

Regulations

WOMEN'S EHF FINAL4 2018

WOMEN'S



EHF
CHAMPIONS
LEAGUE

FINAL4

TABLE OF CONTENT

1	Introduction	6
1.1	Aim of the manual.....	6
1.2	Date and venue.....	6
1.3	Organization and contact.....	6
1.4	Fair Play.....	7
1.5	Timings.....	7
2	WOMEN'S EHF FINAL4 DRAW and Club Workshop	8
3	Competition.....	9
3.1	Structure of the competition.....	9
3.1.1	Individual fixture	9
3.2	Entry conditions.....	9
3.2.1	Pledge of commitment.....	9
3.2.2	Entry fee	9
3.2.3	Finances and taxes	9
3.2.4	Withdrawal (forfeit)	9
3.3	Playing system for the WOMEN'S EHF FINAL4.....	10
3.3.1	Seeding	10
3.3.2	K.O. Format	10
3.3.3	Semi-Finals	10
3.4	Player lists.....	10
3.4.1	Eligibility	10
3.5	Late entries.....	10
3.5.1	Conditions for late entry	10
3.5.2	Communication of late entries.....	10
3.5.3	Deadline	10
3.5.4	Late entry of players moving from other WOMEN'S EHF Champions League clubs	10
3.5.5	Late entries of players changing club	10
3.6	Players' participation in the event.....	11
3.6.1	Players' registration	11
3.6.2	Use of suspended or ineligible players in the match.....	11
3.7	Technical/Organizational Meeting.....	11
3.8	Players' clothing.....	11
3.9	Scoring of matches and ranking.....	12
3.10	EHF officials	12
3.10.1	Nomination.....	12
3.10.2	Referees.....	13

3.10.3	Time keeper and Secretary.....	13
3.10.4	Travel arrangements	13
3.11	Goal Line Technology	13
3.12	Goal Light Technology.....	13
3.13	Instant Replay Technology	13
3.14	Electronic Team Time-Out	13
3.15	Legal matters.....	14
3.15.1	EHF Legal Regulations	14
3.15.2	WOMEN’S EHF FINAL4 Disciplinary Commission	14
3.15.3	Regulations Infringements/Disciplinary Matters	15
3.15.4	Protests	15
3.15.5	Appeals.....	16
3.15.6	Eligibility to play	16
	No mandatory deadlines and fees are in force for the submission of protests concerning eligibility to play.	16
3.15.7	EHF Court of Arbitration.....	16
3.15.8	Arising Costs	17
3.15.9	Exclusion of liability	17
4	Event/venue.....	18
4.1	Papp László Budapest Sportaréna.....	18
4.2	Team facilities	18
4.3	Medical support.....	18
4.4	Training venues.....	18
4.5	Availability of playing court in Papp László Budapest Sportaréna.....	18
4.6	Club Hall Announcer.....	18
4.7	Accreditation zones.....	18
5	Club Delegation, Accommodation & travel	19
5.1	Size of Club Delegation	19
5.2	Travel to the WOMEN`S EHF FINAL4	19
5.3	Official Team Hotel.....	19
5.4	Food & Beverages.....	19
5.5	Official Team Bus	20
5.6	Costs	20
6	Tickets.....	21
6.1	WOMEN`S EHF FINAL4 Tickets.....	21
7	Official events	22
7.1	Organizational/Technical Meeting Thursday, 10 May 2018, 20:00 hrs.....	22
7.2	Team media manager meeting, Thursday 10 May 2018, 22:00 hrs.....	22
7.3	Media Call, Friday, 11 May 2018	22

7.4	VIP Reception , Friday, 11 May 2018, 18:00 hrs	22
8	Ceremonies & Awards	23
8.1	Entry ceremony	23
8.2	Awarding ceremonies.....	23
8.3	Awards.....	23
9	Anti-doping.....	24
10	Marketing.....	25
10.1	Marketing rights	25
10.2	Advertising system	25
10.3	Merchandising	25
10.4	Clothing of event staff and officials.....	25
10.5	Club sponsors	25
10.6	Signed Player’s Shirts.....	25
10.7	Additional promotional activities	25
11	Corporate Identity	26
11.1	Official name of the competition	26
11.2	Official name of the homepage.....	26
11.3	Official typeface.....	26
11.4	Logotype usage.....	27
12	Branding.....	28
12.1	Official match ball	28
12.2	Flags	28
12.3	WOMEN’S EHF FINAL4 web banner	28
12.4	Player’s clothing.....	29
13	Media.....	30
13.1	Media obligations.....	30
13.2	WOMEN’S EHF FINAL4 Multilateral feed production.....	30
13.3	Club media managers	30
13.4	Press conferences	30
13.5	Media call on Friday, 11 May 2018.....	31
13.6	Open training for the media	31
13.7	Dressing room access before or after the match.....	31
13.8	Interviews for ehfTV and EHF Media	31
13.9	Live Interview for fan-TV during warm-up	31
13.10	Live Interview from the substitutes’ bench	31
13.11	Live interview during half-time	31
13.12	Post-match procedures	32
13.13	Media accreditation	32

13.14	Media facilities	32
13.15	Official website	32
13.16	DVD service.....	32
13.17	TV stations of clubs	32
13.18	Event coverage/interviews.....	32
13.19	Social media	32
14	FINANCES.....	33
14.1	Disbursement of the WOMEN`S EHF FINAL4 Marketing proceeds.....	33
14.1.1	Modified regulations	33
14.1.2	Granted disbursements.....	33
14.1.3	Dates of payments.....	33
15	Additional Regulations and Manuals	33
15.1	Organization	33
15.2	WOMEN`S EHF FINAL4 promotion.....	33
15.3	Additional manuals	34
16	Sponsors and Partners.....	35

1 INTRODUCTION

1.1 Aim of the manual

The WOMEN'S EHF FINAL4 Regulations govern the rights, duties and responsibilities of all parties participating and involved in the WOMEN'S EHF FINAL4, the final phase of the 2017/18 WOMEN'S EHF Champions League and provide information as to the respective organization.

The 2017/18 WOMEN'S EHF Champions League Regulations, the 2017/18 Corporate Identity Manual and Online Design Guide as well as all applicable EHF regulations shall be an entire part of and shall complement these regulations.

In case of discrepancy between the provisions defined herein and in the 2017/18 WOMEN'S EHF Champions League Regulations, the provisions of the present WOMEN'S EHF FINAL4 2018 Regulations shall prevail.

1.2 Date and venue

The WOMEN'S EHF FINAL4 will take place on Saturday, 12 May 2018 and Sunday, 13 May 2018 in the Papp László Budapest Sportaréna, Hungary. Participating teams must arrive in Budapest on Thursday, 10 May 2018 by noon. No earlier departure than Monday 14 May 2018 is foreseen.

1.3 Organization and contact

Responsibility for the organization of the WOMEN'S EHF FINAL4 rests with the European Handball Federation (EHF) and its subsidiary, EHF Marketing GmbH (EHFM). Local organization of the event will be carried out in cooperation with Magyar Kézilabda Szövetség (MKSZ) and Official Partners. Further information is available from:

EHF Marketing GmbH (Management)

Mia Boesen
Hoffingergasse 18, 1120 Wien
Austria
phone: +43 1 80151 227
mobile: +43 676 746 6231
e-mail: boesen@ehfmarketing.com

European Handball Federation (Competitions)

Ines Capek
Hoffingergasse 18, 1120 Wien
Austria
phone: +43 1 80151 140
mobile: +43 664 8318337
e-mail: capek@eurohandball.com

Magyar Kézilabda Szövetség (LOC Coordination)

Viktor Molnar
H-1087 Budapest, Könyves Kálmán körút 76.
Hungary
mobil: +36 20 77 11 434
e-mail: viktor.molnar@handballfederation.hu

European Handball Federation (Communication and Media Services)

Thomas Schöneich
Hoffingergasse 18, 1120 Wien
Austria
phone: +43 1 80151 164
mobile: +43 699 17008120
e-mail: schoeneich@eurohandball.com

Magyar Kézilabda Szövetség (Communication and Media Services)

Gabor Liskay
H-1087 Budapest, Könyves Kálmán körút 76.
Hungary
phone: +36 1 435 4225
mobil: +36 681 3460
e-mail: liskay@kezisovetseg.hu

1.4 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 all participating clubs, the referees and delegates but also the behavior of the spectators towards all participating 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 mission.

The EHF Fair Play statement will be announced prior to each game in English. The EHF reserves the right to announce the EHF Fair Play statement in the languages of the participating clubs.

“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.”

1.5 Timings

All timings indicated in the WOMEN'S EHF FINAL4 Manual are stated in Central European Time (CET).

2 WOMEN'S EHF FINAL4 DRAW AND CLUB WORKSHOP

The draw event of the WOMEN'S EHF FINAL4 will take place on Tuesday, 17 April 2018, 18:00 hrs. at Kiosk-Terem in Budapest (Piarista sq. 5, Budapest, Hungary 1055). Participation of the club manager is mandatory. In addition to the club management, one key player of each team as well as the media manager is asked to join the draw event as it will be combined with media activities.

The day after the draw event on Wednesday, 18 April 2018, a workshop will be held for the participating WOMEN'S EHF FINAL4 teams. The participation at the workshop is mandatory for the club manager and media manager of the participating teams. This workshop will focus on the procedures, team and training requirements as well as on the organization and logistics (hotel, transportation, and special requests) of the event. The participation by all WOMEN'S EHF FINAL4 clubs is obligatory.

3 COMPETITION

3.1 Structure of the competition

3.1.1 Individual fixture

Saturday, 12 May 2018 (TO times to be confirmed after the draw event)

Semi-final 1 15:15 hrs, half time break: 15 minutes

Semi-final 2 18.00 hrs, half time break: 15 minutes

Sunday, 13 May 2018 (TO times to be confirmed after the draw event)

3/4th Place 15:15 hrs, half time break: 15 minutes

Final 18.00 hrs, half time break: 15 minutes

The playing period of the WOMEN'S EHF FINAL4 is fixed by the EHF calendar. The order of the matches and the respective playing times will be finally confirmed and published right after the draw on 17 April 2018.

3.2 Entry conditions

3.2.1 Pledge of commitment

All four clubs qualifying for the WOMEN'S EHF FINAL4 are required to take note of the conditions governing the competition and expressly undertake to observe the applicable Rules and Regulations.

3.2.2 Entry fee

The entry fee to the WOMEN'S EHF FINAL4 (€ 4.500) will be taken from the deposit paid before the beginning of the season. In case that the entry fee is not covered, the respective club has to ensure that the remaining amount is transferred to the EHF by Tuesday, 01 May 2018.

In case that the entry fee is not covered by the respective date, the outstanding amount will be deducted from any other disbursement to the respective club.

3.2.3 Finances and taxes

Any financial questions between the EHF/EHFM and the participating clubs will be extended according to the valid Austrian and Hungarian fiscal regulations and existing double taxation treatments between these two countries and the countries of the participating clubs.

Participating clubs will have to provide all necessary fiscal documents in order to secure a proper handling (e.g. certificate 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 to further use.

3.2.4 Withdrawal (forfeit)

Failure to play a match or late arrival at the venue through a team's provable fault shall render the defaulting team liable for damages and payment of all costs thereof to the EHF and in particular their contractual partners. Further sanctions are detailed in the WOMEN'S EHF Champions League regulations, the EHF Legal Regulations and the EHF List of Penalties.

In case of a withdrawal of a club, the EHF shall have the right to nominate a replacement team.

3.3 Playing system for the WOMEN'S EHF FINAL4

3.3.1 Seeding

The draw will be carried out without any restrictions whatsoever, which means there shall be no protection for teams from the same country or other restrictions.

3.3.2 K.O. Format

The matches of the WOMEN'S EHF FINAL4 (Semi-Finals and Finals) shall be played in a K.O. format (one match).

3.3.3 Semi-Finals

The winning teams of the Semi-finals play for the first and second place. The losing teams of the Semi-finals play for the third and fourth place.

The first named teams of the final pairings are not drawn by lots, they are consequence of the results of the Semi-finals.

3.4 Player lists

3.4.1 Eligibility

Players are eligible to play in the WOMEN'S EHF FINAL4 if they have already been confirmed by the EHF for their respective club.

3.5 Late entries

3.5.1 Conditions for late entry

In cases where a player is not recorded on the players list submitted at the beginning of the season but should become eligible to play in the WOMEN'S EHF FINAL4 at a later date, the player may be named as a late entry if points 3.5.4 and/or 3.5.5 are not applicable.

3.5.2 Communication of late entries

Each late entry shall be communicated to the EHF only through the National Federation and shall be confirmed on the official EHF late entry form by the National Federation. For each player entered late a fee of € 75 shall be payable to the EHF. Evidence of payment shall be enclosed with the late entry.

3.5.3 Deadline

A late entry is only possible if the payment and the EHF late entry form are received by the EHF Office by Tuesday, **08 May 2018** at the latest.

3.5.4 Late entry of players moving from other WOMEN'S EHF Champions League clubs

After 3 October 2017, a late entry of a player is not possible if 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 Round).

3.5.5 Late entries of players changing club

If a player changes club after 31 January 2018, through either national or international transfer, he shall be eligible to play for the new club in the WOMEN'S EHF Champions League via a late entry only if he has not played in any official club match (national or international) for another club between 31 January 2018 and the date on which he changed the club. Points 3.5.1 to 3.5.4 of these regulations are to be observed.

3.6 Players' participation in the event

3.6.1 Players' registration

A club may play the matches of the WOMEN'S EHF FINAL4 with all those players that are eligible to participate in the matches of the WOMEN'S EHF Champions League. This includes all players that are correctly registered for the club on Wednesday, 09 May 2018, one day after the deadline for late entries.

A late entry of a player after the deadline of Tuesday 08 May 2018 is not possible.

Each team is allowed to use a maximum of 16 players and four officials for each match.

The 16 players and four officials shall be announced to the EHF Office in the Aquincum Hotel Budapest by the following deadlines:

Matches on Saturday Deadline: Saturday, 12 May 2018, at 10:00 hrs.

Matches on Sunday Deadline: Sunday, 13 May 2018, at 10:00 hrs.

A late entry of an additional player or a later change to the announced list of 16 players is not allowed and will be rejected.

3.6.2 Use of suspended or ineligible players in the match

The use of a player who has been suspended and/or is not eligible to play will lead to consequences as detailed in WOMEN'S EHF Champions League Regulations, the EHF Legal Regulations and the EHF List of Penalties.

3.7 Technical/Organizational Meeting

The Technical/Organizational Meeting will be held in the Aquincum Hotel Budapest, H-1036 Budapest, Árpád fejedelem útja 94 on Thursday, 10 May 2018 at 20:00 hrs. The Technical Meeting will be conducted by the EHF in cooperation with all four teams, EHF and the local organizer. The run-down of the event (ceremonies, side events, etc.) will be communicated in advance and also handed out to all participants of the meeting.

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

3.8 Players' clothing

- The EHF will coordinate the colours of the shirts of the teams at the WOMEN'S EHF FINAL4 Club Workshop on 18 April 2018. The result of the draw (for the semifinal and final matches) decides the choosing of the colour of the dresses. First named team of a match pairing has the right to choose the colours of dresses (incl. goalkeeper).
- Each team shall have two sets of playing clothing in different colours (one dark colour and one light colour). These shall conform to the current EHF Advertising on Clothing Regulations.
- Each player must have his name on the back of the shirt above or under the number. The minimum dimension is 10 cm height and 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 high on the front. The numbers used must be from 1 to 99. The colour of the numbers must contrast clearly with the colours of the shirts.
- A player must wear the same number in the WOMEN'S EHF Champions League matches of the entire season, including the WOMEN'S EHF FINAL4.
- Team playing and training clothing should be in good condition and presentable.

- At the request of EHF Officials (Delegate, Referees) the team officials A-D must change the colour of his/her clothing.
- Advertising on players' match and training clothes is allowed in WOMEN'S EHF FINAL4 matches in accordance with the EHF Advertising on Clothing Regulations.
- The EHF shall inform the four teams in good time prior to the event of any restrictions or bans regarding advertising on players' playing clothing.
- A player must have the WOMEN'S EHF FINAL4 badge fixed to the left sleeve of the shirt.

3.9 Scoring of matches and ranking

All matches of the WOMEN'S EHF FINAL4 shall be played in 2 x 30 minutes with a half-time break of 15 minutes.

If a Semi-final 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 half time for the changeover of teams.

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

If penalty throws are needed to decide the match, the procedure is as follows:

- Only players (incl. goalkeepers) who are listed on the match report and are not suspended or disqualified at the end of the playing time are entitled to participate at the penalty throws.
- Prior to the penalty throws, each team shall name five players by handing the referees a list of numbers. These players shall then take one throw each until a decision (a winner) is reached, alternating with their opponents. Each team is free to determine the sequence in which throwers will take their throws.
- The goalkeepers may be freely selected from the match report and exchanged in accordance with the Rules of the Game. Goalkeepers may take throws and throwers may perform as goalkeepers.
- At the Technical Meeting the teams will be informed at which goal the penalty throws will be taken. The team taking the first penalty throw shall be determined by the referees by drawing lots. The team winning the draw may choose whether it wishes to throw first or last.
- If the scores are equal after the first round of penalty throws, it shall be continued until a decision is reached. In the second round, the other team shall start. Again five players shall be named who are eligible to play (the players named before may be named once again).
- In the second round, a decision is reached when a goal difference arises after both teams have taken one throw each.
- Serious infractions committed during penalty throws shall be sanctioned by disqualification. If a thrower is disqualified or suffers an injury, an eligible substitute player shall be supplementary named.
- While the throws are being taken, only the player taking the throw, the current goalkeeper and the referees may enter the respective half of the playing court.
- If the number of eligible players falls below five, players may be named to take a second throw in the same round.

3.10 EHF officials

EHF officials include representatives, delegates, referees, referee delegates, office staff and any other persons nominated by the EHF in relation to a WOMEN'S EHF FINAL4 match.

3.10.1 Nomination

The EHF is entitled to appoint EHF officials to the WOMEN'S EHF FINAL4.

3.10.2 Referees

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

3.10.3 Time keeper and Secretary

The EHF is entitled to appoint time keepers and secretaries.

3.10.4 Travel arrangements

The EHF will handle the travel arrangements of all officials appointed to the WOMEN'S EHF FINAL4.

3.11 Goal Line Technology

The EHF will make use of the goal line technology at each of the goals during the matches. Any decision in connection with the possible use of goal line technology during the matches is in the responsibility of the referees and has the same status as any other decision taken by the referees on the court.

3.12 Goal Light Technology

The EHF will make use of the goal light technology at each of the goals during the matches.

3.13 Instant Replay Technology

The EHF will make use of the Instant Replay Technology in Papp László Budapest Sportaréna during the matches. Any decision in connection with the possible use of the instant Replay Technology during the matches is in the responsibility of the referees and has the same status as any other decision taken by the referees on court.

3.14 Electronic Team Time-Out

The EHF reserves the right to install and use the electronic Team Time-Out. In case the EHF makes use of this right, additional information will be provided at the Technical Meeting.

Rules for the use of the Electronic Team Time-Out:

By using this system, each team can request the team time-out directly through pushing a button on an electronic device.

The button is directly connected to the official scoreboard system and pushing the button will directly lead to a stopping of the time, additionally an audio signal will be initialized to make all parties aware of the time-out.

Please note that the general rules regarding number of team time-outs apply and that a team time-out can obviously only be requested as long as ball possession is not changing. With the new system being used, the following rules will apply in case of mistake/misuse of the team time-out:

If the opposing team is in ball possession and a team time-out is requested by the other team, the following punishments will apply:

- Progressive punishment for the official who requested the TTO
- 7-meter throw for the team which was in ball possession
- Team that caused the faulty Team Time-Out will lose one (1) team time-out (total number of the team time-outs will be reduced by one)

In case that the interruption occurs during a clear chance of scoring of the opposing team, the following punishment will apply:

- Red and blue card for the official who requested the TTO by pushing the button (8:10b)
- 7-meter throw for the team which was in ball possession

- Team that caused the faulty Team Time-Out will lose one (1) team time-out (total number of the team time-outs will be reduced by one)

A special situation occurs in case the team time-out was requested just in the moment when the own team is losing the ball. If it is clear, that this was a technical mistake from the coach and not on purpose, the EHF official of the match will decide on the following possible measures:

- Progressive punishment for the official who requested the TTO
- Team that caused the faulty Team Time-Out will lose one (1) team time-out (total number of the team time-outs will be reduced by one)
- Technical decision according to the situation on the playing field (free-throw or 7-meter throw)
- These possible measures will also apply if a player requests by mistake a TTO and not on purpose.

A 7-meter throw is obligatory in case all team time-outs have already been used and can therefore not be reduced any further.

In case of technical problems with the device an official can request the team time-out through approaching the EHF delegate and requesting it orally (and thereafter with the green TTO card)

3.15 Legal matters

3.15.1 EHF Legal Regulations

The provisions of the EHF Legal Regulations, the EHF List of Penalties and the EHF Catalogue of Administrative Sanctions apply to all legal matters including procedural aspects and disciplinary offences committed by the teams, delegations, individuals and/or EHF Officials at the WOMEN'S EHF FINAL4 unless stipulated otherwise in the present chapter.

3.15.2 WOMEN'S EHF FINAL4 Disciplinary Commission

3.15.2.1 Competence

The WOMEN'S EHF FINAL4 Disciplinary Commission is responsible as first instance for disciplinary adjudication which may result in the exclusion of the participating clubs and/or in the suspension of any of their players and/or officials as well as settling protests in relation to the WOMEN'S EHF FINAL4 semi-final matches/period.

In addition, and if deemed appropriate by the EHF to ensure the proper running of the WOMEN'S EHF FINAL4 and/or the respect of the applicable regulations, violations of the present Regulations and/or any other EHF regulations applicable to the WOMEN'S EHF FINAL4, by any team, delegation, individual and/or EHF Official arising from of the semi-final matches/period may be examined, decided upon and sanctioned by the Disciplinary Commission.

Unless deemed necessary by the EHF to ensure the proper running of the WOMEN'S EHF FINAL4, any protest, dispute, disciplinary and/or legal adjudication arising from matches played on the last day of the WOMEN'S EHF FINAL4 shall be settled through the regular EHF legal system, i.e. the EHF Court of Handball in first instance, the EHF Court of Appeal in second instance and eventually the EHF Court of Arbitration.

3.15.2.2 Composition

The WOMEN'S EHF FINAL4 Disciplinary Commission consists of three (3) members. The Chairman of the Disciplinary Commission shall be nominated by the EHF before the beginning of the WOMEN'S EHF FINAL4.

The two (2) other members of the Disciplinary Commission are nominated on a case by case basis by the Chairman among the EHF delegates present at the venue to supervise the WOMEN'S EHF FINAL4 matches.

The members of the Disciplinary Commission shall be present at the venue. Each of them shall meet the independence criteria defined in the EHF Legal Regulations.

If necessary, two (2) substitute members shall be nominated.

The WOMEN'S EHF FINAL4 Disciplinary Commission makes decision by simple majority.

3.15.3 Regulations Infringements/Disciplinary Matters

3.15.3.1 General principles

Any disciplinary proceedings in relation to the WOMEN'S EHF FINAL4 semi-final matches shall be handled according to an express procedure. Unless otherwise defined herein, applicable deadlines are defined by the competent legal body within the course of the proceedings.

The clubs participating at the WOMEN'S EHF FINAL4 and any of their players, officials, delegation members, as well as any person being member of the participating clubs or acting on their behalf shall observe the principles of fair-play and comply with all applicable regulations such as, without limitation:

- the IHF Rules of the Game
- the Regulations of the WOMEN'S EHF FINAL4
- the EHF Regulations for Anti-Doping and WADA Anti-Doping Code
- the EHF Advertising on Clothing Regulations

The clubs participating to the WOMEN'S EHF FINAL4 are responsible for ensuring an exemplary behaviour of their players, officials, delegation members as well as of any person being member of the participating clubs or acting on their behalf. Clubs are accountable for the conduct of their players, delegation members, officials and any person being part of the participating clubs or acting on their behalf and may be sanctioned accordingly.

3.15.4 Protests

3.15.4.1 Definition

Under the present section, "protest" shall mean any match-related claim which may have an impact on the result of a WOMEN'S EHF FINAL4 match.

3.15.4.2 Exclusion of protests

In all matches of the WOMEN'S EHF FINAL4, there shall be no valid reasons for protests and protests shall be inadmissible if relating to:

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

3.15.4.3 Procedure

Any protest related to any of the WOMEN'S EHF FINAL4 matches shall be handed over in writing to an EHF officer present at the venue or at the EHF office in the Aquincum Hotel Budapest within one (1) hour after the end of the relevant match.

Besides, a protest fee of €1,000 shall be paid by the claimant to the EHF. Such amount shall be paid directly to an EHF officer or shall be transferred to the EHF bank account at the same time the protest is handed over. In case of transfer payment, the receipt by an EHF officer of a written proof of payment of the protest fee in the defined 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 statements, information and documents shall be submitted by the claimant in writing and in English to any EHF officer present at the venue or at the EHF office no later than three (3) hours after the end of the relevant match.

For protest relating to semi-final matches, the WOMEN'S EHF FINAL4 Disciplinary Commission makes a decision on the protest no later than 9.00 am local time the day after the relevant match. Such decision is announced to the relevant parties.

3.15.5 Appeals

Any decision taken by the WOMEN'S EHF FINAL4 Disciplinary Commission according to the aforementioned provisions may be appealed to the EHF Court of Appeal.

Unless otherwise provided in the decision of the WOMEN'S EHF FINAL4 Disciplinary Commission, an appeal shall be filed with any EHF officer present at the venue or with the EHF Office in the Aquincum Hotel Budapest or with the EHF Office in Vienna in writing and in English no later than three (3) hours after communication of the Disciplinary Commission decision to the parties.

Besides an appeal fee of EUR 1.000 shall be paid by the appellant to EHF. Such amount shall be paid directly to an EHF officer or shall be transferred to the EHF bank account at the same time the appeal is filed/requested. In case of transfer payment, the receipt by an EHF officer/EHF Office of a written proof of payment of the protest fee in the defined deadline shall be deemed sufficient.

If deemed necessary by the appellant, a request for temporary suspension of the first instance decision may be filed together with the appeal.

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 EHF Court of Appeal decision is communicated in writing to the relevant parties.

The members of the WOMEN'S EHF FINAL4 Disciplinary Commission having decided on the protest in first instance shall not be part of the EHF Court of Appeal panel examining the protest in appeal.

3.15.6 Eligibility to play

No mandatory deadlines and fees are in force for the submission of protests concerning eligibility to play.

3.15.7 EHF Court of Arbitration

Any issue decided upon by the appeal body may be brought by any of the relevant parties before the ECA. The Rules of Arbitration for the ECA apply.

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

3.15.8 Arising Costs

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

3.15.9 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 events of the WOMEN's EHF Champions League.

4 EVENT/VENUE

4.1 Papp László Budapest Sportaréna

The Papp László Budapest Sportaréna is Hungary's largest multi-functional arena. With up to 12.000 spectators, it is a state of the art arena providing the best possible experience for players and spectators alike, with catering outlets, restaurants and extensive VIP facilities on-site. Further information at: www.budapestarena.hu.

4.2 Team facilities

Participating teams will be provided with their own changing room for both days with massage table in the Papp László Budapest Sportaréna. Allocation of the four changing rooms will be settled by draw at the club workshop on 17 April 2018.

4.3 Medical support

The medical support will be provided by the local organizer throughout the WOMEN'S EHF FINAL4. A dedicated emergency doctor and ambulance will be on call at the Papp László Budapest Sportaréna and further medical support for teams will be offered at the official Team Hotel.

4.4 Training venues

Each WOMEN'S EHF FINAL4 participating team will have access to one of two training venues from Thursday starting at 12:00, 10 May 2018 to Sunday, 13 May 2018. Training venues will be selected by the EHF, provided free of charge, and where possible, will be provided within 20 km of the Papp László Budapest Sportaréna. Each training venue will include a suitable training hall and changing facilities.

The first 15 minutes of Fridays' (11 May 2018) training sessions will be open to the media/promotion winners.

Due to the construction plan and timing of the set up in the Papp László Budapest Sportaréna training in the Papp László Budapest Sportaréna will not be possible.

Training times will be agreed at the workshop and if necessary drawn by lots.

4.5 Availability of playing court in Papp László Budapest Sportaréna

Prior to the start of each match the playing court shall be made available to the two teams for warm-up.

4.6 Club Hall Announcer

EHF reserves the right to ask each team to bring with them their own local Hall Announcer to the WOMEN'S EHF FINAL4, who will work with the main (neutral) EHF Hall Announcer to create a special atmosphere in the Papp László Budapest Sportaréna, in particular with the travelling fans from each club. In case EHF approaches the club with such request, the announcer should be experienced and must follow the organizer's instructions.

He/she will speak in his/her own language before matches while the players' walk in. Each club is responsible for the travel and associated costs of the Announcer, the EHF will provide a hotel room in another hotel than the official team hotel and food and beverages for each Hall Announcer. This is only valid in case EHF actively approaches a club for this matter. Otherwise the official moderators of the event will lead through the programme.

4.7 Accreditation zones

Detailed description of the accreditation system and the exact accreditation zones are in **APPENDIX 1**.

5 CLUB DELEGATION, ACCOMMODATION & TRAVEL

5.1 Size of Club Delegation

The official club delegation of each participating WOMEN`S EHF FINAL4 Team consists of 24 persons, where up to 18 players and 6 officials should be announced to the organizer.

5.2 Travel to the WOMEN`S EHF FINAL4

Each participating team is responsible for providing its own transport to Budapest for the WOMEN`S EHF FINAL4. Teams must arrive in Budapest before the midday of Thursday, 10 May 2018. Any visa costs have to be borne by the participating teams. Visa requirements have to be communicated to the EHF Competitions Department at the WOMEN`S EHF FINAL4 Workshop on Wednesday , 18 April 2018.

5.3 Official Team Hotel

The EHF announces one official Team Hotel for the four participating teams. It is mandatory for each team to stay at the official Team Hotel. Each participating club will be provided with accommodation for 24 people (18 players and 6 officials) to include the following:

- 9 Double Rooms
- 6 Single Rooms

The WOMEN`S EHF FINAL4 official Team Hotel is:

Aquincum Hotel Budapest

H-1036 Budapest, Árpád fejedelem útja 94
Hungary

Teams have the possibility to reserve three (3) additional hotel rooms by Friday, 20 April 2018 at the latest. Any costs have to be covered by the club itself. EHF gives no guarantee for availability of these rooms.

Each team will be provided with a team meeting room and audiovisual equipment (LCD Screen, DVD Player) in the Aquincum Hotel Budapest. Due to capacity reasons, additional meeting rooms cannot be reserved by the club.

All hotel enquiries should be made to the EHF Office in Vienna. Persons not staying at the Aquincum Hotel Budapest (Media etc.) will only have limited access to the official Team Hotel.

5.4 Food & Beverages

The following meals will be provided for participating clubs:

Thursday: snack and dinner

Friday: breakfast, lunch, snack and dinner

Saturday: breakfast, lunch, snack and dinner

Sunday: breakfast, lunch, snack and dinner

Monday: breakfast

Mineral water will be supplied to teams in the hotel, in training venues and at the venue. A detailed catering plan will be agreed on with the teams at the Workshop on 18 April 2018.

All meals will be served in the restaurant of Aquincum Hotel Budapest. It is mandatory for all teams to use these team areas.

5.5 Official Team Bus

Each of the four participating teams has to use the official WOMEN'S EHF FINAL4 team bus and driver, which will be at the disposal of the team from their arrival in Budapest on Thursday, 10 May 2018 to their departure on Monday, 14 May 2018 at agreed times. A transport plan will be agreed with teams in a good time prior to the event.

5.6 Costs

The costs for accommodation of the official team delegation of 24 persons in the official team hotel from Thursday 10 May 2018 to Monday, 14 May 2018, food & beverage and the official team bus mentioned above will be borne by the EHF resp. the local organizer.

Above this figure all arising costs such as for hotel rooms, food and beverages or transport are covered by the respective club. Availability of extra hotel rooms is not guaranteed by EHF.

Any additional costs occurred by teams such as room modifications, additional rooms, additional or special food and beverage requirements, phone calls, mini bar, additional hotel facilities and other requests are the responsibility of each club. All additional costs must be paid by the delegation before the departure from the hotel.

6 TICKETS

6.1 WOMEN`S EHF FINAL4 Tickets

A total of 250 tickets in the price category 2 (light green) and 25 VIP tickets (green) have been reserved for each of the four participating WOMEN`S EHF FINAL4 teams. Following the WOMEN`S EHF FINAL4 workshop, each participating team must inform EHF by Friday, 20 April 2018 about the number of tickets they require. If a club does not require their allocation, the Organizer and EHF will agree, if these tickets will go on general sale or will be offered to other participating clubs or will be used by the EHF and Organizer.

Ticket order forms will be provided to the participating teams during the WOMEN`S EHF FINAL4 Workshop.

Tickets for the participating club have been reserved within the marked areas as previously indicated (diagram below).



Team 1:
Team 2:
Team 3:
Team 4:

	Category	Number of tickets	Regular Price incl. VAT
	Category 2	250	115 EUR
	VIP Ticket	25	399 EUR
	Total	275	

7 OFFICIAL EVENTS

7.1 Organizational/Technical Meeting Thursday, 10 May 2018, 20:00 hrs

A Technical/Organizational Meeting will be held in the Aquincum Hotel Budapest on Thursday, 10 May 2018 at 20:00 hrs. The Organizational Meeting will be conducted by the EHF in cooperation with all four teams, EHF and the local organizer. The run-down of the event (ceremonies, side events, etc.) will be communicated in advance and also handed out to all participants at the meeting.

Handover of any club material (match shirts, etc.) should also be carried out at this event.

7.2 Team media manager meeting, Thursday 10 May 2018, 22:00 hrs

A team media manager meeting will take place in the Hotel Aquincum on Thursday, 10 May 2018 directly following the organisational/technical meeting (approximately 22:00 hrs). The meeting will be conducted by EHF/EHF media managers. Information will be provided on the teams' media obligations during the event.

7.3 Media Call, Friday, 11 May 2018

An official media call will take place on Friday, 11 May 2018. The EHF and EHF reserve the right to hold the media call at an outdoor location, i.e. on Budapest Heroes Square if it is in the interest of promoting the WOMEN'S EHF FINAL4.

The EHF and EHF are aware that the players' health is of utmost importance and will hold an outdoor media call only if the weather conditions allow it. Should rain or cold weather be forecast, it will be announced at the latest on Wednesday, 9 May that the media call takes place at the Hotel Aquincum. The exact starting time will be coordinated with the participating teams at the workshop following the draw.

Each team will be allocated a time slot of approximately 30 minutes. The event will be open to all members of the media including TV, radio and written press. The President of each club is invited to attend, it is mandatory for the head coach, media manager and seven key players of each club to attend.

Provided that the media call takes place at Heroes Square, the players and the coach present shall be made available for an autograph and meet & greet session with the fans (approx. 30 minutes) after the media call.

7.4 VIP Reception, Friday, 11 May 2018, 18:00 hrs

A VIP reception will take Friday 11 May 2018 18:00 hrs. The president of each participating team is invited to take part in the respective reception.

8 CEREMONIES & AWARDS

8.1 Entry ceremony

The entry ceremony of the WOMEN'S EHF FINAL4 matches is based on the guidelines given in the 2017/18 WOMEN'S EHF Champions League Regulations. Additional show elements will be added to the entry ceremony. During the pre-match entry ceremony all players are required to stand in one line with the referees facing the main TV camera as the team line-up is presented to the TV audience. Players are not permitted to move or continue their warm-up routine during this phase of the entry ceremony.

8.2 Awarding ceremonies

The procedures for the entry and awarding ceremony for WOMEN'S EHF FINAL4 matches, including the WOMEN'S EHF Champions League final match, will be communicated to the four participating clubs in good time prior to the WOMEN'S EHF FINAL4.

8.3 Awards

The winner of the WOMEN'S EHF Champions League - and therefore the WOMEN'S EHF FINAL4 - shall receive the WOMEN'S EHF Champions League trophy.

9 ANTI-DOPING

Anti-doping controls may take place before, during and after the WOMEN'S EHF FINAL4 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 FINAL4 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.

10 MARKETING

10.1 Marketing rights

All rights for the WOMEN'S EHF FINAL4 are marketed centrally by EHF. Marketing rights include all advertising on the EABS boards and on the floor, as well as advertising within and outside the Papp László Budapest Sportaréna and all official WOMEN'S EHF FINAL4 merchandising.

10.2 Advertising system

An Electronic Advertising Board System will be used on the long and the short sides of the playing court. All animations are produced by EHF.

10.3 Merchandising

The EHF holds all rights for merchandising products related to the WOMEN'S EHF FINAL4 and the use of the WOMEN'S EHF FINAL4 Logo. EHF has the right to use the club logos of the four participating clubs for merchandising purposes related to the WOMEN'S EHF FINAL4.

It is not permitted to sell club merchandising in and in front of Papp László Budapest Sportaréna. If clubs wish to sell their merchandising, EHF will inform them about the possibilities to sell club merchandising at a location away from Papp László Budapest Sportaréna.

10.4 Clothing of event staff and officials

The EHF holds all rights on clothing of the WOMEN'S EHF FINAL4 event staff and officials.

10.5 Club sponsors

Club sponsors are not permitted to be presented during the WOMEN'S EHF FINAL4 either inside or outside the arena except where agreed in writing by EHF.

10.6 Signed Player's Shirts

Each team is obliged to provide 30 official WOMEN'S EHF Champions League players shirts (including official badge) free of charge to EHF. All shirts have to be signed by each player. The t-shirts shall be handed over to an EHF representative during the technical meeting at the very latest.

10.7 Additional promotional activities

WOMEN'S EHF FINAL4 clubs and their players are not permitted to engage in additional promotional and advertising campaigns during or in connection to the WOMEN'S EHF FINAL4 without the written permission of EHF.

11 CORPORATE IDENTITY

This corporate identity chapter is a style guide about the brand elements of the WOMEN'S EHF FINAL4 and is designed to show the correct usage to all parties involved.

All information provided in this section is based on the Online Design Guide of the 2017/18 WOMEN'S EHF Champions League, respectively the WOMEN'S EHF FINAL4 2018. Information on the general branding of the WOMEN'S EHF Champions League is provided in this guide and is not repeated in this section.

11.1 Official name of the competition

The official name of the competition is: **WOMEN'S EHF FINAL4 2018**

The wording "WOMEN'S EHF FINAL4" shall be written in capital letters and without a space between the letters and the number "4".

In connection with the year/date, the year/date shall be always written at the end, e.g. "**WOMEN'S EHF FINAL4 2018**".

11.2 Official name of the homepage

The official name of the WOMEN'S EHF FINAL4 homepage is: **www.ehfFINAL4.com**

The three letter abbreviation for the European Handball Federation shall be displayed as lower case letters, and the letters of the wording FINAL4 shall be written as capital letters.

11.3 Official typeface

The official typeface for the WOMEN'S EHF FINAL4 is the "EHF Typeface" (as also used in the whole WOMEN'S EHF Champions League). The EHF typography comes in 10 different weights which are used in various applications depending on the type of communication and material at hand. The EHF Typeface shall mainly be used for headings.

The typeface is available for download in the EHF Cloud: <https://cloud.ehf.eu/index.php/s/73T2SjZJdf3nni9>

For continuous text (body text) and on all web related cases, one can use the secondary typeface "Calibri" which can be found as a standard in Microsoft office packages.

11.4 Logotype usage

The WOMEN'S EHF FINAL4 logo is the graphic representation of this special event as a brand.

Horizontal logo:



The WOMEN'S EHF FINAL4 logos are to be placed using a respect distance (on all four sides of the particular logo used)

Vertical logo:



Sleeve-badge logo:



Maintaining an adequate amount of the surrounding clear space ensures that the logo is not crowded by any other distracting graphic elements or typography.

No extras shall be added to the WOMEN'S EHF FINAL4 logo. It shall not be distorted or rearranged. Any usage of the WOMEN'S EHF FINAL4 logo has to be confirmed by EHF.

12 BRANDING

This chapter gives an overview of branding layouts and production. Layout and production of the WOMEN'S EHF FINAL4 branding material are independent from the guidelines given in the Online Design Guide 2017/18, these materials will be produced exclusively by EHF. Branded areas include: the playing court, fan areas indoors and outdoors, side events, city branding.

12.1 Official match ball

The official match ball for the WOMEN'S EHF FINAL4 is provided by Select. Clubs will be supplied with 30 balls for training purposes mid-April. Balls will be sent directly to the clubs.

EHF reserves the right to present and use individually branded official match balls by their partner Select for each match.



12.2 Flags

All flags are provided by EHF.

12.3 WOMEN'S EHF FINAL4 web banner

Each club participating in the WOMEN'S EHF FINAL4 2018 is obliged to integrate the official WOMEN'S EHF FINAL4 banner in the club homepage at a prominent position. EHF provides the event banner in three different sizes. The web banners are available for download in the EHF Cloud:

<https://cloud.ehf.eu/index.php/s/KJwbjLpnDnGpDbH>

Size: 300 pixels wide x 50 pixels high



Size: 728 pixels wide x 180 pixels high



Size: 420 pixels wide x 240 pixels high



12.4 Player's clothing

Participating clubs are obliged to bring their own players' shirts, also used during the whole 2017/18 WOMEN'S EHF Champions League season. No special players' shirts will be provided for the WOMEN'S EHF FINAL4.

EHFM will produce and provide the participating clubs with a new sleeve badge for the WOMEN'S EHF FINAL4 event. A sufficient number of printed sleeve badges for the WOMEN'S EHF FINAL4 will be handed over to each club at the workshop on 18 April 2018.

The mounting of the logo onto the shirt, in accordance with the WOMEN'S EHF Champions League Regulations, is mandatory. The badge has to be sewed on the left arm only and must be in evidence.

The indicated space around the badge as pointed out in the WOMEN'S EHF Champions League Regulations has to be free of any additional advertisements or logos. The above will be checked at the Technical Meeting on Thursday, 10 May 2018, 20:00 hrs in Aquincum Hotel Budapest.

Maintaining an adequate amount of the surrounding clear space ensures that the logo is not crowded by any other distracting graphic elements or typography. No other symbols or logos (e.g. of equipment suppliers, etc) shall be printed on or next to the official badge.

13 MEDIA

13.1 Media obligations

The WOMEN'S EHF FINAL4 will enjoy extensive coverage from the international media. The four participating teams and their players shall follow the media guidelines drawn up by the EHF and be available for media enquiries during the WOMEN'S EHF FINAL4 to ensure the maximum exposure and promotion of the sport of handball, the WOMEN'S EHF FINAL4 teams and the WOMEN'S EHF Champions League.

13.2 WOMEN'S EHF FINAL4 Multilateral feed production

EHFM will produce the games of the WOMEN'S EHF FINAL4 and for this will need the teams to cooperate with the production crew.

For the official EHFM TV production the TV crew will organize a recording of all teams' arrivals at the airport and will follow the teams to their buses. Each club is asked to permit the TV crew to do a short interview with the Head Coach and/or at least one key player either on the arrival terminal at the airport or at the player's hotel.

EHFM will also organize a recording of the team's arrival at the Papp László Budapest Sportaréna on both match days. The recording will start at the team's arrival to the arena and will be carried out while the teams are walking to and settling down in their changing rooms. EHFM will do no more than a short sequence of three minutes recording in the team changing rooms.

EHFM will organize a recording of the 'prepared' dressing rooms well before the arrival of the players. Therefore the teams are required to prepare the dressing rooms by placing the official team kits of the players in the dressing rooms at least two hours before the arrival of the players (first match day).

13.3 Club media managers

The teams taking part in the WOMEN'S EHF FINAL4 shall nominate a designated media manager at least by 18 April 2018. This person shall be available to cooperate with the EHF/EHFM media team, before and during the WOMEN'S EHF FINAL4 in order to ensure good promotion of the event. The media manager of the club will be the key contact for the EHF/EHFM media team, making sure that the team carries out all media obligations. The club media manager will ensure that the WOMEN'S EHF FINAL4 receives prominent coverage in the run-up to the event on the club's own website as well as local, regional and national media.

13.4 Press conferences

The following press conferences will be held during the WOMEN'S EHF FINAL4. Attendance at press conferences for participating clubs and officials is mandatory.

Saturday, 12 May 2018

- 15 minutes following Semi-final match 1 and 2 (Head coach and one key player nominated by the EHF at the end of the match)

Sunday, 13 May 2018

- Optional: 13.30 hrs, Closing EHF Press conference
- 15 minutes following match, 3/4 placement match (Head coach and one key player nominated by the EHF)
- 15 minutes following Awarding Ceremony, Final match (Head coach and one key player nominated by the EHF)

13.5 Media call on Friday, 11 May 2018

An official media call will be held at Budapest's Heroes' Square or the Aquincum Hotel Budapest on Friday (also see 7.1 Media Call). Each team will be allocated a time slot of approximately 30 minutes. Exact times will be agreed at the WOMEN'S EHF FINAL4 Workshop. Each team must attend the media call with the manager, head coach and seven key players.

13.6 Open training for the media

Each team is required to allow the media (television and photographers) into the training session on Friday, 11 May 2018 for a minimum of the first 15 minutes in order to allow television footage to be filmed and players to be photographed. Teams may permit interviews to take place if they wish but this is not obligatory.

13.7 Dressing room access before or after the match

In order to bring the fans closer to the teams even prior to the matches, each club is asked to do its utmost to permit access of a camera team to the dressing room to record the last moments before the official team presentation or the atmosphere directly after the match.

The club Media Manager or any other person of the club staff will decide the right moment to open the door of the dressing room to the camera crew (maximum one camera man and an assistant for max. 3 minutes).

13.8 Interviews for ehfTV and EHF Media

It is an obligation for each club to provide the following interviews for the ehfTV and EHF Media:

- at the dressing room shortly before warm-up; the exact timing will be agreed between the EHF and the club
- a super flash interview immediately after the game. The respective player will be agreed upon between the EHF Media Team and the club media representative during each game. It is the responsibility of the club media representative to make the player available. The super flash interview will only be conducted with a player of the winning team in the two semi-finals, the 3/4 placement match and the final.
- at the flash zone immediately after the game;
- the respective player will be agreed between EHF and the club media representative during each game. It is the responsibility of the club media representative to make the player available for the interview.

13.9 Live Interview for fan-TV during warm-up

It is an obligation for each club to make the head coach available for a live interview (maximum 3 minutes) with the fanTV moderators during the warm-up of the teams. The interview will be held in English and will be shown on the video cube of the Papp László Budapest Sportaréna.

13.10 Live Interview from the substitutes' bench

The EHF has the right to interview either a player or an official on the substitutes' bench during the match upon request of the TV station of the respective team.

13.11 Live interview during half-time

EHF Media reserves the right to interview a player or an official immediately after the end of the first half. The interview will take place in the super flash zone at the beginning of the mixed zone on the way to the dressing rooms. Only one interview per game will take place. If asked, the media manager of the respective club has to ensure that the player/official agreed upon will be made available and directed to the mixed zone where the interview will take place.

13.12 Post-match procedures

The teams leaving the court following the games must follow the path to the changing rooms defined by the EHF. The players must walk through the flash zone/mixed zone where media representatives may stop them for comments on the game.

The head coach and one key player nominated by the EHF from each team shall arrive on time for the post-match press conference that will be carried out 15 minutes after each match in the press conference room (15 minutes after the awarding ceremony in the final). The club media manager is responsible for ensuring the prompt arrival of the coach and player.

The post-match press conference will take approximately 10 minutes. Media representatives may put their questions directly to the coaches and players at the end of the press conference. The post-match press conference will be conducted in English. The media manager/translator of each team should provide translation of the players' and coach's comments into English where necessary during the press conference.

13.13 Media accreditation

Accreditation for all members of the media will run until Friday, 21 April 2018. Members of the media will be informed whether they have been granted an accreditation at the latest on Wednesday, 26 April 2018. Each participating club will have a set number of media places reserved to ensure comprehensive local coverage.

13.14 Media facilities

The following media facilities will be provided: press conference room, press working room, press seats with tables, positions behind each goal for photographers and further positions within the arena for photographers. The work of the media will be managed by an experienced media team from the EHF/EHFM.

13.15 Official website

The official website of the WOMEN'S EHF FINAL4 is www.ehfFINAL4.com, which together with the WOMEN'S EHF Champions League website, www.ehfCL.com, will carry extensive news and information about the WOMEN'S EHF FINAL4. The event will be streamed live via the EHF streaming platform ehfTV.com.

13.16 DVD service

Each team will receive a copy of each match on DVD approximately 30 minutes after the completion of the game to assist their preparations. DVD's are only allowed to be used for training and preparation purposes and may not be used commercially.

13.17 TV stations of clubs

Club TVs of participating clubs will be granted special video authorization in the whole Papp László Budapest Sportaréna (except dressing rooms of the other three participating clubs) in accordance with the EHF Media team and the regulations provided in due time in order to reproduce the special atmosphere of WOMEN'S EHF FINAL4.

13.18 Event coverage/interviews

The EHF will provide extensive coverage of the WOMEN'S EHF FINAL4 on its official websites and publications including the WOMEN'S EHF FINAL4 Magazine.

Before and during the WOMEN'S EHF FINAL4, clubs are obliged to provide access to the coach and players for interviews by the EHF media team and to provide additional content as required. Timing should be in cooperation with the clubs.

13.19 Social media

Clubs are required to make key players available before and during the WOMEN'S EHF FINAL4 for social media activities; including interviews, live chats and video chats via the EHF and WOMEN'S EHF FINAL4 website and

social media channels. Clubs will be informed during the club workshop of the planned social media activities and agree dates and times.

14 FINANCES

14.1 Disbursement of the WOMEN`S EHF FINAL4 Marketing proceeds

14.1.1 Modified regulations

Finances for the 2018 WOMEN`S EHF FINAL4 will be administered through conditions defined in the 2017/18 WOMEN`S EHF Champions League Regulations, however articles 1.3 "Granted Disbursements" and 1.4 "Dates of Payments" are modified as indicated below.

14.1.2 Granted disbursements

The Granted Disbursements in respect of the Semi-final and Final defined in article 1.3 /Section XII. Finances, of the 2017/18 WOMEN`S EHF Champions League Regulations, are for the WOMEN`S EHF FINAL4 amended as follows.

The following amounts will be disbursed to participating clubs at the WOMEN`S EHF FINAL4 on the basis of the fulfillment of the regulations. All four participating teams will get a fix base of € 50.000 each. In addition an amount of minimum € 410.000 will be disbursed by relative share.

The granted disbursements of the WOMEN`S EHF FINAL4 will therefore be executed as follows:

	fix base	relative share	guaranteed bonus	total per team
Winner	€ 50.000	33,33%	€ 136.653	€ 186.635
2 nd place	€ 50.000	25,93 %	€ 106.313	€ 156.313
3 rd place	€ 50.000	22,22%	€ 91.102	€ 141.102
4 th place	€ 50.000	18,52%	€ 75.932	€ 125.932
Total	€ 200.000	100%	€ 410.000	€ 610.000

In case the revenues available and assigned to the WOMEN`S EHF FINAL4 after final accounting of the 2017/18 Women`s EHF Champions League season exceed or deceed the aforementioned granted disbursements, they will be distributed by the given relative share.

14.1.3 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 after conclusion of the final accounting of the 2017/18 Women`s EHF Champions League season including the WOMEN`S EHF FINAL4. However disbursements shall be done by 31 July 2018 at the latest.

15 ADDITIONAL REGULATIONS AND MANUALS

15.1 Organization

Clubs and players are required to follow the instructions of EHF and EHFMs officials.

15.2 WOMEN`S EHF FINAL4 promotion

Clubs will ensure that players and officials are made available in order to promote the WOMEN`S EHF FINAL4 and the sport of handball in the run up to and during the WOMEN`S EHF FINAL4 event. This will include interviews with the media as well as partner/sponsor and fan promotions. Each team will make themselves available to sign autographs with fans at a time and place designated by EHFMs.

15.3 Additional manuals

In accordance with the EHF Statutes, the following Regulations shall form an entire part of the present regulations:

- the WOMEN'S EHF Champions League Regulations
- IHF Rules of the Game
- the EHF Advertising on Clothing Regulations
- Arbitration Agreement and the EHF Code of Conduct
- the EHF Legal Regulations
- the EHF List of Penalties
- the EHF Catalogue of Administrative Sanctions
- the EHF Regulations for Anti-Doping and the WADA Anti-Doping Code
- the WOMEN'S EHF Champions League Online Design Guide
- the EHF Coaches Licensing Implementation Manual
- the Rinck Convention Manual (2010 edition)

16 SPONSORS AND PARTNERS

Premium sponsor



Event partners



EHF Partners



APPENDIX 1

WOMEN'S EHF FINAL4 - ACCREDITATION PROTOCOL

In the area of Papp László Sportaréna, the protocol of the previous year will be applied with some essential modifications regarding the protection of organisation and safety regulations.

The main elements of accreditation system:

1. Accreditation card provided with photo
2. Organizers' armband with zone number (E.g. performers, catering etc. – in order to avoid useless accreditations)
3. VIP I and VIP II armband provided with daily colour code

Accreditation Zones:

1. PLAYING COURT (1, GREEN)  colour
2. DRESSING ROOM /PLAYER ZONE (2, YELLOW)  colour
3. ORGANISATION (3, ORANGE)  colour
4. PRESS/ MEDIA AREA (4, RED)  colour
5. HB (TV) (5, GRAY)  colour
6. SUPPORT TABLE (6, PURPLE)  colour

ACCREDITATION OFFICE

The accreditation office is at the BOK center (1146 Budapest Dózsa György út 1. opposite side to the F1 entrance,). From F1, the „media tribune” and the „press room” are available with elevator, while the „mixed zone” and the „photo positions” can be reached on foot through gate F4. / For the media representatives and photographers the way through gate F4 will be a primary path. From here, community areas and corridors are also available./ There is an extra media/TV transit way through gate F1.

Entrance entitlements – Process description

Accreditation cards are to be taken over at BOK center (1146 Budapest Dózsa György út 1. opposite side to the F1 entrance,) in the accreditation office. After having taken over the accreditation cards, individuals can already have free movement among the appropriate zones available for them.

Accreditation card with photo

The accreditation cards with photos enable the entrance into safety zones provided with colours and numbers determined above. Volunteers, would only receive permission into areas no. 3 and 6 plus their duty location. The EHF photographers receive white bip - with all access. Other photographers can work wearing the blue bip in their own zone (media, playing court). The all access gold accreditation card can be used to accompany Guests as well.

Organizers' armband with zone number

Contributors of certain areas are supplied with a special armband provided with different colours in order to avoid the complicated and time-consuming photo-accreditation procedure.

Their entrance will be accomplished just the same way (separated into zones)

- Artists (colour TBA)
 - o Zones: 1, 3
- Staff (technical – colour TBA)
 - o Technicians, IT and cleaning services, decoration
 - o 1, 2, 3, 4, 5, 6 - All Access (without accompaniment)
- Staff (catering – colour TBA)
 - o 2, 3, 4
 - o 2, 3, 4, VIP I. - VIP II.

VIP I and VIP II armbands with daily colour code

VIP guests won't be accredited!

They will receive VIP I and VIP II armbands (daily a different one) assigned in 2 categories. Helping SECURITY Staff, the graphic creative of the actual armbands will be placed onto the VIP Hall's Entrances every day.

The dressing rooms' corridor can be used only by office employees, teams and main organizers. TV cameramen have limited access to the mentioned area to record the arrival of the participating teams.

The number of volunteers will be restrained.

Into the Support Area can enter only the Support Table employees avoiding the undue walking through. People with TV Accreditation are entitled to cross the Support Table Area just in a special case.

Access rights - accreditation zones:

1. PLAYING COURT (1, GREEN) colour

- a. Players
- b. Referees
- c. EHF / HHF
- d. OC / LOC
- e. Host Broadcaster
- f. Photo
- g. TV
- h. Volunteers (according to function)
- i. Artists (armbands)
- j. Technical / staff (armbands)

2. DRESSING ROOM (2, YELLOW) colour

- a. Players
- b. Referees
- c. EHF / HHF
- d. OC / LOC
- e. Host Broadcaster (only with yellow card)
- f. Volunteers (according to function)
- g. Catering (armbands)

3. ORGANISATION (3, ORANGE) colour

- a. EHF / HHF
- b. OC / LOC
- c. Volunteers
- d. Artists (armbands)
- e. Technical / staff (armbands)
- f. Catering (armbands)

4. PRESS / MEDIA AREA (4, RED) colour

- a. EHF / HHF
- b. OC / LOC
- c. Host Broadcaster
- d. MEDIA
- e. Photo
- f. TV
- g. Volunteers (according to function)
- h. Technical / staff (armbands)
- i. Catering (armbands)

5. HB (TV) (5, GREY) colour

- a. EHF / HHF
- b. OC / LOC

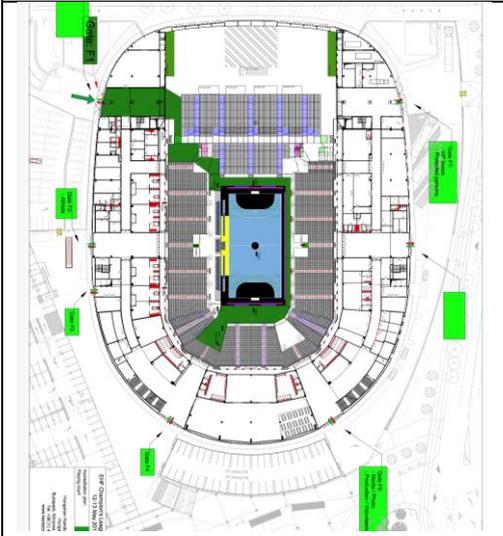
- c. Host Broadcaster
- d. TV
- e. Volunteers (according to function)
- f. Technical / staff (armbands)

6. SUPPORT TABLE (6, PURPLE) colour

- a. EHF / HHF
- b. OC / LOC
- c. Host Broadcaster
- d. TV
- e. Volunteers (according to function)
- f. Technical / staff (armbands)
- g. Artists (armband; during show)

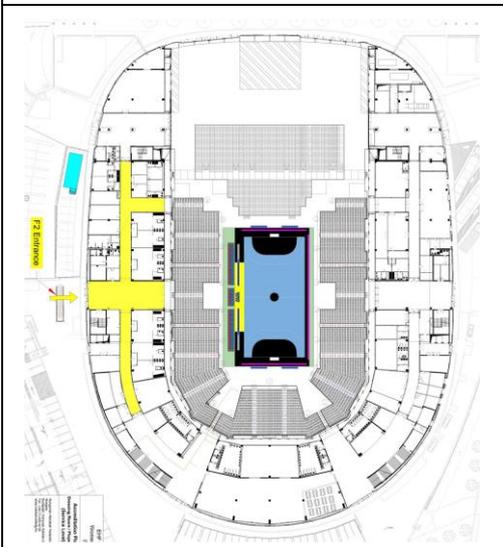
Accreditation Zone 1 - Playing court

GROUND FLOOR



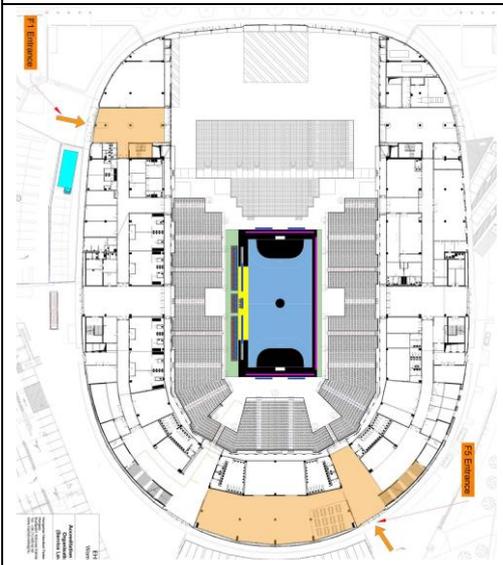
Accreditation Zone 2 - Dressing rooms

GROUND FLOOR

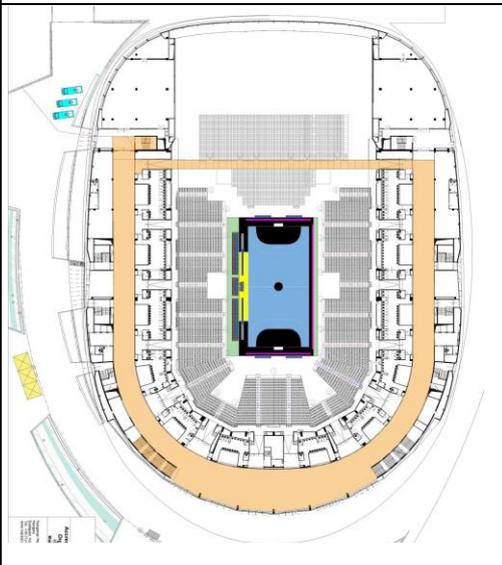


Accreditation Zone 3 - Organisation

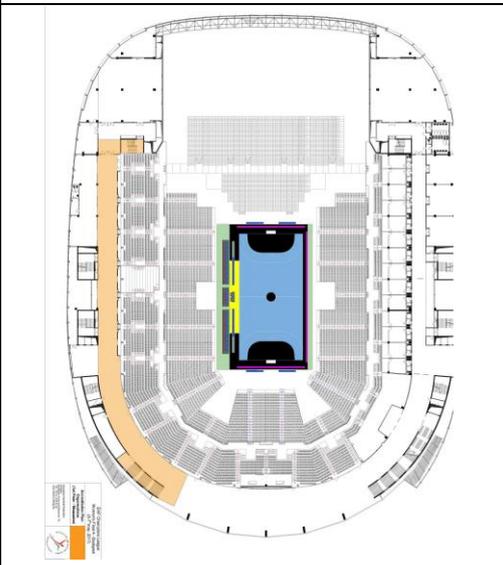
GROUND FLOOR



1st FLOOR

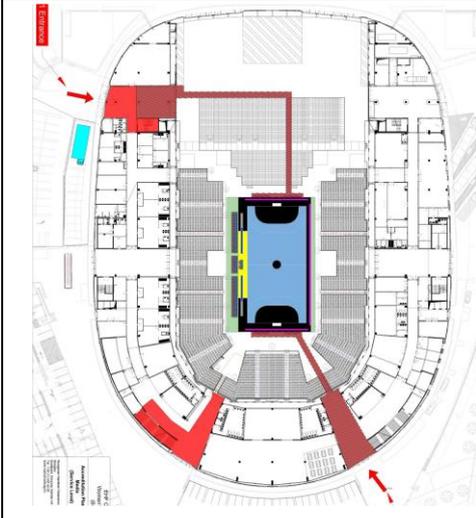


2nd FLOOR

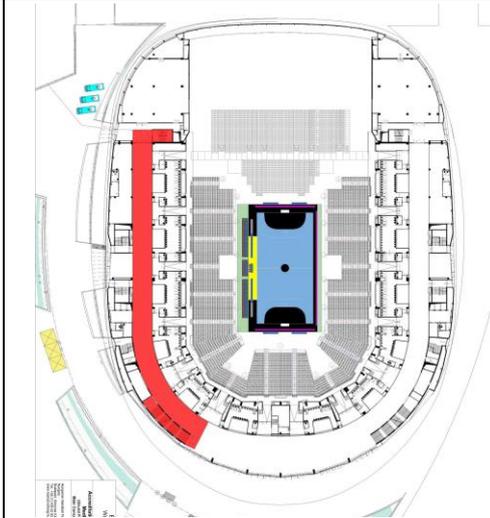


Accreditation Zone 4 - Press / Media

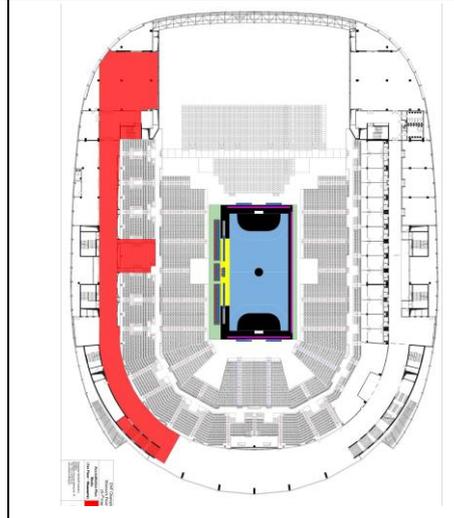
GROUND FLOOR



1st FLOOR

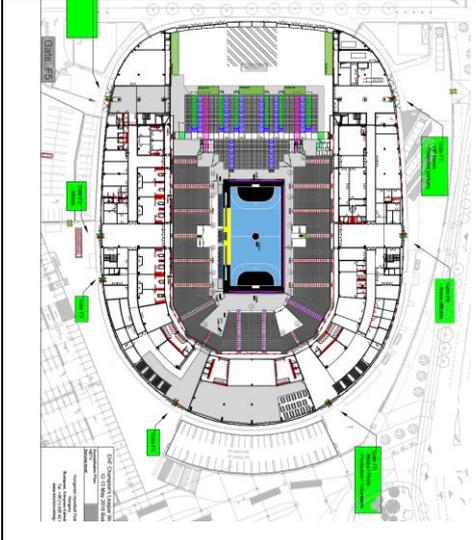


2nd FLOOR

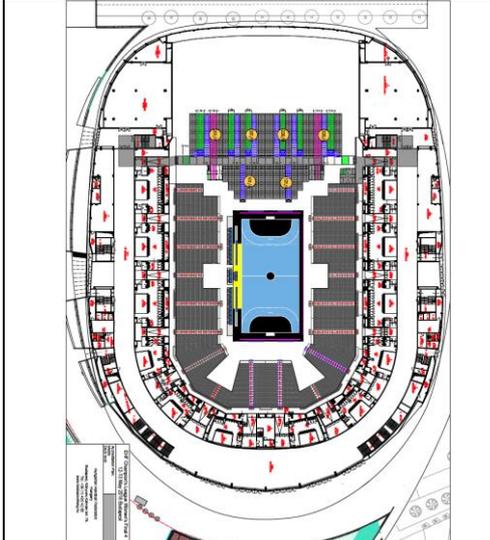


Accreditation Zone 5 - Host Broadcaster (TV)

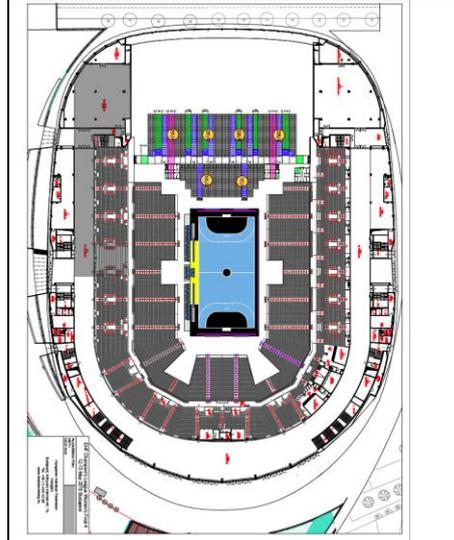
GROUND FLOOR



1st FLOOR

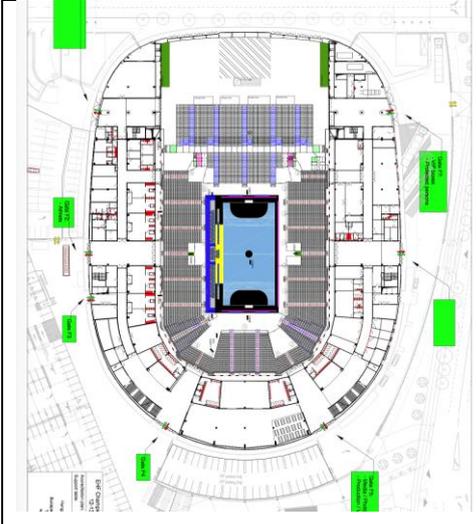


2nd FLOOR



Accreditation Zone 6 - Support Table

GROUND FLOOR





EUROPEAN HANDBALL
FEDERATION

European Handball Federation
Hoffingergasse 18
1120 Vienna
Austria
Phone: +43 1 80151-0



EHF Marketing GmbH
Hoffingergasse 18
1120 Vienna
Austria
Phone: +43 1 80151-0