officials appointed to VELUX EHF Champions League matches, starting with the Qualification. This handling shall 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 as follows:

5.1 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

5.2 REMUNERATION

Each referee gets a remuneration of € 400,-- for each match starting with the Group Phase.

A compensation of € 800,-- for each referee shall apply at top matches.

All other persons appointed by the EHF get a remuneration of € 200,- for each match starting with the Group Phase.

6 INSURANCE

6.1 ACCIDENT AND HEALTH INSURANCE

- 6.1.1 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.
- 6.1.2 Health and accident insurance for the appointed EHF Officials for the duration of their nominations is arranged by the EHF

6.2 ORGANISER'S INSURANCE

The home club shall arrange an organiser's third party liability insurance for the event for which it has responsibility including loss or damage of those VELUX EHF Champions League materials provided by the EHF (e.g. floor, etc.)

6.3 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 VELUX EHF Champions League.

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

XII. FINANCES

1 DISBURSEMENT OF TV AND MARKETING RIGHTS

1.1 ALLOCATION

After material and administrative expenses as well as investments relating to the further development of the VELUX EHF Champions League limited to 30% of the total income from TV and marketing 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.

1.2 TAXES

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

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

1.3 DISBURSEMENTS

The following amounts will be disbursed to participating clubs on the basis of the fulfilment of the regulations after deduction of costs resulting from the operation of the Sharp LCD board system and the activities of the Forum Club Handball (FCH).

1.3.1 Guaranteed disbursements

Group Phase :

Fix Basis per team	€ 40,000
Group Winner	€ 40.000
Group Second	€ 30.000
Group Third	€ 20.000
Group Fourth	€ 10.000

Last 16:

Fix basis per team	€ 25,000
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Quarterfinal:

Fix basis per team	€ 40,000
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VELUX EHF FINAL4:

Fix Basis per team	€ 100,000
Winner	€ 250,000
Second	€ 150.000
Third	€ 100.000
Fourth	€ 50.000

1.3.2 Additional disbursements

Depending on the total proceeds a variable payment is to be paid out to the clubs within the final accounting. The following key applies to additional revenues disbursed to participating clubs:

Group Phase - 5th & 6th place:	20%
Last 16 - loser:	40%
Quarterfinals – loser:	30%
VELUX EHF FINAL4 – loser:	2,5%
VELUX EHF FINAL4 – winner:	7,5%

1.4 DATES OF PAYMENT

The marketing proceeds specified in connection with the joint marketing of the VELUX EHF Champions League shall be disbursed to the participating clubs after they are out of the competition, however by July 2014 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 home club.

1.6 COST OVERVIEW

The following chart shall give an overview on the most important financial obligations and the party bearing these costs for the Group Phase to Quarterfinals.

Relevant financial obligations in relation with the VELUX EHF FINAL4 shall be an integrated point of the VELUX EHF FINAL4 Regulations:

Type of Cost	Group Phase	Last 16 - Quarterfinal
Draws & Workshops: accommodation / board	EHF	EHF
Draws & Workshops: travel expenses	Club	Club
Entry fees	Home club	Home club
Late entries	Home club	Home club
Playing hall (rental fee, training facilities, technical equipment, etc.)	Home club	Home club
Site inspections (1) travel expenses / allowance of EHF representatives	EHF	-
Site inspections (1) board, lodging / local transport of EHF representatives	Home club	-
Site inspections (2) / Audit - optional - (travel expenses, board/lodging, local transport/allowance)	Home club	-
CL floor (technical information / technical support)	EHF	EHF
CL floor (set-up / storage / maintenance / material /utilization)	Home club	Home club
Tickets / accreditations	Home club	Home club
Travel arrangement, visa guest team, complete stay at the away match	Guest team	Guest team
Bus for the local transport of the guest club	Home club	Home club
EHF delegate / referees / EHF representative / EHF President	Home club	Home club
International travels / visa (EHF referees / EHF delegate / EHF representative / EHF President)	Home club	Home club
Daily allowances/extra payment (referees / delegates / EHF representatives)	EHF	EHF
Board and lodging EHF delegate / referees / EHF representatives / EHF President	Home club	Home club
Board and lodging guest club	Guest club	Guest club

Type of Cost	Group Phase	Last 16 - Quarterfinal
Optional sightseeing tours (EHF sponsors, etc.)	EHF	EHF
Extra costs sightseeing tours for guest club	Guest club	Guest club
Water guest team / EHF referees in the playing hall	Home club	Home club
Timekeeper / scorekeeper / announcer / security / technical staff / medical staff / other staff, etc.	Home club	Home club
Press representatives (accommodation / transfer)	Press representatives	Press representatives / EHF
Press facilities (press room: technical equipment / snacks / beverages; press seats on tribune: technical equipment; press conference: microphones, beverages, towels, etc.)	Home club	Home club
Commentary positions (installation facilities)	TV	TV
Commentary positions (ISDN lines, telecom, etc.)	TV	TV
TV Studio set-up	TV	TV
Branding playing field (centre circle, centre board)	EHF	EHF
Branding playing hall (1 table banner, banners spectators area)	EHF	EHF
Branding player's shirts	Home club	Home club
Branding press conference (1 back drop, 2 panels, 1 table banner)	EHF	EHF
Branding press conference (2 table tags, 3 mike flags)	EHF	EHF
Branding mixed& flash zone (2 backdrops)	EHF	EHF
Branding press information	Home club	Home club
Branding VIP room (2 panels, roll of banners, table cards)	EHF	EHF
Branding accreditations	Home club	Home club
Type of Cost	Group Phase	Last 16 - Quarterfinal

Branding tickets (recommended)	Home club	Home club
Official programme	Home club	Home club
Promotional material (posters, flyers)	Home club	Home club
Branding signposting system	Home club	Home club
Branding personnel (optional)	EHF	EHF
Flags	EHF	EHF
Branding official cars (stickers)	EHF	EHF
CL ball (training balls + match balls)	EHF	EHF
CL ball (shipment cost)	EHF	EHF
CL ball (importation cost)	Home club	Home club
Staff and technical items for advertising set-up / removal	Home club	Home club
Advertising production and shipment (static & LCD): EHF sponsor & partners, Club sponsors	EHF partners Home club	EHF partners Home club
Advertising material storage	Home club	Home club
VIP guests (accommodation / transfer – in case of request)	VIP guests / EHF	VIP guests / EHF
VIP catering	Home club	Home club
Hospitality side activities – on request (additional cost)	EHF / EHF partners	EHF / EHF partners
Statistics – optional – (software, etc.)	EHF	EHF
Statistic assistants	Home club	Home club
Statistic assistants seminar (travel arrangements)	Home club	-
Statistic assistants seminar (board/lodging)	EHF	-
Video tapes (copy / archive administration)	EHF	EHF
ehfTV.com club membership	Club	Club

Type of Cost	Group Phase	Last 16 - Quarterfinal
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Video tapes shipment	Home club	Home club
Promotional material (music, promotion clips, official design, homepage, etc.)	EHF	EHF
Awarding ceremony (podium, poles and cordon, cushions, flowers, etc.)	Home club	Home club
Marketing & Media supervisor (travel arrangements, visa)	EHF	EHF
Marketing & Media supervisor (board/lodging/working facilities)	Home club	Home club
EHF Referees (failure to show up)	National Federation / EHF	National Federation / EHF
Insurance (health and accident insurance EHF referees/delegates/ representatives)	EHF	EHF
Insurance (health and accident insurance teams; organiser's insurance)	Club	Club

XIII. LEGAL MATTERS

Under the present section XIII, “protest” shall mean: any match-related claim which may have an impact on the result of a VELUX EHF Champions League match.

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

The provisions of the EHF Legal Regulations, the EHF List of Penalties and the EHF Catalogue of Administrative Sanctions apply for all administrative, disciplinary and legal offences committed by the teams, individuals and/or EHF Officials, unless the present Regulations stipulate otherwise.

The carrying out of legal/disciplinary proceedings is independent of any reporting obligations.

1 PROTESTS AND DISCIPLINARY PROCEDURES

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

- scheduling of and drawing for matches
- nomination of referees and delegates
- referees’ decisions on facts in accordance with the Rules of the Game, including those based on EHF delegate’s recommendations

1.1 PROTESTS SETTLEMENT AND APPEALS AT THE VELUX EHF CHAMPIONS LEAGUE QUALIFICATION/TOURNAMENT PHASE.

1.1.1 Protests

The EHF delegate has the right and the obligation to act as juridical body of first instance with regard to any protest related to the qualification matches of the VELUX EHF Champions League. Any protest regarding any of the VELUX EHF Champions League qualification matches shall be handed over in writing to the responsible EHF delegate within one (1) hour after the end of the relevant match.

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

If the protest is fully granted, the protest fee is refunded to the claimant; otherwise it is forfeited to the credit of the EHF. The reasons for the protest as well as any relevant statement and document shall be submitted in writing to the responsible EHF delegate by the claimant in English language no later than 9.00 am local time the day after the relevant match. The EHF delegate takes a decision on the protest which may include inter alia disqualification of players or teams no later than 12.00 pm (noon) local time the day after the relevant match. Such decision is announced to the relevant parties.

1.1.2 Appeals

Any decision taken by an EHF delegate according to the aforementioned provisions may be appealed to the EHF Court of Appeal, acting through an ad hoc commission.

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

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

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

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

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

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

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

1.1.3 Disciplinary/legal proceedings at the VELUX EHF Champions League Qualification/Tournament phase

If deemed appropriate by the EHF to ensure the proper running of the competition and/or the respect of the applicable regulations during the VELUX EHF Champions League Qualification/Tournament phase, violations of the present Regulations and/or any other EHF regulations applicable to the VELUX EHF Champions League Qualification by any team, individual and/or EHF Official are examined, decided upon and sanctioned by the EHF delegate and the EHF Court of Appeal ad hoc commission following an express procedure.

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

In those cases, the deadlines defined here above are not applicable.

1.2 PROTESTS SETTLEMENT AND APPEALS AT THE VELUX EHF CHAMPIONS LEAGUE

1.2.1 Protests

Protests related to matches of the VELUX EHF Champions League 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.

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

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

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

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

1.2.2 Appeals

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

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

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.

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

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

1.3 ELIGIBILITY TO PLAY

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

2 ADMINISTRATIVE RESTRICTIONS

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 legal body (EHF delegate/EHF Court of Handball/EHF Court of Appeal) ruling and the date of the match in the next playing round. The two-week period is required to ensure the proper conduct of the next round of the competition.

3 INITIATOR OF PROCEEDINGS

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

4 EHF COURT OF ARBITRATION (ECA)

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

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

4.1 PROCEDURE

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

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

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

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

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

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

4.2 DECISIONS

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

5 ARISING COSTS

Rules governing the apportionment and payment of costs related to the EHF legal bodies proceedings by and between the parties are stated in clause 48 of the EHF Legal Regulations.

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

6 EXCLUSION OF LIABILITY

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

XIV. ANTI-DOPING

Anti-doping controls may take place before, during and after a match of the VELUX EHF Champions League in accordance with the EHF Regulations for Anti-Doping.

The EHF Regulations for Anti-Doping and the WADA's Anti-Doping Code including the list of banned substances are an entire part of these VELUX EHF Champions League Regulations.

In case of anti-doping rule violations, EHF will initiate disciplinary proceedings against the perpetrators and take the appropriate disciplinary measures in accordance with the EHF Legal Regulations, the EHF List of Penalties and the EHF Regulations for Anti-Doping. 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 an anti-doping offence (including interim measures of protection/temporary injunction). A copy of the decision must be sent to the EHF Office. Decisions of Member Federations concerning anti-doping offence confirmed by the EHF Anti-Doping Unit will be automatically implemented by the EHF at European level.

XV. OTHER REGULATIONS

1 ADVERTISING ON CLOTHING REGULATIONS

These regulations are binding guidelines on the nature of clothes for players and EHF Officials of all teams as well as referees within the scope of the European Handball Federation.

1.1 GENERAL REMARKS

- 1.1.1 Advertising is allowed on the playing clothes and also on the sports and training clothes used by players and team officials at competitions.
- 1.1.2 Advertising is allowed on playing clothes and also on the sports and training clothes used by referees and EHF Officials at competitions.
- 1.1.3 Advertising on clothing in accordance with 1.1 and 1.2 shall not be associated with any material benefits for individual persons.
- 1.1.4 Every team of a member federation or club can carry its own advertising.
- 1.1.5 The EHF has the right to conduct its own advertising or display additional advertising at European Championships and all European Cup matches.
- 1.1.6 If the EHF has a general sponsor, that sponsor's advertising shall be accorded precedence. Any branch related exclusiveness that may be required by a sponsor shall be excluded.
- 1.1.7 Advertising contracts concluded by member federations or EC clubs affecting the EHF's prerogative, particularly concerning the positioning of advertising on sports clothing, shall be invalid.

1.2 TYPE OF ADVERTISING

- 1.2.1 The use of company and product names as well as brand names and product groups is allowed as long as they are not contrary to public morality. Advertising must not be of a political, religious, racist or ideological nature.
- 1.2.2 Restrictions based on national legislation shall be duly observed.
- 1.2.3 The use of fluorescent paints is not permitted. This rule applies not only to advertising but also generally to the material from which sports and training clothes are made.

1.3 ADVERTISING AREA

- 1.3.1 Player's playing clothes must comply with the provisions of rule of the game 4:7.
- 1.3.2 Advertising on playing clothes must not impair legibility of the players' numbers on shirts.
- 1.3.3 Players wearing irregular clothing must not be allowed access to match.

- 1.3.4 **Players' playing clothes**
Advertising on playing and training clothes (with the exception of advertising on sleeves) shall be reserved for EHF member federations and EC clubs (without any financial participation by the EHF). Any branch-related exclusiveness that may be required by a sponsor shall be excluded.
- 1.3.5 Sleeves shall be reserved for EHF advertising (without financial participation by the EHF member federations or EC clubs). Any branch-related exclusiveness that may be required by a sponsor shall be executed
- 1.3.6 Advertising on clothes of referees and EHF Officials shall be reserved for the EHF (without financial participation by EHF member federations or EC clubs). Any branch-related exclusiveness that may be required by a sponsor shall be excluded.
- 1.3.7 The provisions of item 3.4.1 and 3.4.2 also apply analogously to sports clothing used by team officials.

1.4 SPECIAL REGULATIONS

- 1.4.1 Contracts between EHF member federations or clubs and the advertising company must not contain agreements restricting the advertising rights of the EHF.
- 1.4.2 The EHF is neither responsible nor liable for any disputes which may arise from advertising contracts between EHF member federations or EC clubs on the one hand and advertising companies or sponsors on the other.
- 1.4.3 Nor shall EHF be made liable for any loss of revenue resulting from restrictions under 2.2.
- 1.4.4 Non-compliance with these regulations will be dealt with by the relevant EHF legal body and penalized by a ban on advertising as well as a fine and/or forfeit.
- 1.4.5 These Regulations entered into force upon adoption by the EHF Congress 30.4./1.5.1993. They have been updated according to the decisions of the EHF Congress 25.9./26.9.2010

2 SAFETY AND SECURITY PROCEDURE

2.1 PREAMBLE

The EHF promotes the development and the spreading of handball in Europe. In addition to facilitating the discussion of interests and experience, a core objective at all levels is the promotion of FAIR PLAY in all international handball competitions/events (hereinafter called competitions).

In view of the objectives pursued by the EHF and in the interest of conducting competitions under equal and fair conditions, the protection of those participating in competitions, including specifically players, coaches, team managers, media workers, officials, spectators, etc. is a key concern.

Safety and security measures are adopted by the local organiser as necessary in each case to address local hazards. The measures are approved and supplemented, if required, by the EHF.

The minimum standards laid down in the Rules on Safety and Security Procedure are to be understood as additions to local regulations. They are binding for all parties involved (clubs, federations, security services) as well as participants and spectators and shall be complied with in any circumstances in order to ensure the safe and controlled conduct of each competition.

These Regulations are intended to help raise the awareness of all involved parties of the need for an active approach to the issue of safety and security in and around playing halls.

All home clubs have full responsibility for the conduct of the competition including all the safety and security measures required and the deployment of security staff. Every effort shall be undertaken well before a competition to avoid incidents in connection with the competition as far as possible.

Designed to foster a culture of fairness in handball and to create the best possible conditions for everyone, the following Regulations represent another step in making the sport of handball even more attractive.

2.2 RESPONSIBILITIES

2.2.1 The home club

2.2.2 The local organiser (club, federation, etc.) shall organize competitions on its own account and on its own responsibility within its scope of operation in compliance with national legislation.

2.2.3 Indemnification and right of recourse

Any claims for damages arising from losses sustained in connection with competitions shall be addressed to the local organiser (club, federation, etc.) and any legal action brought before a court at its place of jurisdiction. If an award is issued against the EHF in the above-mentioned context by a national or international court or under other proceedings ordering or obligating the EHF to provide indemnification, the EHF shall be entitled to full recourse against the local organiser.

2.2.4 EHF Statutes and Regulations

All organizational measures and operating plans shall be in accordance with EHF Statutes and Regulations unless such Statutes and Regulations are in conflict with national legislation. In addition, further arrangements and instructions shall be observed as may be made or issued from time to time by the EHF security delegate on site.

2.2.5 Violations of Rules on Safety and Security Procedure

Violations of the minimum standards specified in these Regulations shall be subject to penalties imposed by the competent EHF bodies.

2.2.6 Objections against administrative acts

Administrative acts performed under these Rules on Safety and Security Procedure shall not be subject to the EHF's internal appeal procedures.

2.3 RIGHTS AND OBLIGATIONS OF THE EHF

2.3.1 Risk categories

The EHF classifies its competitions into two risk categories.

2.3.1.1 CATEGORIES IA + IB: low-risk competitions

1. CATEGORY IA: competitions without additional safety and security measures:
Low-risk competitions are competitions in which incidents have neither occurred to date nor are expected to occur in the future given the nature of the parties involved and local circumstances.

2. CATEGORY IB: competitions with additional safety and security measures:
Competitions with additional safety and security measures are competitions in which the EHF delegate or the referees reported safety or security hazards in the past.

2.3.1.2 CATEGORY II: high-risk competitions

High-risk competitions are competitions in which

1. incidents have occurred in the past,
2. incidents may be expected to occur in the future given the nature of the parties involved and local circumstances, in which the risk to safety and security is higher due to the spatial arrangements in the playing hall and/or the lack of facilities for separating spectator seating areas.

2.3.2 Classification of Competitions into Risk Categories

The EHF has the right and the obligation to classify all competitions into one of the two risk categories. As long as not classified otherwise, any competition shall be deemed to be a risk category IA competition (competition without additional safety and security measures). If a competition is rated by the EHF as falling into risk category IB or II, the teams concerned and the local organiser shall be notified of the decision without delay.

The EHF may change the risk classification of a competition at any time.

2.3.3 The Rights and Obligations of an EHF delegate (other than the EHF security delegate)

Regardless of the risk classification of a competition, the EHF delegate present on site shall have the right and the duty to carry out any safety and security inspections that are required. In the event of unforeseen occurrences the EHF delegate shall take or order measures to be taken that

are required to avert any hazard or damage and prepare a report to the EHF. In each competition, the EHF delegate shall include in the agenda of the technical meeting an item on safety and security measures. Visiting team managers shall also be consulted as necessary.

2.3.4 Administration

- Approval/assessment of the safety and security plan presented;
- Nomination of a security delegate and additional personnel as necessary;
- Development and maintenance of a database of all incidents and special circumstances;
- Organization of education and training courses for security delegates;
- Development of education plans (including job profiles) for security delegates;
- Analysis of security reports and conclusions;
- Annual safety and security status report (to all clubs and federations).

2.3.5 Playing halls

Playing halls shall be classified by the EHF into three categories:

2.3.5.1 CATEGORY I: unrestricted approval

Playing halls that fully satisfy the catalogue of criteria shall be approved for competitions without any restrictions for an unlimited period of time. Regular inspections of playing halls by the EHF are obligatory.

2.3.5.2 CATEGORY II: unrestricted approval subject to certain conditions

Playing halls that do not fully satisfy the catalogue of criteria may be given approval provided that certain conditions are met (reduced number of spectators, removal of a number of rows of seats, etc.). Such an unrestricted approval may be given for an unlimited period of time. Compliance with the conditions imposed shall be verified by the EHF on a regular basis. Approval may be revoked by the EHF at any time.

2.3.5.3 CATEGORY III: approval for a limited period of time:

Playing halls that do not satisfy the catalogue of criteria may be approved for competitions for a limited period of time. The imposition of certain conditions is possible. Any approval given for a limited period of time ends automatically upon expiry of the specified period.

2.4 RIGHTS AND OBLIGATIONS OF THE LOCAL ORGANISER

The local organiser (club, federation, etc.) shall organize competitions on its own account and on its own responsibility within its scope of operation in compliance with national legislation. Beyond that, the local organiser (club, federation, etc.) shall be responsible for ensuring that EHF and IHF Regulations are complied with and all required safety and security measures are taken.

2.4.1 Measures to be taken based on risk classification (see 3.1)

2.4.1.1 Category IA competitions without additional safety and security measures

Additional safety and security measures may be called for by the EHF or the EHF delegate present on site.

2.4.1.2 Category IB competitions with additional safety and security measures

The local organiser draws up a safety and security plan and communicates it to the EHF.

2.4.1.3 Category II competitions

The home club shall prepare a safety and security plan and communicate it to the EHF in good time before the competition or by a specified date. Concerns expressed by the visiting delegation shall be taken into account in the safety and security plan. The home club shall implement safety and security measures in co-operation with the police, the security service, the paramedical service, the official announcer, etc.

This shall include:

- the organization of the security briefing with the parties present on the evening before the match in accordance with 4.4.2 below;
- supporting the work of the EHF security delegate and of all persons nominated by the EHF;
- the independent implementation of all required safety and security measures;
- provision of all personnel for the required services;
- provision of support to the visiting team;
- execution of instructions issued by the security delegate;
- provision of all the rooms required;

2.4.2 Playing halls

In all competitions, playing halls shall be in compliance with national legislation and in conformity with the standards common in sporting events.

2.4.2.1 Playing hall details

Playing hall details shall be documented in writing in the form of general information provided by clubs and/or federations as well as data recorded in the hall form and in the Security Questionnaire. If necessary, the EHF may order an inspection of a playing hall prior to the conduct of competitions. The cost of the inspection shall be borne by the club/federation concerned.

2.4.2.2 Hall form

The hall form is an integral part of these Rules on Safety and Security Procedure. It shall be completed by the respective federation/club and transmitted to the EHF Office. When a playing hall is approved for competitions it is classified into one of the three categories (see 3.5 above).

2.4.2.3 Security Questionnaire

The Security Questionnaire is an integral part of these Rules on Safety and Security Procedure. It shall be completed by the respective federation/club and transmitted to the EHF Office.

2.4.2.4 Approval by the national delegate

Each national federation shall nominate one of its national delegates as the officer in charge of playing halls.

All playing halls of a federation in which competitions are held shall be subject to acceptance by the officer in charge of playing halls. All information provided in respect of specific playing halls (hall form, hall questionnaire) shall be verified by the officer in charge of playing halls. The validity of the information shall be confirmed by his/her signature.

2.4.3 Safety and Security Plan

- ##### 2.4.3.1
- For all risk category II matches, a safety and security plan shall be prepared by the local organiser in consultation with the EHF in good time, taking into account any concerns expressed by the visiting team.

2.4.3.2 The safety and security plan shall be presented by the local organiser at the security briefing. The EHF security officer may demand modifications to be made to the plan.

2.4.4 General Safety and Security Measures

The general safety and security measures shall apply to all competitions in all risk categories.

2.4.4.1 Escape routes, passageways and stairs

Escape routes, passageways and stairs shall be kept free of any obstacles and spectators. Entrances and exits as well as escape routes shall be clearly marked.

2.4.4.2 Tickets

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

2.4.4.3 Media workplaces

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

2.4.4.4 VIP area

The local organiser shall separate the area for guests of honour in such a way that it cannot be accessed by other spectators if such separation is demanded by the EHF/the EHF security officer. In such a case, security staff shall be positioned at entry points to control access.

2.4.4.5 Announcer

The official announcer shall make all announcements that are required for an orderly conduct of the event. This shall comprise information about the location of first aid facilities, general safety and security measures, instructions regarding the orderly entry of and exit from spectators' stands, etc.

The official announcer shall comply with instructions issued by the EHF (security) delegate. The announcer shall be available at all times before, during and after the match.

Only announcements of neutral content may be made. The announcer shall speak one of the official EHF languages.

2.4.4.6 First aid

An adequate number of first-aid staff shall be available relative to the number of spectators present. First aid personnel shall be easy to identify.

2.4.4.7 Public address system

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

2.4.4.8 Smoking ban

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

2.4.4.9 Identifiability of security staff

Security staff shall be easily and clearly identifiable.

2.4.5 Safety and Security Measures for Specific Events

Special safety and security measures are required and shall be specified in the safety and security plan only for risk category II competitions.

2.4.5.1 Segregation of spectators

Tickets issued to the visiting team and its fans shall be specially marked.

The area assigned to fans of the visiting team shall be segregated clearly from the area of the home team's fans. These arrangements shall be taken into account in assigning ticket quotas. The local organiser shall implement strict controls on ticket sales. If necessary, the first rows of spectator seats shall be kept free.

2.4.5.2 Security checks

Security checks shall be performed to ensure that

- spectators enter that section of the spectators' stands that has been allocated to the respective group of spectators;
- spectators do not carry any objects that may inflict injury including lighters, pyrotechnical articles, pocket knives, glass bottles, nail files, laser pens, water pistols, etc.
- violent persons as well as persons being under the influence of drugs or alcohol are denied access to the playing hall.

2.4.5.3 Ban on alcohol

If deemed necessary, a ban shall be implemented on the selling and serving of alcohol in and around the playing hall.

2.4.5.4 Surveillance

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

2.4.5.5 Personal protection

In cases in which there is reason to believe that the safety of individual persons or groups of persons is at risk, the local organiser shall provide personal protection (security guards, police, stewards) if this is demanded by the EHF/the EHF security officer.

2.5 RIGHTS AND OBLIGATIONS OF THE VISITING DELEGATION

2.5.1 The visiting team shall report any safety and security concerns in good time, not later than by the date scheduled by the EHF, naming potential risks to safety and security.

2.5.2 In risk category II matches, the visiting team shall automatically have the right to choose an end at the beginning of the match. Throw-off is determined by drawing.

2.5.3 The visiting team may be held responsible for the conduct of those of its fans who are seated in the visitors' seating area organized by the visiting team. The EHF may take action and impose sanctions.

2.6 THE EHF SECURITY DELEGATE

2.6.1 Qualifications

Persons appointed as EHF security delegates shall have completed suitable training and shall be deemed to be qualified for this activity on account of their personality, international experience and language skills.

2.6.2 Rights and Obligations

2.6.2.1 Any instructions or orders given by the EHF security delegate shall be followed by all persons on site provided such instructions or orders are not contrary to national or international legislation or public policy. The EHF security delegate's work shall be supported in every conceivable manner.

2.6.2.2 The EHF security delegate shall attend the Technical Meeting.

2.6.2.3 The EHF security delegate shall take any action that is required to guarantee and maintain the safety and security of all parties before, during and after the match and shall issue any instructions required for this purpose.

2.6.2.4 Prior to each match, the EHF security delegate shall obtain full information about potential safety and security hazards and problems that occurred in the past.

2.6.2.5 The EHF security delegate shall conduct a security briefing on the evening before the match.

2.6.2.6 The EHF security delegate shall perform a security check in the playing hall immediately after his/her arrival at the venue.

2.6.2.7 The EHF security delegate shall chair the security briefing and fix the time and the place for it (if possible, in the playing hall following the visiting team's training session). The EHF security delegate may put additional items on the agenda and ask specified persons to attend.

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

2.6.2.9 The EHF security delegate shall arrive in the playing hall not later than two hours before the beginning of the match.

2.6.2.10 The EHF security delegate shall escort the visiting team from the bus to the changing room and back again.

2.6.2.11 The EHF security delegate has the right to re-schedule throw-off of a match and, in case of imminent danger, instruct the referees to interrupt or terminate a match.

2.6.2.12 After the end of a match, the EHF security delegate shall remain in the playing hall until the general situation may be regarded as being in good order.

2.6.2.13 The EHF security delegate shall escort the visiting team if this is deemed necessary in view of the general circumstances (hotel, bus, changing room, etc.).

2.6.2.14 The EHF security delegate shall deliver a security report after each match (conditions, operational details, co-operation, risks, proposals for the future, etc.).

2.6.3 Security Briefing

A security briefing shall be held for all matches in risk category II.

2.6.3.1 Purpose

The planned proceedings shall be discussed in detail based on the safety and security plan prepared in advance plus the proposed operating plan and the resulting assignment of duties. The procedures to be followed in each area shall be explained by the officers in charge of the respective services.

- Any adaptations of the operating plan and/or the assignment of duties that may be required shall be made and recorded in the minutes.
- Communication and the means of communication used shall be discussed.
- A list of responsibilities shall be handed out and passed on by service leaders to staff working in their respective areas of operation.
- In addition, an emergency team shall be set up and a common strategy agreed for a “worst case scenario/emergency plan”.

2.6.3.2 Participants

- EHF delegate – chair
- EHF referees (if required)
- Home club responsible
- Guest club representative
- Playing hall responsible
- Media/TV/Statistics responsible
- Announcer
- Security/tickets responsible in charge of security service
- Other persons named by the security/tickets responsible
- Interpreter(s) (if necessary)

2.6.3.3 Assignment of duties and operating plan

- Both the operating plan and the list of assigned duties shall be drawn up by the officers responsible for the respective services in good time before the match and communicated to the local organiser, the EHF security delegate, the visiting team, and the EHF. Any adjustments or modifications that may be needed shall be made at the security briefing.

- The security delegate shall take the minutes of the security briefing.

2.7 OTHER

2.7.1 Costs

Any costs arising as a result of an increased security risk and/or the need for additional security measures shall be borne by the local organiser.

2.7.2 Protests/Interpretation

2.7.2.1 Any disputes arising from these Rules on Safety and Security Procedure shall be dealt with by the EHF's internal appeals system.

2.7.2.2 In addition, and for the purpose of interpretation, EHF and IHF Regulations as well as Austrian law shall be taken into account.

2.7.3 Entry into force

2.7.3.1 The EHF Rules on Safety and Security Procedure shall enter into force upon their adoption by the EHF Executive Committee and publication, but not later than 1 July 2001.

2.7.3.2 During any transition phase that may arise, the necessary preparatory activities shall be started and decisions taken in the spirit of these Rules on Safety and Security Procedure.

3 LEGAL REGULATIONS

3.1 INTRODUCTION

Art.1 – Scope of Material Application

1.1. The present regulations shall govern the legal activities within the EHF. Proceedings shall be conducted to penalise infringements of Regulations, including those of an administrative nature and in particular infringements committed prior to, during or after a game or while travelling to or from a venue or staying at a venue, and to settle disputes between handball/EHF related entities and/or individuals. Proceedings may be conducted to decide upon issues relating to international players' transfers between EHF member federations and associated federations, to international handball competitions in Europe, or to EHF activities.

1.2 The present regulations apply supplementary to the provisions of the Statutes and other EHF regulations. In case of inconsistency, the present regulations shall apply, except for the application of special legal procedures provided by the competition's regulations.

Art. 2 – Scope of Personal Application

2.1 The present regulations apply to:
member federations, associated federations and their officials;

- clubs and their officials;
- EHF Officials;
- players;
- EHF Functionaries;

all persons charged by a member federation, associated federation or club to exercise a function within the member federation, the associated federation, or club and/or during the organisation of a match and/or on the occasion of a match.

2.2 In addition to their personal responsibility, member federations/associated federations and clubs are accountable for the conduct of their players, members, officials, supporters and any other persons exercising a function within the federation or the club and/or during the organisation of a match and/or on the occasion of a match on behalf of the federation or club and may be sanctioned accordingly.

Art. 3 – Definitions

- **Chairman (of the legal body):** President, Vice President or Member of the legal body who chairs the panel in a specific case
- **EHF Functionaries:** elected persons having specific functions within the EHF and persons being appointed by the EHF for a specific task, including EHF lecturers.
- **EHF Officials:** Persons acting on behalf of the EHF at official events including referees
- **Official Areas:** the players' entrance, the dressing rooms, the players routing, the playing court, the playing court surrounding area(s) (including the substitution area), the media area(s) and the VIP area(s) of a playing hall.
- **President (of the legal body):** The person chairing the legal body and designated as such by the Congress.

- **Regulations:** any applicable EHF and/or IHF regulations, manuals and directives, including in particular:
 - The EHF Statutes
 - The EHF Regulations for Competitions
 - The EHF Rules of Procedure for Transfers
 - The EHF Codes of Conduct
 - The EHF Anti-Corruption and Fair Competition Act (provided in Annex 1)
 - The EHF Rules on Safety and Security Procedures
 - The EHF Euro Set-up Manual
 - The EHF Procedures and Guidelines
 - The EHF Regulations on Advertising on Clothing
 - The IHF Rules of the Game
 - The IHF Regulations for transfers between Federations
 - The IHF Player's Eligibility Code
 - The EHF Anti-Doping Regulations / The WADA Anti-Doping Code

In these regulations the words "penalty" and "sanction" are considered to have the same meaning.

Art. 4 – Anti Corruption and Fair Competition Act, List of Penalties, Catalogue of Administrative sanctions and Catalogue of Penalties

The EHF Anti-Corruption and Fair Competition Act (Annex 1), the List of Penalties, the Catalogue of Administrative Sanctions and the Catalogue of Penalties of the EHF Rules on Safety and Security Procedure shall form an integral part of these Regulations.

Art. 5 – Entry into Effect

5.1 The present legal regulations were adopted by the EHF Extraordinary Congress convening on May 29, 2011. They will enter into force on July 1, 2011.

5.2 Claims, submissions, protests, petitions and any other request for EHF disciplinary/legal proceedings submitted to the EHF as from July 1, 2011 shall be handled and decided upon according to the present regulations. Claims, submissions, protests, petitions and any other request for EHF disciplinary/legal proceedings submitted to the EHF before that date shall be handled and decided upon according to the former EHF Arbitration Regulations (version 2009/2010).

5.3 If there is any discrepancy in the interpretation of the English, French or German versions of these regulations, the English version shall prevail.

3.2 PART ONE – APPLICABLE LAW

3.2.1 Section A. Legal Offences / Disputes

Art. 6 – Principle

6.1 Infringements of Regulations including those of an administrative nature, unsportsmanlike conduct, facts that may bring the sport of handball and the EHF into disrepute as well as violent behaviour in and around playing halls are subject to sanction.

6.2 Disputes between handball/EHF related entities and/or individuals, issues relating to international handball competitions in Europe and/or EHF activities as well as issues relating to international players' transfers between EHF member federations and associated federations shall be decided upon according to the present regulations, any other applicable Regulations and the general principles of law.

6.3 Decisions and actions taken by referees on the playing court, including those based on EHF delegates' recommendations, are factual decisions and shall be final.

6.4 The right to make adjustments that may prove necessary as a result of corrections of the referees' report or, in the case of obvious error revealed by means of pertinent evidence such as reports by EHF Officials, television footage or video recordings, shall be reserved.

Art. 7 – Corruption

7.1 Member federations/associated federations, clubs and all related persons are responsible for, directly or indirectly, making or offering bribes, kickbacks, or other payments of money or any other undue advantages, valuable presents to anyone, including Officials, employees, or representatives of the EHF, any club, company, or public or international organisation, or to any other third party, for the purpose of wrongfully obtaining or retaining in any way undue advantages in connection with a match or a match result. They shall be sanctioned accordingly.

7.2 EHF Officials, contact persons or intermediaries are responsible in case of accepting and/or non-reporting such acting or attempts. They shall be sanctioned accordingly.

Art. 8 – Claims for damages

8.1 Damage sustained as a result of infringements of Regulations including the withdrawal of teams or replays may be recovered from the offending party by claiming damages.

8.2 Such claims shall be decided upon in the ordinary procedure.

Art. 9 – Limitation of Actions

9.1 The prosecution and enforcement of all matters within the scope of material and personal application of the present regulations shall be subject to a limitation period of two years.

9.2 Matters relating to compensation for the cost of education (education compensation) shall be exempt from this rule, with the limitation period being reduced to six months.

9.3 As a further exception to the rule in article 9.1, prosecution and enforcement of matters relating to corruption, of issues in connection with undue influence on a match or a match result or issues falling

under the frame of the Anti-Corruption and Fair Competition Act shall be subject to period of limitations of ten years.

9.4 The prosecution and enforcement of any infringement related to anti-doping matters shall be subject to the limitation period expressly defined in the EHF Anti-Doping Regulations / WADA Anti-Doping Code.

9.5 The point of time determining the beginning of the period of limitation for the legal prosecution shall be the time when the action was committed.

9.6 The period of limitation shall be interrupted by the initiation of proceedings.

Art. 10 – Deadlines

10.1 The deadlines specified in the Regulations, in EHF directives and any other official manuals or communications cannot be extended as a matter of principle unless reasons for an extension of such deadlines are specifically given therein.

10.2 A deadline is deemed to have been met if evidence is produced demonstrating that dispatch (postmark, fax receipt, email confirmation) was made by 24:00 hours on the last day of the period allowed.

10.3 If a party is prevented from meeting a deadline by an event that is beyond its control and/or non-deferrable, the period allowed in case the impediment can be satisfactorily explained shall begin at the time the impediment named has been removed. Satisfaction of these conditions shall be verified by the competent body.

3.2.2 Section B. Penalties

Art.11 – Principle

Sanctions may be imposed by the administrative/legal bodies in case of violation of an obligation expressly defined in the applicable Regulations and/or in the official EHF directives and communications (letters, emails, faxes...).

Art.12 – Determination of Penalties / Measures

12.1 Except in the case of administrative sanctions (cases listed in the Catalogue of Administrative Sanctions) for which the administrative/legal bodies are bound by the penalties defined in the Catalogue of Administrative Sanctions, the administrative/legal bodies shall determine the type and extent of the penalties and measures to be imposed considering all the objective and subjective elements of the case as well as all mitigating and aggravating circumstances, within the frame provided in articles 13, 14, 15 and, when relevant, in the List of Penalties. If a party is not found guilty, the proceedings shall be dismissed.

12.2 Suspension/exclusion can be defined in number of matches instead of time period (days/months/years) when deemed appropriate by the administrative/legal body.

12.3 Besides the penalties listed in the List of Penalties, other kind(s) of penalties defined under articles 14 and 15 hereunder may be imposed by the administrative/legal bodies according to the circumstances of the cases.

12.4 The EHF legal body may decide to impose on an individual, club and/or a federation sanctioned with any kind of penalties (including administrative sanctions) or measures to compensate, the additional costs and expenses and financial damage (including damages and/or fines paid to third parties) suffered by the EHF, by an individual and/or by a participating club/member federation/associated federation as a result of the offences committed by the individual, club and/member federation or associated federation.

Art 13 – Recurrence

13.1 The administrative/legal bodies may increase (up to double unless expressly otherwise provided in the List of Penalties) the penalties provided in the List of Penalties and the Catalogue of Administrative Sanctions in case of a recurrence of the infringement.

13.2 Recurrence occurs if penalties/measures have to be imposed again within five years of a previous offence of a similar nature. Recurrence counts as an aggravating circumstance.

Art. 14 – Penalties against federations and clubs / Measures

14.1 The EHF administrative/legal bodies may impose the following penalties/measures on member federations/associated federations and clubs:

- warning;
- administrative/organisational measures;
- fines (including administrative fines);
- deduction of some or all points scored in the competitions concerned; forfeiture;
- suspension from participation in international handball competitions and/or EHF activities for a number of matches or a specific period of time;
- exclusion from participation in future international handball competitions and/or EHF activities for a number of matches or a specific period of time;
- cancellation of matches;
- annulment/correction of the match result;
- match replay;
- ban on the venue;
- ban on spectators;
- withdrawal of a title or award;
- supervision of matches.

14.2 A fine shall not be less than 100€ and shall not be more than 500.000€.

14.3 The penalties and measures named above may be imposed individually or cumulatively.

Art. 15 – Penalties against individuals

15.1 The EHF administrative/legal bodies may impose the following penalties on individuals:

- warning;
- suspension from participation in international handball competitions and/or EHF activities for a number of matches or a specific period of time;
- temporary or permanent suspension from carrying out a function within the EHF;
- fines (including administrative fines);
- exclusion from participation in future international handball competitions and/or EHF activities for a number of matches or a specific period of time;
- withdrawal of a title or award

15.2 A fine shall not be less than 100€ and shall not be more than 100.000€.

15.3 The penalties named above may be imposed individually or cumulatively.

Art. 16 – Suspensions/Exclusions

16.1 Suspensions/exclusions (from participation in competition and activities and/or from carrying out a function) are pronounced to penalise in particular:

- a) serious unsportsmanlike conduct;
- b) assault or insult directed against referees, Officials, players or spectators;
- c) use of players not eligible to play or suspended;
- d) unsportsmanlike conduct of teams, officials or other persons involved in the game.

16.2 Individuals who have been suspended/excluded may have the right to enter playing halls as spectators but shall not participate in any match preparation activity, shall not enter any Official Areas nor be in contact with players and/or officials of their club/member federation/associated federation (neither directly nor via electronic means).

Art. 17 – Suspension of Penalties

Except in the case of administrative sanctions (cases listed in the Catalogue of Administrative Sanctions), penalties may be suspended for reasons to be named by the administrative/legal bodies for a probation period to be specified, provided that the aim to be achieved by the decision can also be reached in this manner.

Art. 18 – Application of Penalties

18.1 The administrative/legal bodies decide in the respective decision whether suspensions/exclusions of players, Functionaries, officials, referees, and any other individual shall apply, during the period for which they are pronounced, in respect of participation in competition at club level, at national team level, at both club and national team levels or in a specific competition only.

18.2 The point of time relevant for application of a penalty shall be the time the penalty was pronounced, unless provided otherwise by the decision.

Art. 19 – Temporary Injunction

Temporary injunctions may be issued to preserve and protect parties' rights to the extent to which this is deemed necessary by the competent legal body.

Art. 20 – Provisional Suspension

In the case of serious disciplinary offences, the President of the competent legal body may impose a preliminary temporary suspension not exceeding two months.

3.3 PART TWO – PROCEDURE

3.3.1 Section A. Organisation

Art. 21 – Administrative Bodies

The relevant EHF Office departments shall form the administrative bodies responsible, as first instance, for deciding upon administrative infringements punishable according to the Catalogue of Administrative Sanctions and upon issues relating to international players transfers between the EHF member federations and associated federations.

Art. 22 – Legal Bodies

22.1 The EHF legal bodies are independent and impartial bodies.

22.2 The EHF legal bodies are the EHF Court of Handball and the EHF Court of Appeal.

22.3 The Court of Handball is responsible as first instance for disciplinary adjudication within the framework of the legal system of the EHF and its member/associated federations, i.e. for punishing violations of Regulations including those of an administrative nature not under the jurisdiction of the Administrative Bodies according to article 21, for settling disputes between handball/EHF related entities and/or individuals, and for deciding upon any other issues relating to international handball competitions in Europe and/or EHF activities, except those under the jurisdiction of the Administrative Bodies according to article 21.

22.4 If the Administrative Bodies do not decide upon an issue under their jurisdiction according to article 21 within six (6) weeks from the start of the proceedings, the Court of Handball shall have jurisdiction and shall decide upon such issue.

22.5 The Court of Appeal is responsible, as second instance, for disciplinary adjudication within the framework of the legal system of the EHF and its member/associated federations, i.e. for punishing violations of Regulations including those of an administrative nature, for deciding upon issues relating to international player transfers between EHF member federations and associated federations as well as upon any other issues relating to international handball competitions in Europe and/or EHF activities, and for settling disputes between handball/EHF related entities and/or individuals.

Art. 23 – The EHF Court of Handball

23.1 The Court of Handball shall consist of a President, two Vice-Presidents and five (5) Members elected by the Congress.

23.2 To settle cases and pass decisions, the Court of Handball shall be composed of three (3) persons. It shall be chaired by the President, a Vice-President or, if necessary, a Member. The Chairman and the Members shall be appointed by the President of the Court of Handball on a case-by-case basis.

Art. 24 – The EHF Court of Appeal

24.1 The Court of Appeal shall consist of a President, one Vice-President and five (5) Members elected by the Congress.

24.2 To settle cases and pass decisions, the Court of Appeal shall be composed of three (3) persons. It shall be chaired by the President, the Vice-President or, if necessary, a Member. The Chairman and the Members shall be appointed by the President of the Court of Appeal on a case-by-case basis.

Art. 25 – Parties

25.1 Parties may be all physical persons or legal entities able to demonstrate a prima facie legal or factual interest in a matter.

25.2 The EHF may be a party according to article 25.1 with all related rights, including the right to initiate proceedings, to appeal decisions and to file claim with the EHF Court of Arbitration.

Art. 26 – Initiator of proceedings

26.1 The initiator of proceeding 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.

3.3.2 Section B. Initiation of Proceedings

Art. 27 – Reports

27.1 EHF Officials have the duty to report relevant incidents, actions, failures and violations of the Regulations to the EHF Office in writing.

27.2 If a match report with remark(s) or a special report is submitted by an EHF Official, proceedings are automatically initiated.

Art. 28 – Other Ways of Initiating Proceedings

28.1 Proceedings may be initiated by submissions or protests by the clubs and/or member federations/associated federation concerned.

28.2 Unless otherwise provided in the applicable EHF competition regulations, a registration fee of 1.000€ shall be transferred to the EHF bank account within two (2) days after the filing of a submission or a protest by the clubs and/or the member federations/associated federations concerned. Evidence that payment was made (payment order) shall be submitted.

28.3 If the registration fee is not paid or a respective proof of payment is not submitted within the aforementioned deadline, the protest/submission shall be deemed withdrawn.

28.4 If the protest/submission is fully granted, the fee shall be refunded; otherwise the fee shall be forfeited to the credit of the EHF.

28.5 Proceedings may also be initiated when the EHF is alerted by third parties of circumstances that may constitute a disciplinary offence, a violation of the Regulations including those of an administrative nature, or an issue relating to a competition/a transfer. Such cases shall be reviewed for their relevance by the EHF Office, who may, if deemed appropriate, require the opening of legal proceedings. This applies to issues arising both with and without connection with EHF competitions.

28.6 Moreover, the EHF is entitled to institute legal proceedings before the competent legal bodies within the EHF on the basis of its own and/or other parties' observations (including media, digital or electronic recordings) after having conducted a preliminary investigation of the facts of the case.

28.7 Issues in connection with handball competitions, including activities relating thereto and persons involved therein, that do not directly lead to the institution of legal proceedings under applicable regulations may be subject to examination and investigation by the EHF.

Art. 29 – Petition

29.1 Upon a petition by those involved/the parties, the EHF legal bodies shall settle disputes between member federations/associated federations as well as disputes between a member federation/associated federation and its club/player if such action appears indicated.

29.2 In cases in which a member federation/associated federation/club/player induces, through misrepresentations, another federation/club/player to commit actions being of relevance within the framework of EHF Regulations, a member federation/associated federation/club/player shall have the right to submit a petition requesting that the EHF legal bodies clarify the situation and pass a decision.

29.3 A registration fee of 1.000€ shall be transferred to the EHF bank account within two (2) days after the filing of the petition. Evidence that the payment was made (payment order) shall be submitted. The registration fee is forfeit to the credit of the EHF.

29.4 If the registration fee is not paid within the aforementioned deadline or a respective proof of payment is not submitted, the protest/submission shall be deemed withdrawn.

Art. 30 – Formal Admissibility

Upon receipt of a protest, submission, request for initiation of proceedings or appeals by any entity, individual, the EHF or the initiator of proceedings, the President of the relevant legal body shall verify the formal admissibility of the protest, submission, request or appeal according to the relevant Regulations.

Art. 31 – Notification

The parties shall be notified of the initiation of proceedings in writing.

3.3.3 Section C. Conduct of Proceedings

Art. 32 – Written / Oral proceedings

32.1 As a matter of principle, proceedings shall be conducted in writing. The parties are invited to provide written statements, except in the case of administrative sanctions (cases listed in the Catalogue of Administrative Sanctions) where sanctions may be imposed without statements from the parties.

32.2 Except in the case of administrative sanctions (cases listed in the Catalogue of Administrative Sanctions), the parties as well as the legal bodies shall have the right to request the proceedings to be conducted orally and/or a hearing to take place. In that case, the parties shall be invited to be heard.

32.3 The absence of one or all of the parties during oral proceedings and/or hearings does not prevent the legal body from taking a decision.

3.3.4 Section D. Decisions

Art. 33 – Deliberations

33.1 Decisions may be decisions on the merits, on procedural matters or decisions of dismissal.

33.2 When proceedings are conducted orally, deliberations may be held and decisions passed in the absence of the persons involved, after the parties have been heard and witnesses questioned, if applicable.

Art. 34 – Vote

The legal bodies shall take decisions by a simple majority of votes.

Art. 35 –Form

35.1 Every decision shall be notified in writing.

35.2 Subject to the foregoing, the legal panel may decide to provide a verbal outcome of the decision to the parties at the end of oral proceedings and/or hearings conducted.

35.3 Except in the case of administrative sanctions (cases listed in the Catalogue of Administrative Sanctions), decisions shall include the following points:

- the composition of the body passing the decision;
- the subject matter of the proceedings;
- the parties' names;
- a brief statement of the facts;
- the decision;
- the order for payment of costs;
- the reasons;
- the signature of the Chairman of the legal body, given, if necessary, on their behalf by the person executing the document;
- right to appeal information.

Art. 36 – Service of Decisions

36.1 Decisions shall be served by the EHF Office.

36.2 Decisions concerning clubs and individuals shall be served on the respective member federation/associated federation. Member federations/associated federation shall pass on all information, documents and decisions to the relevant club/individual.

36.3 In cases in which this is deemed necessary or has been requested, decisions may be served directly on the club or the person concerned.

36.4 As a matter of principle, decisions shall be served by telefax, email or registered letter. A decision shall be deemed delivered as soon as it has been received in the party's area of responsibility or authority.

Art. 37 – Enforcement

37.1 The EHF Office shall enforce the final decisions passed by the administrative/legal bodies.

37.2 Unless otherwise provided in the decision, pecuniary fines, administrative penalties, procedural costs and/or damages shall be paid within two (2) months after the decision has been served.

37.3 The amount of the fines, administrative penalty(ies), procedural costs and/or damages decided by the EHF administrative/legal bodies shall be increased by 20% if they are not paid by the date defined in the decision imposing the payment of such fine, penalty, costs or damages or, if a date is not specified, within two months after the service of the relevant decision. If payment is still not made within another two months, the rights of the defaulting federation/club/player/official shall be suspended and it/he/she shall be excluded from competitions at the national and European levels until payment is made. The federation with which the defaulting club/player/official is affiliated shall not have the right to vote at the EHF Congress but may attend it.

37.4. The national federation of the defaulting club/player/official shall be liable subsidiarily with the consequences named in article 37.3 in respect of fines, administrative penalties, procedural costs and damages imposed on or brought against players, officials, clubs or persons under their control, acting on their behalf.

37.5 Financial claims/liabilities between parties resulting from final decisions may be settled and enforced by the EHF.

Art. 38 – Recognition of sanctions of EHF member/associated federations

38.1 The Court of Handball may extend sanctions imposed by an EHF member federation or associated federation for serious offences to EHF competitions at the request of the Member Federation in question.

38.2 The request must be made in writing to the EHF and be accompanied by all documentation relating to the case, with a respective translation if necessary.

38.3 An extension shall be granted when the decision on which the request is based complies with the general principle of law and with the EHF Regulations.

38.4 In so far as they are confirmed by the EHF Anti-Doping Unit, measures/decisions taken by Member Federations in relation to doping shall be automatically recognised by the EHF.

3.3.5 Section E. Appeal

Art. 39 – Right of Appeal

39.1 Decisions of the administrative bodies and of the Court of Handball may be appealed to the Court of Appeal by the parties.

39.2 Unless otherwise provided in other Regulations, any appeal against a decision of the administrative bodies or the Court of Handball shall be received by the EHF Office in writing no later than seven (7) days after the service of the underlying decision. Appeals may be transmitted by fax.

39.3 An appeal fee of 1.000€ shall be transferred to the EHF bank account at the same time the appeal is filed with the EHF Office and in any case not later than seven (7) days after the service of the underlying decision. Evidence that payment was made (payment order) shall be submitted.

39.4 If the appeal fee is not paid within the abovementioned time limit, the appeal shall be deemed withdrawn.

39.5 If the appeal is fully granted, the fee shall be refunded; otherwise the appeal fee shall be forfeited to the credit of the EHF.

39.6 Decisions that may be passed in appeal proceedings include confirmation, amendment or dismissal of the decision of the first instance as well as revocation and remission of the case to the body of first instance. The body in appeal shall not be bound by the parties' petition.

39.7 However, if the basis on which a decision was made was affected by grave errors including the submission of incorrect or forged documents, a revocation of the decision by which the matter was settled (reopening of the case) may be sought by the parties or initiated by the EHF. The request for revocation/case reopening shall be received by the EHF Office within fifteen (15) days after the grave error was known or should have been known to the requesting party. The decision to reopen a case is taken jointly by the Presidents of the legal bodies.

Art. 40 – Effect of Appeal

40.1 Provided that these regulations or the decision of the first instance do(es) not provide otherwise, an appeal to the Court of Appeal shall suspend the effects of the underlying decision.

40.2 As an exception to article 40.1, appeals in matters relating to international player transfers shall not have any suspensive effect.

40.3 In the event of disagreement on whether the conditions for an exclusion of suspensive effects are met, the matter shall be decided by the President of the Court of Appeal.

3.3.6 Section F. EHF Court of Arbitration (ECA)

Art. 41 – Claim before the ECA – Principles

41.1 The EHF Court of Arbitration may be used by the parties concerned upon exhaustion of all legal remedies available within the EHF for disputes and matters within the competence of the EHF administrative/legal bodies.

41.2 A statement of claim shall be lodged in writing and in duplicate with the ECA Office along with the nomination of one (1) arbitrator from the ECA List of Arbitrators within twenty-one (21) days following written notification of the final decision of the Court of Appeal.

41.3 If a period of six months has passed since the matter was brought before the EHF legal body without a decision having been made, parties to legal disputes shall have the right to take recourse to EHF Court of Arbitration. In case of material reasons being out of the sphere of influence of the EHF legal body, the six-months period may be regarded as interrupted or suspended.

41.4 Disputes and matters outside the competence of the EHF administrative/legal bodies may be brought to the EHF Court of Arbitration upon expressed recognition by the parties concerned of the EHF Court of Arbitration's competence to settle the disputes/matters.

41.5 The proceedings shall be conducted according to the Rules of Arbitration for the ECA.

Art. 42 – Claim before the ECA – Costs

42.1 An advance payment amounting to 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 statement of claim. If this amount is not received on the EHF Court of Arbitration bank account in due time, the claim shall be deemed withdrawn.

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

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

Art. 43 – Claim before the ECA - No suspensive effect

43.1 Filing a claim with the EHF Court of Arbitration does not suspend the implementation of the last decision taken by the EHF legal body.

43.2 Notwithstanding the foregoing, the ECA may, on request of any of the parties, order the filing of the claim to have suspensive effect.

3.3.7 Section G. Procedural Principles

Art. 44 – Administrative Support

The EHF Office shall be at the disposal of the legal bodies for the performance of administrative and organisational tasks. The participation in proceedings (including attendance at hearings) of administrative staff having no authority to pass decisions is permitted.

Art. 45 – Independence

45.1 The legal bodies and their members are independent and not bound by any instructions.

45.2 A member of a legal body shall be deemed prejudiced in any case in which that member's own federation or a club or an official or a player of the member's own federation is involved.

Art. 46 – Confidentiality

46.1 The members of the administrative/legal bodies shall not disclose any information or document obtained in the course of the proceedings.

46.2 The parties to proceedings before the EHF legal bodies shall not disclose to third party any information or document obtained in the course of the proceedings.

Art. 47 – Evidence

47.1 The members of the administrative/legal bodies shall pass their decisions on the basis of documents in hand, witnesses' and experts' testimony. Other pertinent evidence may be used including (without limitation) television footage, video recordings as well as further evidence obtained by the

members of the legal body and/or those involved/the parties requested to provide a written or oral statement of their positions.

47.2 In cases in which an act of violence was committed but not detected which would have resulted in the exclusion of the offending player, pertinent evidence as named in article 47.1 may be used as a basis for penalisation by the members of the legal bodies at a later date.

Art. 48 – Costs

48.1 The parties shall be responsible for the costs of their own counsel, witnesses, experts, interpreters (if relevant), travel and living expenses.

48.2 The other costs of the proceedings shall be borne fully or in part by the party found guilty or the losing party.

48.3 If a party requests the proceedings to be conducted orally or a hearing to be held, the costs of the proceedings including travel and living expenses of the members of the legal body and the cost of questioning witnesses and experts shall be borne by the requesting party, unless decided otherwise by the legal body.

48.4 The administrative/legal bodies shall further decide in the ordinary procedure whether costs, other than the proceedings costs specified here above, shall be reimbursed by any of the parties, taking into consideration all circumstances of the case.

Art. 49 – Legal assistance/representation

49.1 The parties may be represented or assisted.

49.2 If a party wishes to be represented, the relevant power of attorney shall be presented to the EHF administrative/legal body.

3.4 ANNEXE 1 – ANTI-CORRUPTION AND FAIR COMPETITION ACT

3.4.1 The Anti-Corruption and Fair Competition Act includes any of the following violations:

- Corruption including bribe and offering, requesting or receiving any undue advantages
- Undue influence on a match or a match result
- Any information which is likely to influence the actions of (legal) entities or persons on a long-term basis (pressure, blackmailing, threats, secrets, etc.)
- The receipt or acceptance of presents or gifts, except small items of remembrance
- Any violation of the EHF Code of Conduct or the EHF Code of Conduct Agreement
- Manipulations in connection with betting or lottery gains
- The violation of the obligation to report observations in connection with corruption and unfair competition;

- 3.4.2 Any act of corruption including bribe and offering, requesting or receiving any undue advantages shall be regarded as substantial violations of core values of the EHF, its statutes and regulations. Penalties and sanctions shall be imposed accordingly.
- 3.4.3 Violations of the principles of honest effort to follow the rules and the spirit of fairness as well as sportsmanlike conduct by federations, clubs, EHF officials and/or related parties may result in a monetary fine of up to 7.500€.
- 3.4.4 Violations of fundamental principles of organization, security and protection endangering the fair and uninfluenced carrying out of competitions by all parties involved shall result in a suspension of the federation, club and/or person concerned for up to two years and/or a pecuniary fine of between 500€ and 75.000€.
- 3.4.5 Violations of the anti-corruption and fair competition act including all related regulations as well as comparable actions against fundamental principles of fairness and sportsmanship shall result in a suspension of the club, EHF official and/or person concerned for up to ten years and a pecuniary fine of between 2.000€ and 500.000€. In addition, the national federation concerned may be punished with a pecuniary fine of up to EUR 500.000€.
- 3.4.6 A sporting result achieved by using undue means may result in the exclusion/suspension from the respective competition, medals awarded as well as prize money may be recalled and titles gained may be removed.
- 3.4.7 Violations of correct reporting on any occurrences and observations in connection with corruption and undue influence shall result in a suspension of the entities and persons concerned for up to ten years and a pecuniary fine of between 1.000€ and 75.000€.

4 LIST OF PENALTIES

4.1 SECTION A. OFFENCES RELATING TO ADMINISTRATION

A.1 General

a) Administrative offences / Failure or delay to provide required information and/or document(s) to the EHF: Fine from 150€ to 7.500€

b) Any delay or failure in making reports to the EHF: Fine up to 2.250€

A.2 Payment obligations

Failure to make payments to the EHF by the due dates (of amounts exceeding 3.750€):

Fine up to 750€

First recurrence of infringement: Fine up to 2.250€ / Any further recurrences: Fine up to 7.500€ and exclusion from EHF competitions.

A.3 Information about players

Provision of incorrect information about a player by the player himself/herself or by a club:

Fine from 3.750€ to 30.000€ / Suspension/Exclusion of up to 2 years

4.2 SECTION B. DISCIPLINARY OFFENCES

(by a club, a member/associated Federation, their officials, a player, an EHF Official, an EHF Functionary or any other person charge by a member/associated federation or club to exercise a function within the member/associated federation or club and/or during the organisation of a match and/or at the occasion of match)

B.1 Direct Disqualification:

Suspension/Exclusion up to 6 matches / Fine: up to 20.000€

if act of violence / severe unsportsmanlike conduct: Suspension/Exclusion up to 3 years / Fine : up to 50.000€

B.2 Unsportsmanlike conduct before, during or after a competition and/or an EHF activity:

Suspension/Exclusion up to 1 year / Fine: up to 15.000€

if act of violence / severe unsportsmanlike conduct: Suspension/Exclusion up to 4 years / Fine : up to 80.000€

B.3 Improper, menacing, intimidating conduct towards Officials or opponents before, during or after a competition and/or an EHF activity / Derogatory remarks or statements that could damage the image of handball and/or of the EHF or bring it into disrepute during a press conference or in the Media:

Suspension/Exclusion up to 1 year / Fine : up to 15.000€

B.4 Failure to maintain discipline on the playing court / Inadequate protection of referees, officials or the visiting team:

Fine: up to 15.000€ / Ban on venue may be imposed

The sanctions defined in the catalogue of penalties of the EHF Rules on Safety and Security Procedure shall be an integral part of these Regulations and may be applied cumulatively.

B.5 Fundamental violations of EHF Statutes and Regulations:

Fine from 150€ up to 30.000€

B.6 Participation of a player not eligible to play or suspended:

The participation of a player who has been suspended and/or is not eligible to play during a match of a competition organised by the EHF shall result in the match being scored as lost with the same result and in any case with 0:10 goals and 0:2 points.

If this infringement is seen as a severe unsportsmanlike conduct: Suspension of the national or club team until end of the running season may be imposed / Fine: up to 15.000€

B.7 Abandonment of a match through a fault attributable to a team (national or club team):

Exclusion from the rest of the competition / Suspension/Exclusion up to 2 seasons / Fine: from 3.750€ to EUR 25.000€ / Payment of all damages and costs arising to its opponents, the EHF, and/or their contractual partners

B.8 Failure to play a match through a fault attributable to a team (national or club team):

Exclusion from the rest of the competition / Suspension up to 2 seasons / Fine: up to 35.000€ / Payment of all damages and costs arising to its opponents, the EHF, and/or their contractual partners

B.9 Late arrival at the venue by a team (national or club team) [deleted] – match played:

Fine: up to 20.000€ / Payment of all damages and costs arising to its opponents, the EHF and/or their contractual partners

4.3 SECTION C. WITHDRAWAL

Any withdrawal from the EHF competition by a registered (national/club) team shall be regarded as a forfeit and shall carry the following sanctions, additionally to the forfeit of the entry fee to the credit of the EHF:

C.1 EHF Champions League, after the official entry date of the competition:

Fine of 25.000€ /Suspension/Exclusion from entering EHF club competitions for up to 2 seasons

C.2 Other EHF club competitions:

After the official announcement of the competition: Fine of 5.000€

After the first draw of the competition: Fine of 10.000€ / Suspension/Exclusion from entering EHF club competitions for up to 2 seasons

C.3 EHF National Teams competitions (including qualifications):

Up to 1 week before the draw of the qualification: Fine of 1.875€

Up to 1 day before the draw of qualification: Fine of 3.780€

At any later date: Fine from 15.000€ to 25.000€ / Suspension for the next National Team competition (in the same category – including qualification)

Payment of all damages and costs arising to the participants, the organiser, the EHF, and/or their contractual partners may additionally be ordered.

4.4 SECTION D. OFFENCES RELATING TO MATCH PREPARATION, ORGANISATION AND HOSTING

D.1 Marketing/advertisement/media. Violation of the applicable Regulations, manuals, EHF directives regarding:

- a) Advertisement set-up and use in the playing hall and related areas: Fine from 500€ to 50.000€
- b) Advertisement/badges on the team players kits / EHF exclusive advertisement rights on sleeves: Fine from 500€ to 25.000€ / Suspension of the player until correct implementation may be required
- d) Implementation and use of the EHF competition corporate identity: Fine from 500€ to 10.000€
- e) Use of the EHF partners' equipment (balls...) / EHF partners' equipment exclusivity during official training sessions and matches: Fine from 500€ to EUR 25.000€
- f) International TV signal production: Fine from 2.000€ to 80.000€
- g) Admission of media representatives (TV, radio, etc): Fine from 500€ to 3.000€ per person

D.2 Venue set-up. Violation of the applicable Regulations, manuals, EHF directives regarding:

- a) Availability of the playing hall / Availability of the required facilities, equipment and/or venue infrastructure in the playing hall and related areas: Fine from 1.000€ to 7.500€
- b) Facilities, equipment and/or venue infrastructure requirements in the playing hall and related areas: Fine from 500€ to EUR 10.000€
- c) Handball floor requirements: Fine from 2.000€ to 35.000€ / Ban on the venue may be imposed
- d) Placement of competition banners, competition logos, panels, table and/or mike flags in the playing hall and related areas: Fine from 500€ to 10.000€
- e) Availability of the required court personnel including time/score keeper and personnel for floor/advertisement set-up and removal: Fine from 500€ to 5.000€
- f) Professional requirements of court personnel: Fine from 500€ to 5.000€
- g) Accommodation, local transport and board of the guest team(s) and/or EHF Officials: 500€ to 5.000€

D.3 Incorrect conduct of the public announcer during an official match:

Fine from 1.000€ to 3.000€

D.4 Match protocol, official ceremony procedures and/or EHF delegate instructions not followed or incorrectly implemented by any team or individual involved in an official match and/or in an official ceremony:

Fine from 500€ to 5.000€

If causing a delay in the start of the match (first half time / second half time): Fine from 1.000€ to 5.000€

D.5 Withdrawal from the organisation of an EHF national team competition after official granting of rights:

Fine from 15.000€ to 500.000€

D.6 Severe shortcomings regarding the organisation of an EHF national team competition

(e.g. basic infrastructure, promotion, financial resources, TV production):

Fine from 5.000€ to 100.000€

4.5 SECTION E. OFFENCES RELATING TO TRANSFERS

E.1 Players' Data

Provision of incorrect information about players' personal data in transfer cases: Fine up to 7.500€.

In recurring cases: Fine up to 22.500€ / Exclusion/Suspension of up to 2 years

E.2 15-day* period

Non-observance of the 15-day* period in the case of transfer inquiries: a fine up to 750€

First recurrence of infringement: Fine up to 2.250€

Any further recurrences: Fine up to 7.500€

E.3 Reporting of Transfers

Failure to report completed transfers to the EHF (penalty imposed on receiving federation): Fine up to 750€ / First recurrence of infringement: Fine up to 2.250€ / Any further recurrences: a fine up to 7.500€

E.4 Illegal issuing of playing permits

Illegal issuing of playing permits by the federation: Fine up to 7.500€ / Exclusion/Suspension of up to 3 years

E.5 Compensation for the cost of education

Failure to pay compensation for the cost of education within six weeks after issuance of the International Transfer Certificate and the call for payment shall carry, depending on the circumstances: Fine of up to 16.350€* / A transfer ban for up to 5 years / Exclusion/suspension of club/federation from national and international competitions.

In implementing the penalty, the requirements of the current playing season may be taken into account if deemed appropriate. Responsibility for the implementation of sanctions at the national level shall rest with the federation concerned. If the federation does not ensure appropriate implementation, the outstanding claims shall be debited to the Nation's account.

E.6 Signing two or more contracts

Signing of two or more contracts for the same period by a player: Fine from 3.750€ to 30.000€/ Exclusion/Suspension for up to 2 years

* Decision of the IHF Congress on May 2-5, 2011

4.6 SECTION F. DOPING OFFENCES

F.1 The EHF Anti-doping Regulations* apply to any EHF competition, unless they are inconsistent with the WADA Anti-Doping Code.

F.2 Violations of EHF Anti-Doping Regulations*/WADA Anti-Doping Code shall be subject to the following penalties over and above any immediate disciplinary penalties imposed by the local disciplinary commission of the EHF event concerned:

a) Infringement by one player: International and national suspension for a minimum of two (2) years, unless stated otherwise in the EHF Anti-Doping Regulations*

b) Infringements by more than two players of a team in a match or in a competition period:

- In an European Championship: beside the individual suspension (see F.2 a), an international suspension for 2 to 3 years of the national team concerned as well as its exclusion from the next EHF Championship in the same category for which the nation concerned would be qualified. In addition, a fine of between 3.750€ to 45.000€ payable by the member nation concerned.

- In a European Cup Competition: beside the individual suspension (see F.2 a), a suspension of the club concerned from participation in the EHF competitions during the next 2 to 3 seasons and exclusion from the next EC competition. In addition, a fine of between 3.750€ to 45.000€ payable by the club concerned.

* EHF Anti-Doping Regulations adopted by the EHF Executive Committee on January 27, 2012 and applicable as from July 1, 2012.

4.7 SECTION G. CORRUPTION OFFENCES

G.1 Forgery of documents

Forgery of documents by a federation, a club, a player: Fine up to 15.000€ / Suspension/Exclusion for up to 3 years

G.2 Anti-Corruption and Fair Competition Act

The sanctions defined in the Anti-Corruption and Fair Competition Act (Annex 1) shall form an integral part of the List of Penalties.

The present List of Penalties was adopted by the EHF Extraordinary Congress convening on May 29, 2011. It will enter into force on July 1, 2011.

5 EHF CATALOGUE OF ADMINISTRATIVE SANCTIONS

A. Principles

a) Without prejudice to other EHF regulations providing administrative sanctions, the EHF administrative body may impose the administrative sanctions listed hereunder.

b) The sanctions of the Catalogue of Administrative Sanctions may be imposed on a club, a member federation and/or an associated federations (and/or their players, officials, representatives...) only if the respective obligation was binding on them according to the applicable EHF Regulations, the EHF directives and/or the EHF official communications (emails, fax, letters...) and if such obligation was violated.

c) If sanctions applicable to the violation of obligations set out in the EHF Regulations, EHF directives and/or EHF official communications are not expressly defined in the Catalogue of Administrative Sanctions, they shall be decided in accordance with article 12.1 of the Legal Regulations and the List of Penalties.

B. Failure to submit the following information, document(s) and/or material(s) within the required deadline or submission in violation of the defined requirements:

- To the EHF
 - a) Players' information sheets € 100 per sheet
 - b) Photos/pictures, logos, mascot design, match report, match press release, match details, club/federation contact details, custom and visa documents € 200 per item
 - c) Match CD-ROM, match TV material (DVD, beta tapes), list of players (EHF club competition), accredited media information € 300 per item
 - d) Print layouts of branding material € 500 per print layout
 - e) Signed EHF Code of Conduct / national and local advertising limitations € 1.000
- To the relevant club(s)/federation(s)
 - f) national and local advertising limitations €1.000
 - g) travel information € 200
 - h) visa requirements / invitation (for visas) € 500
- Other:
 - i) Club/federation Internet website – availability
 - * In EHF Champions League / EHF EURO (Adults) competitions: € 1.000
 - * In other EHF competitions: € 500
 - j) Club/federation Internet website - content
 - * In EHF Champions League / EHF EURO (Adults) competitions: € 200 per missing item
 - * In other EHF competitions: € 100 per missing item

C. Failure to set-up the following playing hall equipments or set-up in violation of the defined requirements:

- | | |
|---|------------------|
| a) Substitution area equipments | € 1.000 per item |
| b) Catch net, score board, goal, flags, light, heating | € 1.000 per item |
| c) Places reserved for disqualified players, for teams, massage table in dressing rooms, sign-posting | € 300 |

D. Choice and/or use of players' kit in violation of the applicable EHF Regulations:

- | | |
|--|---|
| a) Failure to present two sets of players' kit / incorrect colour(s) of the players' kit (s) | € 500 |
| b) Incorrect placement and/or size of player(s)'s number(s) or of player(s)'s name(s) on player(s)' clothing | |
| * In EHF Champions League / EHF EURO (Adults) competitions: | € 1.000 per number/per name
€ 5.000 per team |
| * In other EHF competitions: | € 200 per number/per name |
| c) Incorrect player(s)' number(s) on player(s) clothing | |
| * In EHF Champions League / EHF EURO (Adults) competitions: | € 2.000 per number |
| * In other EHF competitions | € 400 per number |

E. Failure to comply with the defined match organisation requirements regarding:

- | | |
|--|---------|
| a) Availability of the required hall for pre-match training/warm-ups | € 1.000 |
| b) Official EHF fair-play announcement | € 500 |
| c) Ban of national anthems in EHF club competitions matches | € 500 |
| d) Payment of the EHF Officials' relevant costs, expenses and fees (timelines, currency, etc.) | € 500 |
| e) Language skills of the nominated team contact person/ score-keeper/time-keeper and hall announcer | € 500 |

F. Failure by the required club and/or a member federation representative(s) to attend/participate in:

- | | |
|--|---------|
| a) A press conference | € 1.000 |
| b) An official competition draw / an official competition workshop or coordination meeting / a final banquet after official confirmation | € 500 |

The present Catalogue of Administrative Sanctions was adopted by the EHF Extraordinary Congress convening on May 29, 2011. It will enter into force on July 1, 2011.

6 RULES OF ARBITRATION FOR THE EHF COURT OF ARBITRATION (ECA)

6.1 ECA STATUTES

6.1.1 Scope

(1) The EHF Court of Arbitration shall have competence whenever disputes arise between the EHF and National Federations, between or among National Federations, between National Federations and their clubs on cross-border matters, in the event of disputes relating to the EHF competitions, as well as in disputes between and among players, player's agents, the EHF, National Federations, and clubs.

(2) In other disputes the ECA shall have competence if this serves the protection of principles of law, legal certainty and uniform application of the law or the resolution of issues of sports policy. The decision if these criteria are met rests with the ECA Council.

(3) The acceptance of requests to resolve disputes in other sports is at the discretion of the ECA Council.

6.1.2 Organisation

(1) ECA Council

The ECA Council shall safeguard the independence of the ECA and the rights of the parties. The ECA Council is composed of a President, two Vice-Presidents and an Office.

(2) Arbitrators

The ECA further consists of arbitrators who appear on the list of arbitrators administrated by the ECA Office.

(3) Operation of the ECA Council

The ECA Council exercises the following functions in the area of court administration:

- General organisation (including Rules of Procedure)
- Coordination of the ECA Council
- Representation towards the EHF Congress
- Confirmation of list of arbitrators after verification of the criteria
- Appointment of substitute arbitrators
- Appointment of arbitrators for interim measures of protection

(4) The ECA Council meets as required but basically once a year.

6.1.3 Office

The ECA Office shall arrange for arbitration in the event of disputes and support the impartial and independent administration of business by the ECA Council, compliance with the Rules of Arbitration, and the transparency of the proceedings. The scope of duties of the ECA Office comprises the organisational support of the ECA Council and the arbitrators, taking minutes and post-processing of oral hearings as well as the maintenance of the website. The other tasks of the ECA Office are governed by the Rules of Procedure for the ECA.

The Office is located at the following address:

The EHF Court of Arbitration (ECA)
Hoffingergasse 18, 1120 Vienna, Austria
Telephone: +43 1 80151 444
Fax: +43 1 80151 449
E-mail: office@eca-handball.com
Website: www.eca-handball.com

6.1.4 List of ECA Arbitrators

(1) The arbitrators shall be nominated by the National Federations submitting a CV and a signed declaration of impartiality and independence subject to the following criteria:

- maximum of 4 persons per nation
- no other EHF/IHF function (former function is no obstacle)
- fluent written and spoken English
- at least 2 arbitrators per nation with a full legal education

(2) Prerequisites for an appointment as arbitrator:

a) The signed declaration of impartiality and independence in conformity with these ECA Rules of Arbitration.

b) The written submission to these ECA Rules of Arbitration including the rules governing arbitrator's compensation.

(3) The EHF nominates 20 arbitrators for the list of ECA arbitrators subject to the same criteria as the National Federations.

(4) The arbitrators shall appear on the list of ECA arbitrators until a new arbitrator is nominated by a National Federation or the EHF.

(5) The list of ECA arbitrators and all modifications to such list are published.

6.2 ECA PROCEDURAL RULES

6.2.1 **Nomination and Appointment of Arbitrators**

(1) The arbitral panel is composed of three arbitrators. The parties shall each appoint one arbitrator from the list of ECA arbitrators. The two arbitrators nominate the third arbitrator, who shall chair the arbitral panel.

(2) In the event of municipal parties named as Claimant and/or Respondents, the concerned parties shall jointly nominate an arbitrator.

(3) The Claimant(s) shall nominate the arbitrator when submitting the statement of claim. If the Claimant fails to nominate an arbitrator, the arbitrator shall be appointed by the ECA Council.

(4) The Respondent(s) shall appoint its arbitrator within 7 days upon receipt of the request. If the Respondent(s) fails to nominate an arbitrator within this time-limit, the arbitrator shall be appointed by the ECA Council.

(5) The two arbitrators so appointed shall select the chairman of the arbitral panel by mutual agreement within 3 days. If no appointment is made within this time-limit, the chairman of the arbitral panel shall be appointed by the ECA Council.

6.2.2 **Impartiality and Independence**

Each arbitrator must be impartial and independent. She/he shall exercise her/his office to the best of her/his knowledge and abilities, and in doing so is not bound by any directions.

6.2.3 **Acceptance of Mandate as Arbitrator**

(1) Any person who is nominated as arbitrator shall notify the ECA Office of her/his acceptance of the office as arbitrator, shall formally confirm that she/he fulfils the requisites as set out in the present Rules and shall disclose all circumstances which are likely to give rise to doubts as to her/his impartiality or independence within 3 days from receipt of such nomination information from the ECA Office. The ECA Office informs the parties accordingly.

(2) If circumstances are apparent from an arbitrator's declaration, which are likely to give rise to doubts as to her/his impartiality or independence or her/his fulfilment of the qualifications set out in Rules of Arbitration for the ECA, the ECA Office grants the parties an opportunity to comment within an appropriate time.

(3) An arbitrator shall disclose to the parties and the ECA Office any circumstances likely to give rise to doubts as to her/his impartiality and independence even while the arbitral proceedings are in progress.

6.2.4 **Challenge or Termination of an Arbitrator**

(1) An arbitrator may be challenged only if circumstances exist that give rise to justified doubts as to her/his impartiality or independence, or if she/he does not possess the qualifications as set out in Rules of Arbitration for the ECA.

(2) The challenge is inadmissible if the challenging party engages in the arbitral proceedings even though it was aware or should have been aware of the claimed ground for the challenge. The challenge is likewise inadmissible if the challenging party did not put forward the ground for the challenge within 2 weeks after becoming aware of such ground.

(3) Any party may request the termination of the mandate of an arbitrator if the latter's incapacitation is not merely temporary, if she/he otherwise fails to perform her/his duties or unduly delays the proceedings.

(4) The ECA Council shall decide upon the challenge request and the termination of an arbitrator.

(5) If the other party agrees to the challenge or termination, or if the arbitrator withdraws from her/his office after being challenged or terminated, or if the application of challenge or the petition for termination has been granted, a substitute arbitrator shall be nominated. The rules for nomination and appointment of arbitrators shall apply accordingly.

6.2.5 **Commencement of Arbitral Proceedings**

(1) Arbitral proceedings are commenced when a statement of claim is filed with the ECA Office. The proceedings become pending on receipt of the statement of claim by the ECA Office.

(2) The statement of claim shall be submitted in duplicate with enclosures. Transmission by e-mail or fax is deemed to meet the formal requirements. Original documents shall be submitted if requested by the ECA arbitral panel or the ECA Office.

(3) The statement of claim shall contain:

- a) Identification of the parties and their addresses;
- b) Documentation specifying the jurisdiction of the ECA;
- c) Nomination of an arbitrator. If no nomination is made, the ECA Council shall appoint an arbitrator.
- d) A specific statement of claim, the particulars and supporting documents on which the claim is based.

(4) Unless otherwise provided the time limit for an appeal shall be 21 days from the receipt of the decision appealed against.

6.2.6 **Memorandum in Reply**

The Respondent has to submit the memorandum in reply at the request of and in compliance with the term set by the ECA Council.

6.2.7 **Third parties**

(1) The Respondent may cause a third party to participate in the arbitration. The request, together with the reasons thereof, the identification of the person and its addresses shall be contained in the memorandum in reply. The Respondent shall submit two additional copies of its memorandum in reply. The ECA Office communicates the additional copies to the concerned person and the Claimant which shall submit their position in compliance with the term set by the ECA Council.

(2) A third party may request to participate as a party in the arbitration. The request, together with the reasons thereof, its identification and addresses shall be submitted to the ECA Office within 7 days after the arbitration has become known to the third party, provided that such request is submitted prior to the hearing or prior to the closing of the evidentiary proceedings if no hearing is held.

(3) The ECA arbitral panel shall decide on the participation and determine, if the participation is granted, the status and the rights in the procedure of the third party upon expiration of the term set by the ECA Council with the application of section 6.2.7 (1) and 6.2.7 (2). The decision of the ECA arbitral panel shall take into account in particular the existence of an arbitration agreement binding the third party.

(4) A third party cannot challenge the formation of the ECA arbitral panel.

6.2.8 **Fees payable upon Commencement of Proceedings**

(1) When bringing a dispute before the ECA, the Claimant shall pay an advance of € 5,000. The ECA Office handles a claim only after receipt of the advance. If the advance is not credited to the account of the ECA Office within a week after filing the claim, the claim shall be deemed withdrawn.

(2) The advance consists of the following elements:

- Registration fee € 1,500
- Advance payment of administrative costs/cash outlays of the ECA Office.
- Advance on arbitrators' fees.

(3) The registration fee shall not be repayable. If the advance payment is not exhausted by the end of arbitral proceedings, the ECA Office shall retransfer the remaining sum to the payer. If necessary, the ECA Office may demand further advance payments.

6.2.9 **Seat**

(1) The seat of the ECA and of each ECA arbitral panel is in Vienna, Austria.

(2) Notwithstanding subsection 1 of this section, the arbitral panel may, unless otherwise agreed by parties, engage in proceedings at any place it considers appropriate, especially for consultation among its members, decision-making, oral hearings or for taking of evidence.

6.2.10 **Language of Proceedings**

(1) The ECA shall conduct its work and all proceedings in English.

(2) All submissions made by the parties shall be in English. If special circumstances apply and both parties agree, the ECA may allow submissions in German and French.

6.2.11 **Applicable Law**

The arbitral panel shall pass its decisions in accordance with the Federation's international and national regulations and agreements, provided these do not violate general principles of law.

6.2.12 **Jurisdiction of the EHF Court of Arbitration**

(1) A plea that the arbitral panel does not have jurisdiction shall be raised not later than the first pleading in the matter. A party is not precluded from raising such a plea by the fact that it has appointed, or participated in the appointment of an arbitrator. A plea that the arbitral panel is exceeding the scope of its authority shall be raised as soon as the matter alleged to be beyond the scope of its authority is raised during the arbitral proceedings. In both cases a later plea shall not be permitted; if the arbitral panel however considers the delay justified, the plea can be admitted.

(2) The arbitral panel shall rule on its own jurisdiction. The ruling can be made together with the ruling on the case or by separate arbitral award.

6.2.13 Rules of Procedure

(1) All arbitral proceedings shall be conducted in accordance with the obligatory provisions of chapter 4 of Austrian Code of Civil Procedure and the Rules of Arbitration set forth herein. For the rest the arbitral panel shall have complete discretion to determine the procedure. In all non-regulated cases the Austrian Code of Civil Procedure Sec. 577 ff shall apply subsidiarily.

(2) The arbitral panel shall undertake to obtain from the parties comprehensive statements regarding all relevant facts and the proper applications for relief.

(3) The chairman of the arbitral panel presides over the proceedings.

(4) Individual questions of procedure may be decided by the chairman of the arbitral panel alone if so authorized by the other members of the arbitral panel.

(5) The proceedings are non-public.

(6) If one party does not take part in the proceedings, the case shall be heard with the other party alone.

(7) Express Procedure

In specific cases, the ECA Council has the possibility to request the proceedings to be handled in an expedited manner and to issue appropriate directions therefore.

Such decision shall be made within 3 days from receipt of the statement of claim and shall be reasoned. If such a decision is made, any procedural timeline defined herein may be shortened.

The arbitrators and the parties are bound by the directions (on procedural steps) defined by the ECA Council in the frame of an express procedure, unless the parties expressly refuse the underlying decision within 3 days from receipt of such decision.

6.2.14 Interim Measures of Protection

(1) Unless otherwise agreed upon by the parties, a sole arbitrator nominated by the President of the ECA Council or the chairman of the arbitral panel in the principal proceeding may, at the request of a party, take such interim measure of protection as the sole arbitrator may consider necessary in respect of the subject matter of the dispute, as otherwise the enforcement of the claim would be frustrated or considerably impeded or there is a danger of irreparable harm. The sole arbitrator may require any party to provide appropriate security in connection with such measure. The parties are obliged to comply with such orders, whether or not they are enforceable by State courts.

(2) The request for interim measures of protection shall be filed with the ECA Office.

(3) If the request for interim measures is submitted separately from the principal proceedings; the requesting party shall pay a fee in the amount of € 1,000 upon filing the application with the ECA Office. The ECA Office shall be provided with evidence of the transfer upon filing. If the

fee has not been credited to the account of the ECA Office by the time the claim is filed, the claim shall be deemed withdrawn.

(4) The decision on interim measures of protection may under certain urgent circumstances be awarded without hearing the other party.

(5) If the decision on interim measures of protection was awarded without hearing the other party, the respondent has the right to object to the measure. If the decision on the request was passed by a sole arbitrator or the chairman of the arbitral panel in the principal proceedings, the objection shall be decided on by either the collective arbitral panel already engaged in the principal matter or a new (sole) arbitrator nominated by the President of the ECA Council.

6.2.15 Due process

(1) The parties shall be treated with equality. Each party shall be given full opportunity to present its case at all stages of the proceedings. The parties shall be given sufficient advance notice of any hearing and of any meeting of the arbitral panel for the purpose of taking evidence. The parties are entitled to be legally represented.

(2) All written pleadings, documents or other communications submitted to the arbitral panel by one party shall be communicated to the other party. Likewise, expert reports and other evidentiary documents on which the arbitral panel may rely in making its decision are to be communicated to both parties.

6.2.16 Oral Proceedings/Panel Meeting

(1) The proceedings may be oral or only in writing. Oral hearings shall take place at the request of a party or if considered necessary by the arbitral panel before which the case was brought, unless all parties expressly object to a hearing being held.

(2) For each case, a maximum of 1 hearing may take place, unless expressly otherwise agreed by all parties.

(3) In any case, the parties shall be given the opportunity to take note of, and comment on, the motions and pleadings of the other parties and the result of the evidentiary proceedings.

(4) Physical meetings between members of the arbitral panel shall be subject to prior approval by the ECA Council

6.2.17 Minutes of Oral Proceedings

Minutes shall be taken of all oral hearings. The minutes shall especially include the wording of the motions, the statements of witnesses and the application of further evidence as well as the wording of decision(s) and rulings. The minutes shall be signed by the chairman.

6.2.18 Settlement

(1) If, during arbitral proceedings, the parties settle the dispute, the arbitral panel shall terminate the proceedings. If requested by the parties, the arbitral panel shall record the settlement in the form of an arbitral award on agreed terms, unless the contents of the settlement are in violation of public policy (ordre public).

(2) An award on agreed terms shall be made in accordance with section 20 and shall state that it is an award. Such an award has the same effect as any other award on the merits of the case.

6.2.19 Rendering of the Arbitral Award

(1) The arbitral panel shall conduct the proceedings expeditiously and shall communicate the award to the parties within 3 months after the final and confirmed nomination of the members of the arbitral panel. Such time limit may be extended upon the expressed approval of the parties or by the President of the ECA Council upon a reasoned request of the chairman of the arbitral panel.

(2) In rendering the award, the arbitral panel is bound by the requests for relief made by the parties.

(3) Any decision of the arbitral panel shall be made by a majority of all its members.

6.2.20 Arbitral Award

(1) The award shall be made in writing and shall be signed by the arbitrators.

(2) The award shall contain full identification of the parties to the arbitral proceedings and their legal representatives and the names of the arbitrators who have rendered the award.

(3) The award shall state the reasons upon which it is based, unless the parties have agreed that no reasons are to be given or the award is an award on agreed terms under section 17.

(4) The award shall state the date on which it was rendered and the place of arbitration. The award shall be deemed to have been made on that date and at that place.

(5) The arbitration award does not invalidate the underlying arbitration agreement.

6.2.21 Decision on Costs

(1) The arbitral panel shall in the award determine which party shall bear the arbitration costs.

(2) As a general rule the unsuccessful party shall bear the costs of the arbitral proceedings. The arbitral panel may take into consideration the circumstances of the case, and in particular where each party is partly successful and partly unsuccessful, order each party to bear its own costs or apportion the costs between the parties.

(3) Notwithstanding the foregoing, and unless stated otherwise in the award in accordance with article 20(1), the costs and expenses of oral proceedings/hearings shall be borne by the party having requested the oral proceedings/hearings.

(4) In any case the decision on costs and the fixation of the amount shall be effected in terms of an award.

6.2.22 Cost of Proceedings

(1) The costs of proceedings consist of the following elements:
The cost of arbitration, including registration fee, the outlays of the ECA Office (administrative costs), arbitrators' fees plus any value added tax and cash outlays (such as travel and subsistence expenses of arbitrators, cost of delivery of documents, cost of minute-keeping).

(2) The cost of proceedings shall be disclosed by the ECA Office at the end of the proceedings.

(3) The cost of the parties shall not be refunded.

(4) If a physical person as Claimant fulfils the requirements for being granted legal aid in front of an Austrian civil court (art. 63 of the Austrian Civil Code), then, on application, the ECA Council shall waive the requirement for payment of an advance on the costs of the proceedings in full or in part for the time being. The rules of Section 63 of ZPO (the Austrian Code of Civil Procedure) shall apply accordingly. The same shall apply for clubs under insolvency proceedings.

6.2.23 Delivery of the Arbitral Award

The executed copy of the arbitral award shall be delivered by the ECA Office to each party and their representatives. Upon request, certified copies may be issued to the parties against a refund of costs.

6.2.24 Effect of Arbitral Award

The award is final and has the same effect between the parties as a final and binding court judgment.

6.2.25 End of Arbitral Proceedings

(1) The arbitral proceedings are ended by the final award or by an order of the ECA Council pursuant to subsection 2 or 3 of this section.

(2) The ECA Council shall issue an order for the termination of the arbitral proceedings when:

- a) The Claimant withdraws his claim, unless the Respondent objects thereto and the arbitral panel recognizes a legitimate interest on the latter's part in obtaining a final settlement of the dispute; or
- b) The parties agree on the termination of the arbitral proceedings; or
- c) The parties reach a settlement in the dispute, or
- d) The parties fail to pursue the arbitral proceedings over a period of 3 months in spite of being so requested by the arbitral panel or when the continuation of the proceedings has become impossible for any other reason.

(3) If nomination of an arbitrator or substitute arbitrator does not occur within the set time-limit and if none of the parties requests nomination by the Council, the ECA Council may terminate the proceedings after having consulted with the parties.

6.2.26 Loss of Right to Object

A party who knows that any provision of these ECA Rules of Arbitration or any other agreed requirement under the arbitral procedure has not been complied with and yet proceeds with the arbitration without stating its objection to such non-compliance without undue delay, may not raise that objection later.

6.2.27 Publication of the Arbitral Award

A press release setting forth the results of the proceedings as well as the arbitral award in an anonymous form shall be published by the ECA Office, unless the parties agree that they should remain confidential.

6.2.28 Confidentiality

(1) ECA Council, ECA Office, arbitrators and parties shall maintain silence about progress, concerned parties and outcome of the proceedings as well as any other matters of which they gained knowledge in connection with the arbitral proceedings that concern the parties or the

EHF.

(2) Art. 26 is not affected by this provision.

6.2.29 **Custody and enforceability**

(1) The original copies of awards and the records on the serving shall be deposited with the ECA Office.

(2) Upon a party's request, the President of the ECA Council shall certify on a copy of the award that the award cannot be appealed against and is enforceable.

(3) The arbitral award is an execution title in terms of the Austrian Code of Execution; it may be enforced by the court having jurisdiction.

XVI. 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 - SITE INSPECTION

Club: _____

Place / Date: _____

EHF Representative: _____

TV Representative: _____

- RESULT:
- Approved
 - Approved under condition
 - Not approved

AMENDMENTS/REMARKS: _____

NECESSARY MEASURES TO BE TAKEN: _____

SITE INSPECTION (2)/ AUDIT:

- Yes Date: _____
- No

Signature home club

Signature EHF

Signature TV

PLAYING HALL - SURROUNDING AREA

Parking areas good satisfactory unsatisfactory

Availability of VIP parking spaces good satisfactory unsatisfactory

PLAYING HALL – EQUIPMENT

Locker rooms guest clubs

General impression	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
Room equipment (showers, etc.)	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
Cleanliness	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory

Locker rooms referees

General impression	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
Room equipment (showers, etc.)	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
Cleanliness	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory

REMARKS:

Playing field

Position of playing court in the hall –

Distance to boards / spectators _____ (in metres)

Correct security distances	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
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(Bench/spectators; playing court/boards)

Size of timekeeper's table _____ (in meter)

Benches (tied together)	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
Lines	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
Floor	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
Goals	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
Catch net behind goals		<input type="checkbox"/> yes	<input type="checkbox"/> no

REMARKS:

Staff

Guest club responsible	<input type="checkbox"/> yes	<input type="checkbox"/> no
EHF delegate/referees/representatives responsible	<input type="checkbox"/> yes	<input type="checkbox"/> no
Floor/protocol procedures responsible	<input type="checkbox"/> yes	<input type="checkbox"/> no
Media/TV/statistics responsible	<input type="checkbox"/> yes	<input type="checkbox"/> no
Marketing responsible	<input type="checkbox"/> yes	<input type="checkbox"/> no
Security responsible	<input type="checkbox"/> yes	<input type="checkbox"/> no
Tickets/Accreditations responsible	<input type="checkbox"/> yes	<input type="checkbox"/> no

Others

Position first aid _____

Sound system (Micro/Music)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of electronic scoreboard	<input type="checkbox"/> yes	<input type="checkbox"/> no

Availability of heating	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of central air conditioning	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of meeting room	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of EHF delegate room	<input type="checkbox"/> yes	<input type="checkbox"/> no

Availability of storage room	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of venue sign posting	<input type="checkbox"/> yes	<input type="checkbox"/> no
Emergency exits	<input type="checkbox"/> yes	<input type="checkbox"/> no
Exit dimensions	_____	

REMARKS: _____

PLAYING HALL – SECURITY

Capacity (n° of spectators)	_____		
N° of emergency exits	_____		
Secured player's entrance	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Security personnel	<input type="checkbox"/> club	<input type="checkbox"/> private company	<input type="checkbox"/> police
	<input type="checkbox"/> fire fighters		

REMARKS: _____

PLAYING HALL – PRESS & MEDIA

Press seats on tribune (n° of seats)	_____	
Separation from spectators' seats	<input type="checkbox"/> yes	<input type="checkbox"/> no
Equipment of working places (Phone/modem outlets)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of Media/Press room	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of equipment:		
Electric power points	<input type="checkbox"/> yes	<input type="checkbox"/> no
Tables, chairs	<input type="checkbox"/> yes	<input type="checkbox"/> no
Phone/Fax	<input type="checkbox"/> yes	<input type="checkbox"/> no
Internet access	<input type="checkbox"/> yes	<input type="checkbox"/> no
Computer terminal	<input type="checkbox"/> yes	<input type="checkbox"/> no
Printer/copier	<input type="checkbox"/> yes	<input type="checkbox"/> no
ISDN connection	<input type="checkbox"/> yes	<input type="checkbox"/> no
Catering	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of press conference room	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of mixed zone	<input type="checkbox"/> yes	<input type="checkbox"/> no

REMARKS: _____

PLAYING HALL – TV

Lightning conditions (in LUX)	_____	
Parking spaces for OB Van / SNG	_____	
Availability camera positions on tribune	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability camera positions playing court (Positions to be marked on hall plan!)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Commentary positions	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of flash zone (final matches)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Meeting room (TV Meeting)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Adequate power supply	<input type="checkbox"/> yes	<input type="checkbox"/> no

Availability of space for a studio yes no
 (Positions to be marked on hall plan!)

PLAYING HALL – MARKETING

Availability of static advertising boards yes no
 Correct height/length yes no
 Branding possibilities on tribunes yes no
 Irremovable club sponsor presence yes no
 Separated VIP seats in the tribunes yes no
 Availability of VIP room yes no
 General impression VIP room good satisfactory unsatisfactory
 Cleanliness VIP room good satisfactory unsatisfactory
 Availability of catering yes no
 Kind of catering (food, beverage) _____

REMARKS: _____

Technical Services

Positions for statistic provider & assistants yes no
 (Positions to be marked on hall plan!)

Accommodation Ehf Referees/ Ehf Delegates

Hotel category ** star *** star **** star ***** star
 Distance to playing hall (km or min.) _____
 Availability of single and/or double rooms yes no
 Rooms - general impression good satisfactory unsatisfactory
 Bathroom/showers good satisfactory unsatisfactory
 Availability of hot water yes no
 Cleanliness good satisfactory unsatisfactory

Restaurant

Distance to hotel (km or min.) _____
 Availability of menus _____
 Availability of meals à la carte _____

3 CHECK LIST - VENUE SET-UP

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
- Check flash/mixed zone – infrastructure
- 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

4 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

5 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

6 CHECK LIST - TV MEETING

Time schedule

Briefing 2 hours before the throw-off of the match

Feedback meeting – 30 minutes after the end of the match

Duration

Briefing before the match: max 10 minutes

Feedback meeting: max. 10 minutes

Place

All participants shall be informed about in good time prior the meeting by the home club representative
– meeting should take place in the playing hall (meeting room)

Participants

Marketing supervisor (leads the meeting)

EHF delegate (if no marketing supervisor nominated leads the meeting)

Representative of home club

TV producer / Editorial responsible on site

Representative of guest club (upon request of the marketing supervisor / EHF delegate)

ENG Crews

Agenda for Briefing (before the match)

Presentation of participants

Information given by the club representative / marketing supervisor:

- General schedule of event (throw-off time , expected crowd)
- Detailed run down: 60 min before match until throw-off; half-time programme and schedule after the - match (to be handed to all participants – see point 2, chapter 10 of the VELUX EHF Champions League Regulations)
- Special arrangements / side event
- Injuries / comebacks / new players, etc.
- Up-to-date team line-ups (place/time of delivery or pick up)
- Names of EHF referees
- Name of EHF delegates/representatives
- Name of VIPs
- Attitudes in case of unforeseen incidents (injuries, problems with fans, etc.)
- Interviews to be carried out in the mixed zone

Information given by the TV representative:

- Programme schedule of today's match (live/delayed)
- TV set-up (n° of cameras, general set-up, use of mobile cameras during time-break, etc.)
- Interest in interviews (time/place/player to be defined)
- Use of VELUX EHF Champions League Graphics (intro/ outro/ statistics)

Miscellaneous and synchronisation of watches

Agenda for Feedback meeting (after the match):

- Feedback given by the TV representative
- Feedback given by the club representative
- Feedback given by the EHF representative
- Handing over of the DVD/Video tape
- Closing