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## I. INTRODUCTION

The official name of the competition is the “WOMEN’S EHF Champions League 2014/15”. Any abbreviations refer to the official names mentioned above. The official logo of the WOMEN’S EHF Champions League is shown below:



### 1 GENERAL

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

- WOMEN’S EHF Champions League Regulations
- Final4 Regulations
- EHF Advertising on Clothing Regulations
- EHF Rules on Safety and Security Procedure
- Arbitration Agreement and the EHF Code of Conduct
- EHF Legal Regulations
- EHF List of Penalties
- EHF Catalogue of administrative sanctions
- Rules of Arbitration for the EHF Court of Arbitration
- EHF Regulations for Anti-Doping and Wada Anti-Doping Code
- Floor Installation Manual
- Corporate Identity Guidelines based on the Online Design guide
- Host Broadcaster Manual
- EHF Coaches Licensing Implementation Manual
- RINCK Convention Manual (2010 edition)

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

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

By registering for the WOMEN’S EHF Champions League a club confirms to accept and to follow the terms and regulations regarding the release of players to the respective national team.

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

The official name for the WOMEN’S EHF Champions League is WOMEN’S EHF Champions League. In any case of subsequently talking about Champions League in handball, the WOMEN’S EHF Champions League is meant.

In the case of a “presenting sponsor” the official name for the WOMEN’S EHF Champions League will be WOMEN’S EHF Champions League presented by “name of the sponsor” and it must be called in accordance with the instructions by the EHF.

The EHF transfers the use of the complete media and advertising rights for the 2014/15 season to EHF Marketing GmbH (short EHF M) and entitles it to undertake the respective organisational measures with regards to the usage of these rights.

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

## 2 FAIR PLAY

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

- Observe the Rules of the Game and the Regulations governing the competition
- Respect all participants (players, officials, spectators, media representatives, etc.)
- promote the spirit of sportsmanship and pursue the cultural and athletic mission
- Participate in a correct and sportsmanlike way, not influencing any competitions and/or officials in an undue way or trying to manipulate any results.

The EHF Fair play statement is to be read by the announcer prior to each game in the language of the home team as well as in English:

“To ensure fair conditions for all players, officials and referees and in the interest of the sport of handball, we kindly request you, the spectators, to support your team in a fair manner and to show a positive attitude towards all participants and spectators. Thank you.”

## 3 AWARDS

The winner of the WOMEN’S EHF Champions League shall receive the WOMEN’S EHF Champions League trophy.

## 4 GENERAL TIMETABLE

11.06.2014	Deadline for final registration incl. all requested documents
25.06.2014	Official publication of the Champions League participants
26.06.2014	Draw of the 2014/15 WOMEN’S EHF Champions League Qualification tournaments in Vienna.
27.06.2014	Draw of the 2014/15 WOMEN’S EHF Champions League Group Matches in Vienna.
August 2014	EHF Information: 2014/15 WOMEN’S EHF Champions League Regulations 2014/15 Online Design Guide 2014/15 Floor Installation Manual 2014/15 Host Broadcaster Manual
20.- 21.09.2014	Qualification Tournaments
17.-19.10.2014	Group Matches - round 1
24.- 26.10.2014	Group Matches - round 2
31.09.- 02.11.2014	Group Matches - round 3
07.- 09.11.2014	Group Matches - round 4
14.- 16.11.2014	Group Matches - round 5
21.- 23.11.2014	Group Matches - round 6
30.01.- 01.02.2015	Main Round - round 1
06.- 08.02.2015	Main Round - round 2
13.- 15.02.2015	Main Round - round 3
27.02.- 01.03.2015	Main Round – round 4
06.- 08.03.2015	Main Round – round 5
13.- 15.03.2015	Main Round - round 6
03.- 05.04.2015	Quarterfinals – 1st leg
10.- 12.04.2015	Quarterfinals – 2nd leg



14.04.2015	Draw for the WOMEN'S EHF FINAL4
09.- 10.05.2015	WOMEN'S EHF FINAL4

## **5 EHF EVENTS**

### **5.1 WOMEN'S EHF CHAMPIONS LEAGUE DRAW**

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 PARTICIPATION IN WORKSHOPS**

Clubs taking part in the WOMEN'S EHF Champions League are obliged to participate (at least one representative per club) in coordination meetings and workshops relating to the competition organised by the EHF. 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. Exact dates will be communicated by EHF in good time prior to the event.

#### **5.2.1 WOMEN'S EHF FINAL4 Workshop**

The EHF will coordinate the colours of shirts and shorts (including goalkeeper) at this workshop. Therefore each team has to bring their two sets of playing clothing in different colours (one dark and one light colour) to the WOMEN'S EHF FINAL4 workshop.

### **5.3 AVAILABILITY OF DELEGATION MEMBERS**

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

## II. COMPETITION

### 1 STRUCTURE OF THE COMPETITION

#### 1.1 FREQUENCY

The WOMEN'S 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 WOMEN'S EHF Champions League matches shall be specified by the EHF and notified to the participating teams and National Federations with the announcement of the WOMEN'S EHF Champions League.

##### 1.2.2 Individual fixtures

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

Matches can be played on Fridays, Saturdays and Sundays.

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/M.

### 2 ENTRY CONDITIONS

#### 2.1 ELIGIBILITY TO ENTER

##### 2.1.1 National Champion

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

##### 2.1.2 Recognition by EHF

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

##### 2.1.3 Ranking list

The participating teams in the WOMEN'S 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 2 are entitled to participate in the WOMEN'S EHF Champions League with 2 teams and the National Federations ranked 3 – 24 are entitled to participate in the WOMEN'S EHF Champions League with 1 team.

##### 2.1.4 Winner of the WOMEN'S EHF Champions League

If the defending champion fails to qualify through the national competition, it has the right to participate in a Qualification Tournament. However, in this case the National Federation concerned loses its right to apply for an additional place in the competition.

##### 2.1.5 Restrictions

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

#### 2.1.6 Registration (Clubs)

After the closing date for entries, the participating clubs are assigned by the EHF to the WOMEN'S EHF Champions League in accordance with the Ranking list. If one or several teams fail to register, the EHF has the right to enter the next teams on the Ranking list.

### 2.2 NON-ADMITTANCE OF CLUBS TO THE WOMEN'S EHF CHAMPION LEAGUE

Failures or omissions regarding basic requirements or administrative conditions in connection with a legally correct and complete registration of a club to the WOMEN'S EHF Champions League lead to a refusal of the registration by the EHF. The EHF is entitled not to admit clubs to the WOMEN'S EHF Champions League which do not fulfil the respective technical and/or organisational and/or administrative requirements. The competence for decision taking relating to such matters shall be with the EHF Competitions Commission regarding technical questions and with the EHF Office regarding organisational, administrative and financial issues.

### 2.3 PLEDGE OF COMMITMENT

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

### 2.4 REGISTRATION SYSTEM

A correct registration of clubs for the WOMEN'S EHF Champions League includes the fulfillment 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.
- Payment of the deposit of € 15,000,--  
The registering club together with the National Federation concerned are to be held responsible for the completeness and correctness of the presented documents.

2.4.1 The teams' registrations for entry in the WOMEN'S EHF Champions League and the signed Code of Conduct and the signed arbitration agreement shall be received by the EHF Office not later than 11 June 2014.

2.4.2 A deposit of € 15,000 shall be transferred to the EHF Bank account by 11 June 2014

2.4.3 Registrations shall be made by the Member Federations using exclusively the official entry forms circulated by the EHF with the announcement of the competitions.

2.4.4 Clubs shall be entered by their national Member Federation by name, on the basis of their performance in the competitions of the past season. Their qualification to enter the competition shall be officially documented.

2.4.5 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.

## 2.5 REQUEST FOR AN ADDITIONAL PLACE

- 2.5.1 All Federations (except Federations ranked 1 and 2) have the right to apply for an additional place in the WOMEN'S EHF Champions League. The eligibility for the 2014/15 European Cup must be given.
- 2.5.2 The EHF Executive Committee is entitled to award teams with a place in the WOMEN'S EHF Champions League. If a club is awarded with an additional place, it does not result in an additional European Cup place for the respective Federation.

## 2.6 INTEGRITY OF THE COMPETITION

- 2.6.1 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.
- 2.6.2 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.
- 2.6.3 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.
- 2.6.4 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).

## 2.7 ENTRY FEES

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

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

	<b>Amount</b>	<b>Date</b>
Qualification tournaments	€ 375,--	01.09.2014
Group Matches (total)	€ 3.750,--	01.10.2014
Main Round (total)	€ 3.750,--	01.01.2015
Quarterfinals	€ 1.500,--	01.04.2015
WOMEN'S EHF FINAL4	€ 4.500,--	01.05.2015

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

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

An invoice will only be sent upon written request.

## **2.8 WITHDRAWAL (FORFEIT) AND FAILURE TO PLAY A MATCH**

- 2.8.1 By entering the WOMEN'S EHF Champions League, a club agrees to enter all rounds resulting from the match system.
- 2.8.2 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:
- the club shall pay a fine of EUR 25,000.
  - the club shall be disqualified from the participation in any European Cup competitions for up the subsequent two seasons.
  - the defaulting team liable for damages and payment of all costs arising thereof to its opponent as well as the EHF and in particular their contractual partners and shall carry all sanctions.
- 2.8.3 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 in articles B.8 and B.9 of the EHF list of penalties).

## **2.9 DRAWING**

- 2.9.1 The draw for each round shall be held at the venue named by the EHF on the date scheduled in the announcement.
- 2.9.2 Seeding  
Teams shall be seeded based on the EHF Seeding list for the WOMEN'S EHF Champions League. This is valid for the draw of the qualification as well as for the draw of the Group Matches.

The national champion of the National Federations ranked 1 and 2 of the EHF Ranking List (place distribution) will have a place in the Group Matches. The second ranked teams of these Federations will have a place in the qualification tournaments.

The National Champions of the Federations ranked 1 to 12 of the EHF Seeding list for the 2014/15 season will have a place in the Group Matches.

In the Champions League qualification tournaments, teams of the same country shall play against each other.

In the Champions League Group Matches, teams from the same country shall not play against each other. The groups of the qualification tournaments will be allocated according to seeding in the first possible group starting from group A to D.

The right to organise a qualification tournament will be decided by a draw of lots. The use of the right to organise a qualification tournament includes the fulfilment of the respective requirements set by the EHF.

## 2.10 PLAYING SYSTEM FOR THE WOMEN'S EHF CHAMPIONS LEAGUE

### 2.10.1 Qualification tournaments

#### 2.10.1.1 Teams are drawn into 4 groups of 4 teams each.

Within each group there are 2 semifinals on one day and 2 finals (place 1/2 and 3/4) on the next day.

The matches of this round shall be played at one venue on one weekend.

#### 2.10.1.2 The first ranked team of each group of the qualification tournaments qualifies for the Group Matches.

The teams ranked 4 of the qualification tournaments are entitled to participate in the Cup Winners' Cup round 2 and teams ranked 2 and 3 of the qualification tournaments are entitled to participate in the Cup Winners' Cup round 3 (played according to the EC Regulations).

#### 2.10.1.3 Matches 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 Cup Winners' Cup round 2 resp. round 3.

### 2.10.2 Group Matches

#### 2.10.2.1 The group Matches shall be played in four groups of four teams each, with each team playing each of the other teams once at home and once away.

#### 2.10.2.2 Basically the Group Matches of the WOMEN'S EHF Champions League shall be played in accordance with the schedule set out below.

round 1: 1 – 3 and 2 – 4  
Round 2: 4 – 1 and 3 – 2  
Round 3: 2 – 1 and 4 – 3  
Round 4: 1 – 2 and 3 – 4  
Round 5: 3 – 1 and 4 – 2  
Round 6: 1 – 4 and 2 – 3

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

#### 2.10.2.3 Playing both matches in only one country at one venue at one playing period is not permitted for any matches of the WOMEN'S EHF Champions League starting from the Group Matches.

#### 2.10.2.4 Those teams ranked 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in each group after the completion of the Group Matches qualify for the Main Round. Those teams ranked 4<sup>th</sup> in each group after the completion of the Group Matches are entitled to participate in the Cup Winners' Cup. They enter the Cup Winners' Cup in Round 4 – last 16 (played according to European Cup Regulations).

### 2.10.3 Main Round

#### 2.10.3.1 The Main Round shall be played in two groups of six teams each.

#### 2.10.3.2 The 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> ranked teams of group A and B of the Group Matches go into the same group in the Main Round (Group 1 of the Main Round) and 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> ranked team of group C and D of the Group Matches go into the same group in the Main Round (Group 2 of the Main Round).

- 2.10.3.3 The three teams coming from the same group take along their results (points and goals) from the matches against each other. Each team plays a home and an away match against those 3 teams qualifying from the parallel group.
- 2.10.3.4 Basically the Main Round of the WOMEN'S EHF Champions League shall be played in accordance with the schedule set out below.

Round 1:	1. A/C – 1.B/D and	2. A/C – 2. B/D and	3. A/C – 3. B/D
Round 2:	3. B/D – 1. A/C and	1. B/D – 2. A/C and	2. B/D – 3. A/C
Round 3:	1. A/C – 2. B/D and	2. A/C – 3. B/D and	3. A/C – 1. B/D
Round 4:	1. B/D – 1 A/C and	2. B/D – 2. A/C and	3. B/D – 3. A/C
Round 5:	1. A/C – 3. B/D and	2. A/C – 1. B/D and	3. A/C – 2. B/D
Round 6:	2. B/D – 1. A/C and	3. B/D – 2. A/C and	1. B/D – 3. A/C

In case of 2 teams of the same country play in the same group in the Main Round, the order of the matches in this group can be changed by the EHF.

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

- 2.10.3.5 The teams ranked 1 to 4 in each group after the completion of the Main Round qualify for the Quarterfinals.
- 2.10.4 Quarterfinals
- 2.10.4.1 The matches of the quarterfinals shall be played as first and second leg matches.
- 2.10.4.2 The matches of the quarterfinals are not drawn by lots, they result from the final standings of the Main Round.

4<sup>th</sup> placed team Group 2 vs. 1<sup>st</sup> placed team Group 1  
4<sup>th</sup> placed team Group 1 vs. 1<sup>st</sup> placed team Group 2  
3<sup>rd</sup> placed team Group 2 vs. 2<sup>nd</sup> placed team Group 1  
3<sup>rd</sup> placed team Group 1 vs. 2<sup>nd</sup> placed team Group 2

There is no protection from teams of the same country.

- 2.10.4.3 The winning teams of the Quarterfinals qualify for the WOMEN'S EHF FINAL4.
- 2.10.5 Final Phase
- 2.10.5.1 WOMEN'S EHF FINAL4  
The semifinal matches of the WOMEN'S EHF FINAL4 are drawn by lots.  
For the WOMEN'S EHF FINAL4 additional regulations apply complementing the WOMEN'S EHF Champions League Regulations 2014/15.
- 2.10.5.2 In case a WOMEN'S EHF FINAL4 will not be played, the playing schedule, playing dates as well as the resp. points of the regulations will be adapted.

## 2.11 PLAYERS LIST AND PLAYER/CLUB INFORMATION

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

Qualification tournaments: 15 August 2014

This players list is valid for all following rounds in the European Cup (WOMEN'S EHF Champions League in case of a qualification or for the Cup Winners' Cup in case of ranking 2 to 4 in the Qualification Tournaments).

Group Matches: 1 September 2014

This players list is valid for all following rounds in the European Cup (WOMEN'S EHF Champions League in case of a qualification for the Main Round or in the Cup Winners Cup in case of ranking 4 in the Group Matches).

- 2.11.2 The official form shall be completed with all the required details and information.
- 2.11.3 The participating teams in the WOMEN'S EHF Champions League have the duty to provide the player's information sheets (form prepared by EHF/M) to the EHF by the respective deadline.
- 2.11.4 The participating teams in the WOMEN'S EHF Champions League have to upload the club logo, a team photo and a photo of each player at the EHFfamily and to complete the players information of each player within the given deadline.
- 2.11.5 Players are eligible to play in the WOMEN'S EHF Champions League if they are eligible to play for the participating club in the National Championship at the time of the match.
- 2.11.6 Those players for whom the National Federation is not entitled to issue a national eligibility to play at the time the players list is drawn up and communicated (transfer procedure pending/ not completed) are not allowed to be registered for entering the WOMEN'S EHF Champions League (from being named on the players list) at the respective point of time.
- 2.11.7 A player may not compete in an EHF club competition if the player is playing at the same time for two clubs or two teams in the top division of the domestic league. Players may compete in an EHF club competition if the player is playing for two clubs or teams but only if the second team is not playing in the top division of the domestic league.

## 2.12 LATE ENTRIES

- 2.12.1 In cases in which a player is not recorded on the players list submitted within the prescribed deadline (see chapter II; point 2.11.1) but should become eligible to play in the WOMEN'S EHF Champions League at a later date, the player may be named as a late entry only if points 2.12.4 –2.12.5 (chapter II) is not applicable.
- 2.12.2 Each late entry shall be communicated to the EHF only through the National Federation and shall be confirmed on the official EHF late entry form by the National Federation. For each player entered late a fee of EUR 75 shall be payable to the EHF. Evidence of payment shall be enclosed with the late entry



2.12.3 Late entries of players are not possible during the playing period of each individual phase of the competition. The following deadlines apply for the late entry of a player for the respective phase:

Qualification tournaments:	Wednesday, 17 September 2014
Group Matches:	Tuesday, 14 October 2014
Main Round:	Tuesday, 27 January 2015
Quarterfinals:	Tuesday, 31 March 2015
WOMEN'S EHF FINAL4:	Tuesday, 05 May 2015

2.12.4 After 14 October 2014 (deadline for the late entry for the Group Matches), a late entry of a player is not possible, in the case of the player affected participated in a match during the running competition with another club participating in the WOMEN'S EHF Champions League excluding the qualification rounds.

2.12.5 If a player changes the club after 31 January 2015 -national or international transfer - she shall be able to get eligibility to play for the new club in the WOMEN'S EHF Champions League via a late entry only if she has not played in any official club match (national or international) for another club between 31 January 2015 and the date on which she changed the club. Points 2.12.1 to 2.12.4 (chapter II) of these Regulations is to be observed.

## 2.13 PARTICIPATION IN THE MATCH

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

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

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

## 2.14 SUSPENDED PLAYERS

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

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

## 2.15 EHF COACHES LICENSING

### 2.15.1 Registration

2.15.1.1 The clubs participating in the WOMEN'S EHF Champions League shall communicate to the EHF Office the EHF Coaches Licensing Application Sheet (using the official EHF form), via the respective National Federation. The National Federation shall confirm that the coach(es) comply with the requirements of relevant categories of the EHF Rinck Convention (see chapter I, point 1/EHF Coaches Lisensing Implementation Manual and RINCK Convention Manual), sign and stamp the sheet and send it back to the EHF Office by:

Qualification tournaments:	15 August 2014
Group Matches	1 September 2014

2.15.1.2 The EHF Coaches Licensing Application Sheet shall be completed with all the required details and information.

2.15.1.3 The clubs can fill in the EHF Coaches Licensing Application Sheet for as many coaches as they wish (one sheet per coach) but in any case a minimum of one (1) coach must be registered and take effectively part in the matches of the club.

#### 2.15.2 Late Registration

2.15.2.1 Regardless the reasons (i.e. transfer, employment contract termination, illness etc.), should a club not having any of its coaches registered under the EHF Coaches Licensing system entered on a match report, a late registration shall immediately be communicated to the EHF Office in accordance with the proceedings described in point 2.15.1 of the present chapter (without taking into account the deadlines).

2.15.2.2 If a coach changes club and responsible National Federation, a new EHF Coaches Licensing Application Sheet shall be communicated to the EHF Office in accordance with the proceedings described in point 2.15.1 of the present chapter (without taking into account the deadlines).

2.15.2.3 A late registration may be communicated to the EHF at any time of the season.

### 3 PLAYERS' CLOTHING

- Each team shall have two sets of playing clothing in different colours (one dark colour and one light colour). These shall be in line with the EHF's current advertising on Clothing Regulations. A photo of both sets of playing clothing (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 upper part of the front of the shirt. 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 WOMEN'S 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 WOMEN'S 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.

#### 3.1 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 MATCHES AND RANKING

### 4.1 GENERAL

- 4.1.1 All matches of the WOMEN'S EHF Champions League shall be played in 2 x 30 minutes with a half-time break of 10 minutes.  
The EHF reserves the right to extend the half-time break in special circumstances to 15 minutes.
- 4.1.2 The matches shall be scored as follows:  
a) win = 2 points  
b) draw = 1 point  
c) loss = 0 points
- 4.1.3 Teams' rankings are obtained by adding up the number of points won.

### 4.2 QUALIFICATION 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 MATCHES AND MAIN ROUND

- 4.3.1 If two or more teams have scored the same number of points, the ranking will be determined as follows:
- 4.3.1.1 During the matches of the group:  
a) higher goal difference in all matches;  
b) greater number of plus goals in all matches;
- 4.3.1.2 After completion of the group 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;
- 4.3.1.3 After completion of the group 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;  
f) higher ranking in Group Matches (Main Round only)  
g) greater number of points in Group Matches (Main Round only)
- If the ranking of one of these teams is determined, the criteria are consecutively followed until the ranking of all teams is determined.
- 4.3.1.4 If no ranking can be determined, a decision shall be obtained by drawing lots. Lots shall be drawn by the EHF, if possible in the presence of team managers.

#### **4.4 QUARTERFINALS**

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

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

#### **4.5 RULES FOR EXECUTION OF PENALTY THROWS**

- Prior to penalty throwing, each team shall name five players eligible to play at the end of the match by handing the referees a list of numbers. These players shall then take one throw each, alternating with their opponents. Each team is free to determine the sequence in which throwers will take their throws
- The goalkeepers may be freely selected from the match report and exchanged in accordance with the Rules of the game. Goalkeepers may take throws and throwers may play as goalkeepers.
- 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 scores are equal after the first round of penalty throwing, it shall be continued until a decision is reached. In the second round, the other team shall start. Again five players shall be named who are eligible to play (the players named before may be named once again).
- In the second round, a decision is reached when a goal difference arises after both teams have taken one throw each.
- Eligible players are players entered in the match report who have not been disqualified or suspended at the time of the final whistle.
- Serious infractions committed during penalty throwing shall be sanctioned by disqualification. If a thrower is disqualified or suffers an injury, an eligible substitute player shall be named supplementary.
- While the throws are being taken, only the player taking the throw, the current goalkeeper and the referees may enter the respective half of the playing area.
- 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**

WOMEN'S EHF Champions League matches shall be played in accordance with the IHF's current Rules of the Game. Variations on a technical level are possible.

## **III. THE VENUE**

### **1 GENERAL**

Matches of the WOMEN'S 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**

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

#### **2.2 FLOOR SET-UP**

In order to install the official flooring system, the playing hall must be available at least 24 hours before the beginning of the match. Exceptions to this duty are subject for approval by the EHF.

#### **2.3 AVAILABILITY FOR TRAINING OF THE GUEST CLUB**

- 2.3.1 The home club shall provide the visiting team the opportunity to hold a training session of at least one hour at a reasonable time on the match day in the playing hall. In addition, the home club shall provide the visiting team the opportunity to hold a training session of at least one hour on the day before the match, again preferably in the playing hall.
- 2.3.2 If the playing hall should not be available for this purpose on the day before the playing day, the home club shall offer another playing hall within a distance of not more than 25km/45 min from the playing hall of the match. These training facilities shall be offered free of charge.
- 2.3.3 Training facilities for a training session on the day before the match shall be requested by the visiting team not later than 10 days before the day of the match. In the case a team does not request this training session within the time period stipulated, training on the day prior to the match can be granted only on mutual consent.

#### **2.4 AVAILABILITY OF PLAYING COURT**

60 minutes prior to the start of the match the playing area shall be made available to the two teams for warm-up and play practice (except the qualification tournaments).

#### **2.5 EQUIPMENT**

- 2.5.1 Playing hall outdoor surroundings
  - parking area (incl vip parking)
  - parking area (TV: oB van, sng, 4 additional trucks)
- 2.5.2 Playing hall
  - 2.5.2.1 Hall capacity: to be defined adequately from the group phase to the semifinals
  - 2.5.2.2 playing court (size: 40m x 20m)
  - 2.5.2.3 Base area (minimum size: 44m x 24m)
  - 2.5.2.4 Chairs (for exactly 16 persons)

- 2.5.2.5 Wooden static board system of 1 m height and 80m length (for long and short side barrier)
- 2.5.2.6 Separate locker rooms for clubs: minimum of 30 m<sup>2</sup> equipped with showers, benches, lockers and a massage table; availability of water in closed bottles (minimum 1 litre / person)
- 2.5.2.7 One locker room for referees (at least 15 m<sup>2</sup> equipped with shower, chairs, and water in closed bottles – minimum 1 litre/person)
- 2.5.2.8 Electronic scoreboard (min. 2 electronic scoreboards)
- 2.5.2.9 Timekeeper's table: size approx. 3 x 0,70m (number of persons: 4)
- 2.5.2.10 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.
- 2.5.2.11 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.  
In case a second EHF delegate is nominated, the hall announcer shall be seated behind the table.
- 2.5.2.12 Timekeepers' equipment: electronic timekeeping machine and reserve clock
- 2.5.2.13 In all WOMEN'S 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.
- 2.5.2.14 A reserve clock (with a diameter of 25cm) displaying seconds and minutes shall be available.
- 2.5.2.15 Catch nets behind the goals and behind the advertising
- 2.5.2.16 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).
- 2.5.2.17 Heating (minimum temperature 18°)
- 2.5.2.18 Central air Conditioning
- 2.5.2.19 Lighting system appropriate for TV broadcasts (minimum 1.000, optimum 1.200-1.500 lux)
- 2.5.2.20 Sound system, area for equipment
- 2.5.2.21 Press conference room
- 2.5.2.22 Mixed zone / Flash zone
- 2.5.2.23 Photographer working area behind the goal
- 2.5.2.24 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!)
- 2.5.2.25 Internet connection at the oB truck
- 2.5.2.26 Technical requirements for internet connection (digital match reporting on the timekeeper's table)
- 2.5.2.27 Commentary position(s) 4 (max. 8) pax.
- 2.5.2.28 VIP tribune: minimum seating requirements: 25 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;
- 2.5.2.29 VIP room for at least 50 people
- 2.5.2.30 1 room for the official EHF Delegate, EHF Representatives and Marketing supervisor: minimum 15m<sup>2</sup>; high speed internet access and easy access to printer, fax and telephone
- 2.5.2.31 Area for medical staff (close to the playing court)

2.5.2.32 Barrier free access for disabled people

2.5.2.33 Emergency exits

2.5.2.34 Arena access (secure access for players, team officials, EHF officials, etc.)

2.5.2.35 Public toilets

### **3 GENERAL CONDITIONS**

#### **3.1 SPORTS FACILITIES / PLAYING HALLS**

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

#### **3.2 APPEARANCE OF THE PLAYING HALL**

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

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

#### **3.3 ACCESS**

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

### **4 THE WOMEN'S EHF CHAMPIONS LEAGUE FLOOR**

#### **4.1 GENERAL**

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

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

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

#### **4.2 RENT OR PURCHASE MODEL**

EHFM offers two options: the rent and the purchase model. In both cases the official flooring system shall only be rented or purchased from EHFM. 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). EHF does not take on material orders, but will of course support the home club with relevant information.

### 4.3 PRODUCTION AND TRANSPORT

The official WOMEN'S 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 WOMEN'S 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 EHF. After having received the official Champions League floor, the club is obliged to fax all existing custom documents to EHF.

### 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 EHF. The first installation is generally done with double-sided tape. EHF advises the home club not to use single-sided tape for the installation, especially if the floor is installed for more than one match. EHF 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 EHF as soon as possible. Maintenance costs have to be covered by the home club.

### 4.6 STORAGE

As long as the floor is in EHF 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 WOMEN'S EHF Champions League, a possible storage facility close to the playing hall has to be communicated to EHF. The final decision of the storage facility will be taken by EHF after having analysed each case individually.



#### **4.7 FURTHER USE**

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

### **5 VENUE INSPECTIONS AND AUDITING**

The basic venue requirements set-up by the EHF shall be adhered to. The EHF has the right to inspect the playing hall of a participating club in order to make sure that these minimum requirements in terms of technical, organisational and marketing matters are fulfilled by the home club. The combined effort of the EHF and the home clubs in ensuring high quality standards is indispensable to meet the expectations of spectators in the playing hall, spectators on TV and sponsor partners. A first check before the season as well as a further check during the event ensures the smooth running of the operations in each area of the organisation. A reporting system guarantees a steady improvement for forthcoming seasons.

#### **5.1 DUTIES OF THE HOME CLUB**

The home club has to be represented by the club management. Moreover, the presence of local persons in charge for the individual topics (playing hall, press/TV and marketing) within the complete duration of the inspection has to be secured by the club. In case of no fluent English knowledge a translator has to be present.

Furthermore, the club is responsible for organising local transport and (eventually) accommodation for the inspecting EHF official.

In the 1st site-inspection the cost for travel expenses as well as the daily allowance of the inspection is borne by the EHF, the cost for local transport and board and lodging (if necessary) of the EHF official has to be borne by the home club.

In case of a 2nd inspection (audit) all cost are to be borne by the home club.

The final decision if a playing hall/venue will be confirmed rests with the EHF.

## **IV. ORGANISATION OF THE EVENT**

### **1 MATCH DATES / TIMES**

Within the given period the playing day as well as the throw-off time is coordinated by EHF/EHFM in contact with the TV-partners and clubs. The information about playing day, throw-off time, venue etc. will be provided to all parties (guest teams, EHF Officials etc.) by the EHF. 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 WOMEN'S EHF Champions League design (see the online Design Guide). The design for tickets is recommended in the online Design Guide, but is not mandatory.

#### **2.2 ACCREDITATIONS AND INVITATIONS GUEST CLUB HOME**

Clubs shall make available to the visiting clubs 10% of the admission tickets (a minimum of 200 tickets) against payment of the customary local price. At least 10 of those tickets must be VIP-tickets, however, the guest team must name the recipients of the VIP tickets no later than at the Technical Meeting. The complete number of tickets have to be ordered by the visiting club in writing no later than 10 days before the match. If no order for tickets is received by that date, the tickets may be sold by the home club without any restrictions.

The exact seating of the guest club's ticketholders (VIP and others) must be fixed at the Technical Meeting.

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

#### **2.4 ACCREDITATIONS AND INVITATIONS OF VIPS, EHF, ETC.**

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

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

## **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, the final decision is in the responsibility of the EHF.

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 EHFM before each game. All TV representatives not from the Host broadcaster or the respective EHF TV partner have to ask for authorization from EHFM.

Starting with the finals 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 for compensation in reference to the compulsory guarantees stated in chapter IV, point 3.2.

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

### **3.2 DUTIES OF THE HOME CLUB (VISA, WELCOME AND LOCAL TRANSPORT)**

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

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

In case the guest club travels by bus, the home club is free from the obligation to provide a bus arrangement. No costs are to be refunded as a consequence. In case of unusual difficulties of the guest club during its stay, the home club is expected to provide appropriate assistance within the framework of a sportsmanlike co-operation.

### **3.3 EHF OFFICIALS**

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

### **3.4 EHF PRESIDENT OR EHF REPRESENTATIVES**

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

### **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 persons in the delegation, the duration of its stay, the level of accommodation and food as well as the complete programme during its stay etc.

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

### **4.2 EHF OFFICIALS**

Single rooms in a hotel at international level (minimum 3 stars) have to be booked for the EHF officials nominated by the EHF/M. The officials shall pay any further cost related to personal matters themselves (phone calls from hotel, mini bar, pay TV, etc.):

Breakfast, lunch and dinner have to be provided in the hotel restaurant or a restaurant close to the hotel. The cost for boarding and lodging of all EHF representatives is borne by the home club.

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

### **4.3 EHF PRESIDENT OR EHF REPRESENTATIVES**

A single room in a 4-star hotel has to be booked for the EHF President or an EHF Representative. Depending on the individual timetable breakfast, lunch and dinner have to be provided in the hotel restaurant or a respective restaurant by the home club. The costs for boarding and lodging are to be covered by the home club.

### **4.4 EHF SPONSOR PARTNERS AND MEDIA REPRESENTATIVES**

On EHF request single rooms in a 4-star hotel have to be booked for the EHF sponsor partner and media representatives.

Depending on the individual timetable breakfast, lunch and dinner have to be provided in the hotel restaurant or any first class restaurant by the home club. The costs for boarding and lodging of the EHF sponsor partners and Media representatives are to be covered by the parties themselves respectively the EHF.

In case a sightseeing tour is requested by the EHF for the EHF sponsor partners, the home club shall support the organisation. The cost is covered by the EHF. The EHF informs the home club about this request 10 days in advance at the latest in order to secure a correct planning and organisation.

## **5 ORGANISER'S STAFF**

### **5.1 SCOREKEEPER AND TIMEKEEPER**

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

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

The timekeeper shall have at his disposal a sufficient number of cards (sized a4) matching the EHF sample design for noting the numbers of players suspended and the end of their suspension periods. These cards shall be placed visibly on the timekeeper's desk, in vertical position, for easy legible for both teams. The home club shall pay the cost of the timekeeper and the scorekeeper.

#### 5.1.1 Timekeeper's desk

The following persons shall be seated at the timekeeper's desk in the following order:  
EHF delegate, time-keeper, score-taker, official announcer.

Alternatively, it is possible that the announcer is seated behind to the timekeepers' desk. A representative who the EHF may delegate for doping control shall be assigned a seat in the substitution area.

## 5.2 TECHNICAL EQUIPMENT AND PERSONNEL

5.2.1 Technical equipment and personnel shall be made available by the local organiser/home club in accordance with the requirements defined by the EHF and/or the EHF's marketing partners / the local TV host broadcaster.

5.2.2 The announcer provided by the local organiser shall be selected with due regard for the need to make all announcements also in the English language. Moreover the instructions of EHF officials must be followed by the announcer. The announcer shall not misuse his position in an unsportsmanlike way.

5.2.3 Security staff, first-aid teams, etc. shall be provided in accordance with the standards set by the EHF Rules on safety and security procedure.

5.2.4 In case of an introduction of a WOMEN'S EHF Champions League statistic the home club must make available the necessary technical support as well as personnel (1-2 people). Some knowledge of the English language is a requirement for these people.

## 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.

## **6 SECURITY**

### **6.1 GUARANTEES BY THE LOCAL ORGANISER**

- 6.1.1 The clubs and National Federations are responsible for the conduct of their players, officials, members (any persons exercising a function on their behalf at a match), and fans.
- 6.1.2 The clubs and national Federations undertake to observe the provisions of the EHF Rules on safety and security procedure before, during and after all matches. All safety and security measures shall be co-ordinated with the persons in charge of specific services and with the EHF delegate / EHF security delegate.
- 6.1.3 The local organiser / home club is responsible for maintaining good order and safety and security before, during and after the match. It may be held responsible for incidents of any kind. The relevant provisions of IHF and EHF Regulations shall apply.

## **7 VIDEO RECORDINGS**

Upon request to the EHF, using an official form designed for this purpose, any participating team shall be allowed to make video recordings of WOMEN'S EHF Champions League matches for teaching and coaching purposes. Persons making video recordings of a match on video who are unable to produce an EHF permit may be asked to leave the playing hall. Due to space limitations in a playing hall, restrictions may have to be imposed. Such restrictions shall be agreed with the EHF.

All clubs participating in the WOMEN'S 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 WOMEN'S EHF Champions League. Such recordings, however, shall be made by only one person using one camera. Such video recordings shall be shown only privately to the teams concerned for study of tactics and shall not be exploited commercially.

## **8 OFFICIALS TAGS**

Starting with the Qualification Tournaments, each home club has to produce official's tags (Official A, Official B, Official C, Official D). These tags have to be provided to the EHF delegate at least 1 hour prior to the start of the match. The officials of both teams, which were announced at the Technical Meeting, have to wear these tags during the complete match.



## **V. MEDIA**

### **1 PRESS**

#### **1.1 MEDIA ROOM / WORK ROOM**

- 1.1.1 The home clubs shall provide to the EHF and/or the holders of rights the technical support required as well as access for technical staff.
- 1.1.2 A sufficient number of workplaces shall be made available for press and media representatives as well as equipment in accordance with common standards for international sports events (phone and modem outlets, internet connections, etc.).
- 1.1.3 The home club shall create good working conditions for media representatives (TV, radio, printed media) by providing a media room with tables and chairs, internet access – high speed (WLAN or cable connection e.g. ISDN, ADSL – a line for internet access/ISDN or equivalent) shall be provided by the club free of charge, telephone and telefax. Media information such as player lists, match reports, statistics as well as additional team and player information should also be made available. Upon written request by the visiting team, an appropriate number of seats shall be reserved for accredited journalists and an appropriate number of power outlets as well as telephone and telefax lines made available. The journalists accompanying the guest club must apply for official accreditation 3 days prior to the match at the latest and are to be supported with regard to hotel reservations and visa problems in accordance with international practice. An accreditation can only be refused by the home club after a discussion with the EHF, the final decision rests with the EHF.

#### **1.2 PRESS SEATS ON THE TRIBUNE**

Working places for accredited media representatives and journalists must be available with table and electricity and access to either cabled or WIFI internet (exclusive network only for media). These seats shall be separated from those of spectators. In addition the seats of the media representatives and journalists shall be additionally protected.

#### **1.3 MIXED ZONE**

The location of the mixed zone is essential and must be an integral part of the routing of the players, yet not too far from the media seats in the hall and the pressroom. It should be located directly outside the player exit; all players should have to pass through the mixed zone on their way to the changing rooms. The area should be separated into clear zones – walkway for the players and the section for the media representatives. The zone for media representatives should be divided into three specific areas too; one area for the holders of TV rights and a second area for radio, followed by written press. All accredited media representatives should be given a plan of this area, which should include details on the routing when they register upon arrival. The press/TV/statistics responsible should also inform the teams on the location of the mixed zone. Security personnel must be well briefed on the restrictions in this area.

Spectators, court personnel, etc. should not have access to this area. Access shall only be granted to the host broadcaster as well as to the media (radio) and press representatives (journalists).

#### **1.4 PRESS CONFERENCE**

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

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

## **2 OFFICIAL WEBSITE - EHFCL.COM**

To ensure extensive coverage of the WOMEN'S EHF Champions League on the official website, ehfCL.com, the EHF has a network of journalists reporting on the competition. An article about the match is posted to the website following each game.

To assist with the writing of these articles of matches, clubs must provide a short written report directly after the match. This report should be sent to: [newseditor@eurohandball.com](mailto:newseditor@eurohandball.com)

The report should contain the following information:

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

## **3 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 WOMEN'S EHF Champions League.

Starting with the Group Matches all clubs participating in the WOMEN'S EHF Champions League are obligated to integrate the official web-banners linking to the ehfCL.com and ehfTV.com into the official club website on the starting page. 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 WOMEN'S EHF Champions League.

## **4 PHOTOGRAPHERS**

### **4.1 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.

## 4.2 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 WOMEN'S EHF Champions League match.

## 4.3 PHOTOGRAPHS FOR THE OFFICIAL WEBSITE

The EHF/M has the right to nominate special EHF photographers starting from the Group Matches to the WOMEN'S 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 WOMEN'S 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 WOMEN'S EHF Champions League website (photo gallery and articles) as well as for purposes promoting the WOMEN'S 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/emotion) pictures of both teams 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

## 5 TELEVISION AND RADIO

The EHF is the right holder of the TV and media rights relating to the WOMEN'S EHF Champions League for the 2014/15 season and therefore exclusively entitled to market such rights to thirds parties.

### 5.1 GENERAL

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

### 5.2 TV RIGHTS

The EHF transfers the use of the complete media rights for the 2014/2015 season to EHF/M and entitles it to undertake the respective measures with regards to the usage of these rights.

- 5.2.1 In all matches of the Qualification Tournaments, Group Matches, Main Round, Quarterfinal matches and Finals played within the framework of the WOMEN'S 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.
- 5.2.2 The 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.
- 5.2.3 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/M (or for its respective partners) free of charge at the EHF/M chosen satellite. The broadcast rights stay with the EHF/M in all territories and in respect the respective club.
- 5.2.4 A club is released from this duty by the EHF/M, if a respective agreement with a TV partner is reached by EHF/M. Clubs directly qualified for the Group Matches will be released from this duty if a TV agreement is reached by EHF/M until 31 August 2014. Clubs qualified via Qualification tournaments will be released from this duty if a TV agreement is reached by EHF/M until 30 September.
- 5.2.5 Should there be neither a TV agreement between the EHF/M and a club participating in the Group Matches nor between the EHF/M and a TV partner, EHF/M takes over the organization of the production of the TV signal by 08 October 2014 and the respective costs are to be covered by the club.

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

### 5.3 TV MEETING

One hour prior to the start of the match a TV-meeting should be held in the playing hall with the participation of the responsible person from the TV-station, the EHF delegate or a responsible person from the EHF/M and a representative from both teams. The following points are to be discussed during this meeting (see also enclosures -check list for TV-meeting or the TV host broadcaster manual):

- Pre-match run down (entry ceremony -exact timings; awarding ceremony in case of the final - to be prepared in written form by the home club
- Detailed event schedule (before the match, half-time programme, after the match, expected number of spectators, side events, etc.) - to be prepared in written form by the home club
- Team line-ups (to be prepared in written form by the home club) have to be provided to all media representatives and have to be sent to transmitting TV channels before the match via fax or e-mail
- Information regarding injuries/come backs/new players, etc.
- Information about position of the mixed zone (for interviews before/after the match)
- TV set-up, interest in interviews, TV schedule, implementation of WOMEN'S EHF Champions League intro/outro/graphics (information given by the TV representative)
- Names of EHF officials/ referees (information given by the EHF delegate)

### 5.4 ON-SITE SUPPORT

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

### 5.5 ACCREDITATION/ACCES OF THE HOST BROADCASTER

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.

### 5.6 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/M. All such requests by radios and TV crews must be communicated to EHF/M prior to the match. The restriction also includes access for news coverage.

### 5.7 TECHNICAL REQUIREMENTS

In the sense of optimizing high quality TV exposure, irrespective of the event's location throughout Europe, the home club shall guarantee a professional collaboration as well as excellent working conditions for the host broadcaster and other TV right holders.

- 5.7.1 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.

- 5.7.2 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 and 2.6) have to be issued to the TV representatives and staff.
- 5.7.3 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.
- 5.7.4 The position of the main camera has to be in line with the center line of the playing court 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 WOMEN'S EHF Champions League. The home club shall make the respective seats/area available to the host broadcaster for the positioning of cameras.
- 5.7.5 Power supply: 2 x 63 Amp, 3 x 32 Amp
- 5.7.6 Cables ways for all technical devices in the playing hall.
- 5.7.7 A working area for all technical devices in the playing hall.

## **5.8 MULTILATERAL FEED PRODUCTION REQUIREMENTS**

The host broadcaster produces WOMEN'S EHF Champions League matches. Dedicated people within the home club are therefore required to cooperate with the production crew. The recording may 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 and after the final whistle of the match.

## **5.9 "MATCH OF THE WEEK" PRODUCTION**

EHF chooses selected matches for the "match of the week" format on ehfTV.com. In such case EHF sends a dedicated commentator, who will provide live commentary for this production. Assistance shall be provided by the Media/TV/Statistic representative of the home club for scheduling interviews with coaches and players. The home club shall provide support for arranging accommodation and transfer for the commentator.

## VI. PRODUCT AND BRANDING

### 1 THE WOMEN'S EHF CHAMPIONS LEAGUE BRANDING

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

The official WOMEN'S EHF Champions League layout must not be changed or redesigned in any way. The home club must strictly comply with the given Champions League layout. Starting with the qualification tournaments, any layouts, showing the official CI have to be sent to the EHF/M implementation department prior to production, at latest seven days before the dated home match. Within 3 working days the EHF will approve the layout or make comments for revision. The final confirmation of the basic layout is given by the EHF.

#### 1.1 TIMEKEEPERS' TABLE BANNER

One table banner in accordance with the WOMEN'S EHF Champions League CI has to be affixed to the timekeeper's desk. Layouts are provided by EHF/M, within the Online Design guide

#### 1.2 SECOND ROW BRANDING

WOMEN'S EHF Champions League banners have to be positioned in the 2nd row areas, on the tribunes, in the substitution areas, etc.. The exact positions/areas will be defined by the EHF/M depending on competitions stage and the local venue. Clubs shall therefore remove or cover any non-authorized advertising (e.g. club and/or arena partners), banners or other signage (e.g. letters, slogans, commercials) present in the playing hall with neutral branding or solid dark coloured material (e.g. black molton) if requested. The clubs are therefore obliged to follow the instructions given by the EHF delegate and/or the EHF/M marketing supervisor if nominated.

#### 1.3 OFFICIAL BADGE ON PLAYERS' SHIRTS

The EHF will provide all clubs participating in the Group Matches of the WOMEN'S EHF Champions League with the layout of the official badges (11 x 7,4 cm) 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/M prior to production and in good time prior to the first home and/or away game.



## **1.4 PRESS CONFERENCE**

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

## **1.5 MIXED ZONE / FLASH ZONE**

The implementation of a mixed zone is a must to guarantee access to all media representatives which have a media accreditation.

The mixed zone is easy to access for accredited media representatives and is located at the exit of the playing court and/or in the area next to the dressing rooms.

After the end of the match, TV and radio right holders as well as non right holders (non right holders without any recording equipment) are permitted to conduct interview in the designated areas of the mixed zone. For each home match, the home club shall position this backdrop in the designated mixed zone for interviews and photographs. Logo/brand presence in the mixed zone is reserved only to the EHF sponsors and partners.

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

## **1.6 PRESS INFORMATION / OFFICIAL INFORMATION SHEETS**

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

## **1.7 ACCREDITATIONS**

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

## **1.8 TICKETS**

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

## **1.9 OFFICIAL PROGRAMME**

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

Advertisement which infringes the exclusivity rights of the EHF sponsors and TV partners is subject to written approval by EHF.

Layouts have to be sent to the EHF implementation department prior to production.

## **1.10 FLAGS**

The EHF flag (4 x 2 m) and the WOMEN'S EHF Champions flag (4 x 2 m) have to be positioned in the playing hall.

## **1.11 PROMOTIONAL MATERIAL**

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 Online Design guide.

The use of inflatable objects is allowed on condition that it will not show any club/area sponsor logos



or club/arena sponsor claims on the object. Exceptions are subject to written approval by EHF. The presence of inflatable objects is not allowed within the international feed/TV signal. EHF may provide inflatables for selected matches, which shall be positioned according to the instructions given prior to the match.

## **2 THE OFFICIAL WOMEN'S EHF CHAMPIONS LEAGUE BALL**

adidas as the "official match ball supplier of the WOMEN'S EHF Champions League" will provide the official ball for all matches of the WOMEN'S EHF Champions League. Starting with the Group Matches; participating clubs are obliged to use the official adidas ball in all matches as well as during the warm up of the WOMEN'S EHF Champions League. The EHF partner adidas will make available 20 balls to each club participating in the Group Matches of the WOMEN'S EHF Champions League for training purposes. In addition; adidas provides each club with 2 match balls per home game which must be made available without prior use on the occasion of each home game accordingly. No signs or other marks shall be written or affixed on the official training and match balls provided to the clubs. It is not permitted modify the corporate identity of the official match ball. Any use of balls other than the official match balls within the frame of the WOMEN'S 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 EHF.

## **3 THE OFFICIAL WOMEN'S EHF CHAMPIONS LEAGUE MUSIC**

### **3.1 EHF CHAMPIONS LEAGUE ANTHEM**

The EHF will provide each team participating in the Group Matches of the WOMEN'S EHF Champions League with at least one CD including the official Champions League anthem. The official EHF Champions League anthem is to be used according to the official entry ceremony procedure/rundown (see chapter X, point 5.1.7).

### **3.2 EHF CHAMPIONS LEAGUE SONG**

The EHF will provide each team participating in the Group Matches of the WOMEN'S EHF Champions League with at least one CD including the official Champions League song. The official EHF Champions League song is to be used according to the official entry ceremony procedure/rundown (see chapter X, point 5.1.7).

## VII. MARKETING RIGHTS & DUTIES

The EHF is the right holder of the advertising rights relating to the WOMEN'S EHF Champions League for the 2014/15 season and therefore exclusively entitled to assign such advertising rights to thirds parties.

### 1 USE OF ADVERTISING

The EHF transfers the use of the TV and advertising rights for the 2014/15 season to EHF Marketing and entitles it to undertake the respective measures with regards to the usage of these rights.

#### 1.1 MAXIMUM NUMBER OF FLOOR ADVERTISEMENTS

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

#### 1.2 QUALIFICATION TOURNAMENTS, GROUP MATCHES, MAIN ROUND AND QUARTERFINALS

- 1.2.1 It is the duty of the club to provide the EHF/M with a static wooden board system with the dimensions 42 m x 1 m on the long side of the playing court and 20 m x 1 m on both short sides of the playing court. A replacement of the static wooden board system respectively the usage of LED, LCD or rotating systems, is subject for approval by the EHF.
- 1.2.1.1 In case of usage of LED, LCD or rotating system the following alternatives in terms of advertising space have to be granted to EHF/M sponsors. Decision which version will be used, lies within the EHF/M:
  - Version 1:** new position for the two 6 x 1 m boards is in each corner of the short side barrier board system
  - Version 2:** the 30 seconds long LCD/LED animation has to be on-air 15 minutes during the broadcast of the match (not in the halftime break or before/after the match)
- 1.2.2 The following advertising rights from the qualification tournaments to the quarterfinals are to be marketed directly by each home club: entire board advertising (except chapter VII, point 1.2.3) as well as 6 floor advertisements on the playing court. The advertisements are to be positioned on the height of the 9 m line and have to have the dimensions 4,5 m x 1, 5m (see chart – positions number 2)
- 1.2.3 The EHF will market the right to advertise on two 6 m x 1 m barrier boards on each corner of the long side barrier, within the range covered by the main TV cameras. (see chart – positions number 1)



- 1.2.4 Furthermore the EHF has the right to exclusively use the goal areas and the centre circle, no club sponsor advertisement may be positioned in the said areas. The number of advertisements allocated in the goal areas will be of maximal two, the dimensions are 4,5 m x 1,5 m. The centre circle will have a diameter of 4,5 m. (see chart – positions number 1)
- 1.2.5 The EHF has the right to promote, on behalf of the clubs, marketing of additional board and floor advertising for all qualification tournaments, Group Matches, Main Round matches and quarterfinal matches played within the framework of the WOMEN'S EHF Champions League. For this season and in case of an agreement with a title sponsor for the WOMEN'S EHF Champions League, EHF M will inform all participating clubs about additional board and floor advertising positions, which should be reserved for EHF/M, in good time prior to the respective matches.
- 1.2.6 No additional advertisement including the playing court (apart from a maximum of 11 floor stickers and the advertisement on the barrier boards), the surrounding area and the spectator areas, as well as VIP and press conference rooms, should be placed within the range of the TV camera.
- 1.2.7 The local organiser / home club shall take care for the proper fixing of the means of advertising (barrier board and floor advertisement, etc.). Specification will be fixed, as far as necessary.  
Furthermore the entire advertising and branding material of EHF/M sponsors is delivered to the home club in due time prior to the match. The home club is obliged to confirm in writing the receipt of the advertising material to the EHF M Implementation Department.

### 1.3 WOMEN'S EHF FINAL4

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

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

## **1.4 PLACING OF ADVERTISEMENT**

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

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

## **1.5 SECURING OF ADVERTISING**

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

## **2 BRANCH EXCLUSIVITY**

In respect of the advertising rights managed within the framework of these Regulations the EHF has the right to branch exclusivity for their partners put on board resp. floor advertising areas within the complete range of the TV cameras. The respective sponsors shall be announced by the EHF to the clubs concerned in writing in good time prior the respective matches. Any advertising at the competition venue that violates industry exclusivity shall be removed if requested by the EHF. Industry exclusivity does not apply to the players' clothing.

## **3 OTHER ADVERTISING FORMS**

### **3.1 REFEREES' / OFFICIALS' ADVERTISING**

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

### **3.2 ADVERTISEMENT ON PLAYER'S KITS**

#### **3.2.1 Qualification tournaments**

In conformity with chapter II, point 3 of this regulation and notwithstanding the EHF Advertising on Clothing Regulations, in this season, the rights relating to sleeve advertising shall belong to the respective clubs.

#### **3.2.2 Group Matches - Quarterfinals**

Notwithstanding the EHF Advertising on Clothing Regulations, in this season, the rights relating to sleeve advertising only for the right sleeve, shall belong to the respective clubs in all Group Matches, Main Round matches and quarterfinal matches.

### **3.3 EVENT STAFF**

The EHF has the exclusive right to market the clothing of the event staff (moppers, flag carriers, awarding hostesses, kids escorts). In case of a sponsorship the respective sponsor/s is/are to be announced by the EHF to the clubs concerning in writing till 30 September 2014 to the respective matches of the competition.

## **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 WOMEN'S 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 the match, during halftime break and 30 minutes after the match and has to be equipped with a buffet section, chairs and/or standing tables 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 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 WOMEN'S EHF Champions League matches, etc. and/or to expand the scope of such events against payment of the additional costs incurred.

### **3 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 m<sup>2</sup> 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

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

The home club must make available the necessary technical support as well as personnel (min. 2 scouters). The knowledge of the English language is an obligatory requirement for the scouters. The costs for the required software will be borne by the EHF/M, the personnel has to be covered by the home club.

### 2 PHOTOS / FILM / VIDEO

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

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.

### 3 FILM FOOTAGE RIGHTS

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

## **X. PROCEDURES AND PROTOCOL**

### **1 OFFICIAL CEREMONIES**

The official ceremonies are an important symbol for every sports event. the WOMEN'S 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.

### **2 FINAL INSPECTION OF THE PLAYING HALL**

A responsible person for the playing hall of the home club, the EHF delegate and the EHF Marketing Supervisor (if nominated) has to inspect all relevant parts of the playing hall.

The final inspection of the playing hall has to take place on the playing day at 09:00 hrs. In case, the match is played before 13:00 hrs., the final inspection of the playing hall shall take place on the evening before prior or after the Technical Meeting

### **3 TECHNICAL MEETING**

Starting with the Group Matches, the Technical Meeting has to be carried out in a meeting room at the playing hall at 10.00 hrs. on the day of the match. In case, the match is played before 13.00 hrs. the Technical Meeting shall take place on the evening before the match. At this Technical Meeting, both teams shall enter all players they intend to use (not more than 16) and officials (not more than 4), in the match report.

Additional matters for the technical Meeting:

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

### **4 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. for entering the match data after the match.

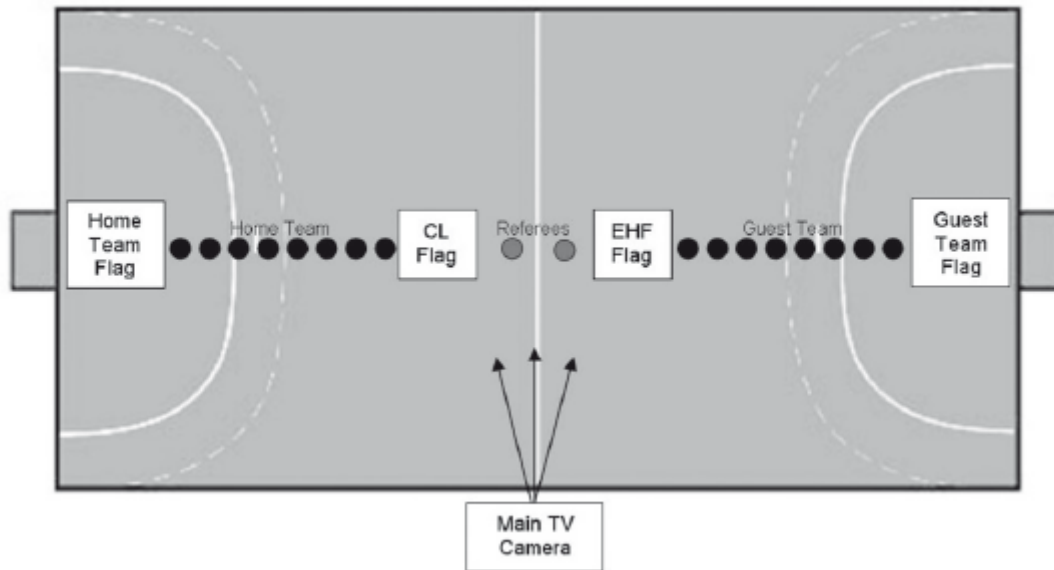
### **5 PLAYING ELIGIBILITY**

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



## 5.1 PRE-MATCH PROCEDURE

- 5.1.1 As the entry ceremony gives the first impression of the event for TV spectators and spectators in the playing hall it is important that all players of both teams respect and strictly stick to the timings fixed in the Technical Meeting for the entry ceremony and throw off.
- 5.1.2 During the entry ceremony the players must wear identical clothing: either with the player's clothes (short shirts and trousers) or tracksuits.
- 5.1.3 The players can be accompanied by children during the entry ceremony.
- 5.1.4 Beginning with the Group Matches the following flags should be available in the playing hall at each Champions League match
- flag of the clubs
  - flag of the EHF (2 x 4 m) and WOMEN'S EHF Champions League flag (2 x 4 m).
- 5.1.5 Entry ceremony the official WOMEN'S EHF Champions League ceremony shall start exactly 3 minutes before the match. (Starting of the international clean TV feed) till this time individual team presentations have to be carried out and finished. Presentations (individual player presentations) of the teams shall be carried out in the same time way and in the same procedure without favouring someone.
- The referees have to stand in the middle of the playing court. The EHF flag has to be positioned on the left side of the referees carried by at least four persons (young players/cheerleaders). The WOMEN'S EHF Champions League flag has to be carried on the right side of the referees.
- 5.1.6 Both teams have to line up in one line with the referees facing the main TV camera. This part of the official ceremony shall be accompanied by the official CL music and the fair play text. After this part the teams approach the middle line (hand shake). The club flags shall leave the court in the same way in which they entered during the march in. At the same time the EHF and CL flags prepare to leave the playing court.
- 5.1.7 Detailed run down a detailed run down of the entry ceremony as well as the exact timings have to be set-up by the home club before each match and shall be handed out to all parties involved in the Technical Meeting (delegate, opponent team, security, announcer, ceremony staff, etc.).
- The following basic run down which starts 10 minutes before the throw off can be completed due to local arrangements during the entry ceremony:
- end of warm up
- 10:00-00:30 start of the official entry ceremony
- walk in of the EHF referees and flag carriers
  - presentation of EHF referees and EHF delegate
  - presentation of both teams / players line up
  - playing of the official EHF Champions League anthem,
  - fair play text (in local and English version by announcer)
  - playing of the official EHF Champions League song
- 00:30 Players are ready for the throw-off
- 00:00 Throw-off (start-up signal of EHF delegate)
- 5.1.8 Chart entry ceremony
- The following chart is to be seen as demonstrative sketch of the run down of the official entry ceremony in case of there being only one entrance to the playing court. During the site-inspection the detailed run down adapted to the local situation will be discussed.



## 5.2 POST MATCH PROCEDURE

- 5.2.1 At the end of the match the teams shall line-up and shake hands.
- 5.2.2 Players are available for interviews (TV, written press and radio) in the mixed zone. Interviews shall be made in front of the official WOMEN'S EHF Champions League backdrop.
- 5.2.3 Fifteen minutes after the end of the match, a press conference shall be held in the press room (post match press conference); (see chapter V, point 1.4) the press/TV/statistics responsible is in charge for the attendance of the press conference participants as well as the proper implementation of the press conference.

## 6 FLAGS

Beginning with the Group Matches the following flags should be available in the playing hall at each Champions League match: flag of the clubs, flag of the EHF, Champions League flag. The home club is neither obliged to display the national flags of the home team nor the guest team, the referees, the delegates or further EHF officials. However, if the home club would like to display the national flags of the clubs, delegate and referees and representatives in the playing hall, then all these national flags must be displayed.

## **XI. EHF**

### **1 REFEREES**

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

#### **1.1 NOMINATION**

The referees and/or their national Federation shall acknowledge appointments to the office without delay.

#### **1.2 SUBSTITUTION**

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

#### **1.3 NON APPEARANCE**

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

- 1.3.1 The EHF delegate has the obligation to immediately contact the EHF (phone: +43-1-80151143, mobile phone +43-6644105243) with a report of the situation. The EHF shall take a decision in consultation with the EHF delegate.
- 1.3.2 If the situation cannot be resolved by such a move, the EHF shall reschedule the match on the next day with newly appointed referees.

### **2 OFFICIALS**

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

#### **2.1 NOMINATION**

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

#### **2.2 RESPONSIBILITES / DUTIES**

- 2.2.1 The EHF delegate shall verify and ensure the orderly conduct of the event before, during and after the match and prevent any occurrences that may lead to a protest or a repetition of the match. The safety and security of players, referees, delegates and spectators shall be ensured. All measures shall be taken that are necessary to maintain safety and security. The provisions of the Rules on Safety and Security Procedure shall be implemented.
- 2.2.2 The EHF delegate shall observe and assess the referees' performance. A delegate is not a chief referee. Responsibility on the playing area rests solely with the referees. Nonetheless, the delegate shall interrupt the match if necessary and bring errors that may lead to a protest to the referees' attention. Errors in this context do not mean decisions made by the referees on the basis of their observation of facts. The delegate shall not take decisions but only make recommendations. When on duty, the delegate shall always carry a copy of EHF and IHF Regulations as well as the Rules of the Game.

- 2.2.3 If a referee delegate is present at the match, it is his duty to guide the referees during the entire stay from their arrival to their departure. Detailed instructions are to be followed.
- 2.2.4 The officially appointed delegate shall always sit at the timekeeper's desk to have a good view of the substitution area at any time and to be able to intervene if necessary (see IHF Substitution Regulations).

### **3 TRAVEL ARRANGEMENTS**

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

#### **3.1 TRAVEL COSTS**

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

The cost of officials (representatives, delegates, referees, referee guide, office staff, etc.) appointed by the EHF starting from the Group Matches shall be borne equally by the clubs as follows:

- 3.1.1 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,
- 3.1.2 Air travel:  
Reimbursement for the cost of one economy class ticket each;
- 3.1.3 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,
- 3.1.4 Expenses for taxi during the trip:  
(e.g. home-airport-home, between airports, etc.) to be reimbursed against receipt;
- 3.1.5 Car travel in the home town (e.g. home-airport-home, etc.):  
Reimbursement may be claimed at a rate of € 0,50 per kilometer.
- 3.1.6 Any costs incurred outside or inside the host country in connection with the matches  
- The cost of accommodation, meals and transport during the stay at the venue  
- All additional expenses during the trip (parking, visa, etc.) are to be reimbursed against receipt

#### **3.2 COMPENSATION**

- 3.2.1 Qualification tournaments:  
The cost of EHF officials (representatives, delegates, referees, office staff, etc.) appointed by the EHF in the qualification tournaments shall be borne by the EHF.  
Each referee gets a compensation of a total amount of € 500,--.  
All other persons appointed by the EHF get a compensation of a total amount of € 300,--.
- 3.2.2 Group Matches, Main Round and quarterfinals:  
Each referee gets a compensation of € 400,-- for each match.  
A compensation of € 800,-- for each referee shall apply at top matches.  
All other persons appointed by the EHF get a compensation of € 200,-- for each match.

## **4 INSURANCE**

### **4.1 ACCIDENT AND HEALTH INSURANCE**

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

### **4.2 EXCLUSION OF LIABILITY**

The EHF shall not be liable for any third-party liability claims arising from the execution of single matches or any other events in connection with the WOMEN'S 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 WOMEN'S EHF Champions League by the club and its representatives concerned.

## **XII. FINANCES**

### **1 DISBURSEMENT OF WOMEN'S EHF CHAMPIONS LEAGUE MARKETING PROCEEDS**

#### **1.1 ALLOCATION**

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

#### **1.2 TAXES**

The payment of the disbursements will be done according to the valid Austrian fiscal regulations and existing double taxation treatments between the countries concerned. The clubs have to provide the necessary fiscal documents (certificates of residence). Taxes which have to be borne by the recipient, due to double taxation treaties or the non-submitting of the requested fiscal documents, will be deducted from the amounts to be paid and transferred to the fiscal authorities. Respective documentation will be sent to the clubs concerned for further use.

#### **1.3 GRANTED DISBURSEMENTS**

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

Group Matches: (total of three home matches)	€ 10.000,--
Main Round: (total of three home matches)	€ 20.000,--
Quarterfinals: (total of one home match)	€ 25.000,--
WOMEN'S EHF Final4: basic amount	€ 50.000,--
additional bonus	tbd

#### **1.4 ADDITIONAL DISBURSEMENTS**

Depending on the total proceeds a variable payment is to be paid out to the clubs within the final accounting.

#### **1.5 DATES OF PAYMENTS**

The marketing proceeds specified in connection with the joint marketing of the WOMEN'S EHF Champions League shall be disbursed to the participating clubs by 30 June 2015 at the latest.

## 1.6 ADDITIONAL ADVERTISING ARRANGEMENTS

- 1.6.1 Any income from the advertising on barrier boards and other types of advertising or from sponsors that according to the present WOMEN'S EHF Champions League Regulations is not managed by the EHF/M as well as the income from the ticket sales shall not be subject to the distribution principle and shall belong directly to the respective home club.
- 1.6.2 The proceeds from advertisement areas that are marketed by the EHF/M according to the present regulations shall not be subject to the distribution principle and shall belong to the EHF/M.  
Separate regulations and arrangements apply for the WOMEN'S EHF FINAL4.

## **XIII. LEGAL MATTERS**

In the present chapter XIII, “protest” shall mean: any match-related claim which may have an impact on the result of a WOMEN’S EHF Champions League match.

All legal matters related to the WOMEN’S EHF Champions League not expressly regulated by the present chapter 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, DISCIPLINARY PROCEDURES AND APPEALS**

In all matches of the WOMEN’S 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 EHF referees and delegate
- 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 WOMEN’S EHF CHAMPIONS LEAGUE QUALIFICATION TOURNAMENTS**

##### **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 WOMEN’S EHF Champions League.

Any protest regarding any of the WOMEN’S 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 decision is announced to the 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 WOMEN'S 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 WOMEN'S EHF Champions League Qualification Tournaments

If deemed appropriate by the EHF to ensure the proper running of the competition and/or the respect of the applicable regulations during the WOMEN'S EHF Champions League Qualification Tournaments violations of the present Regulations and/or any other EHF regulations applicable to the WOMEN'S 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 WOMEN'S EHF CHAMPIONS LEAGUE

### 1.2.1 Protests

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

Protests shall be communicated in writing to the EHF office in 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 the 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 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 aforementioned timeline, the claim shall be deemed withdrawn.

The advance payment of € 5.000,-- is composed of:

- € 1.500,-- arbitration fee
- € 3.500,-- advance payment of the arbitration proceedings costs

The proceedings are governed by the Rules of Arbitration for the 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 (annex).

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

## **6 EXCLUSION OF LIABILITY**

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

## XIV. ANTI-DOPING

### 1 GENERAL

Anti-doping controls may take place before, during and after a match of the WOMEN'S 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 WOMEN'S EHF Champions League Regulations.

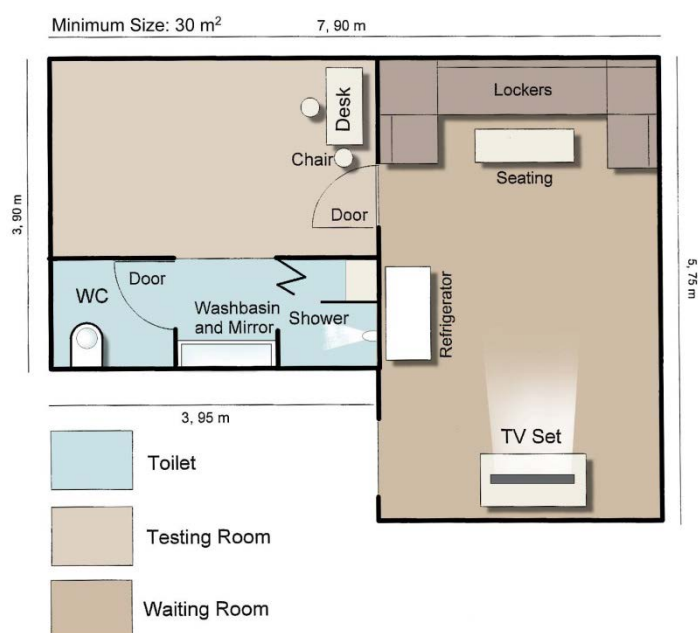
In case of anti-doping rule violations, EHF will initiate disciplinary proceedings against the perpetrators and take the appropriate disciplinary measures in accordance with the EHF Legal Regulations, the EHF List of Penalties and the EHF Regulations for Anti-Doping. This may include the imposition of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

### 2 ANTI-DOPING INFRASTRUCTURE

An Anti-Doping infrastructure complying with the WADA Anti-Doping Code and the EHF Regulations for Anti-Doping applicable at the date of the beginning of the WOMEN'S EHF Champions League (incl. Qualification Tournament) shall be available in all EHF Event venues/arenas. Such infrastructure shall include without limitation:

- An anti-doping room with working infrastructure (2 tables, 4 chairs, control equipment, etc.) for the anti-doping control staff
- A refrigerator filled with small water bottles;
- A direct access to a toilet;
- A waiting room;
- Personnel (Chaperons) for assistance, supervision of red card players, etc.



Please find below the link for the EHF Anti-Doping Homepage with all relevant Anti-Doping subjects including EHF Regulations for Anti-Doping, WADA Code, WADA Prohibited List (List is updated on annual basis and coming into effect always on January 1st of the new year) and much more important Anti-Doping issues: <http://www.eurohandball.com/ehf/eadu>

## **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 damages (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, revision 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<br>€ 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](mailto:office@eca-handball.com)  
Website: [www.eca-handball.com](http://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 multiple 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(s) fails to nominate an arbitrator, the arbitrator shall be appointed by the ECA Council.

(4) The Respondent shall appoint its arbitrator within 7 days upon receipt of the request. If the Respondent 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 within the application of sections 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 - 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

## 3 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

## **4 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

## **5 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