

**VELUX®**



**EHF**  
CHAMPIONS  
LEAGUE

**VELUX EHF Champions League**  
**Season 2018/19**

# **Regulations**

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# I. Introduction

The official name of the competition is the VELUX EHF Champions League 2018/19 and the VELUX EHF FINAL4 2019. Any abbreviations refer to the official names mentioned above.

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



## 1 General information

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

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

- VELUX EHF FINAL4 Regulations
- IHF Rules of the Game
- EHF Advertising on Clothing Regulations
- EHF Rules on Safety and Security Procedure
- Arbitration Agreement and EHF Code of Conduct
- EHF Legal Regulations
- EHF List of Penalties
- EHF Catalogue of Administrative Sanctions
- Rules of Arbitration for the EHF Court of Arbitration
- EHF Regulations for Anti-Doping and WADA Anti Doping Code
- Online Design Guide
- Match of the Week Manual
- Floor Installation Manual
- Electronic Advertising Board System Manual (EABS Manual)
- Host Broadcaster Manual
- EHF Coaches Licensing Implementation Manual
- Rinck Convention Manual (2010 edition)

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

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

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

VELUX 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.

The EHF transfers the use of the complete media rights and advertising rights for the 2018/19 season to EHF Marketing GmbH (abbr. EHFMM) and entitles it to undertake the respective organisational measures with regards to the usage of these rights.

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

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

A club earns the right to participate in the Forum Club Handball with the qualification for the Group Phase. This right is valid for the season in which the club participates in the VELUX EHF Champions League.

## 2 Fair play

The principles of fair play shall be observed by the EHF Member Federations and their clubs in all matches. This includes not only the treatment of the guest club, the referees and delegates but also the behaviour of the spectators towards all participating parties:

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

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

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

## 3 Awards

The winner of the VELUX EHF Champions League shall receive the trophy specifically made for this competition.

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

## 4 General timetable

05.06.2018	Deadline for final registration incl. all requested documents and deposit
26.06.2018	Official publication of the Champions League participants
27.06.2018	Draw of the 2018/19 VELUX EHF Champions League Qualification tournaments
29.06.2018	Draw of the 2018/19 VELUX EHF Champions League Group Phase
August 2018	EHF Information: 2018/19 Online Design Guide 2018/19 Match of the Week Manual 2018/19 Floor Installation Manual 2018/19 Host Broadcaster Manual 2018/19 EABS Manual
31.08- 02.09.2018	Qualification Tournaments
04.-05.09.2018	Club Workshop
12.- 16.09.2018	Group Phase - round 1
19.- 23.09.2018	Group Phase - round 2
26.- 30.09.2018	Group Phase - round 3
03.- 07.10.2018	Group Phase - round 4
10.- 14.10.2018	Group Phase - round 5
03.- 04.11.2018	Group Phase - round 6 (Saturday and Sunday only)

07.- 11.11.2018	Group Phase - round 7
14.- 18.11.2018	Group Phase - round 8
21.- 25.11.2018	Group Phase - round 9
28.11- 02.12.2018	Group Phase - round 10
06.- 10.02.2019	Group Phase – round 11 (Group A & B only)
13.- 17.02.2019	Group Phase – round 12 (Group A & B only)
20.- 24.02.2019	Group Phase – round 13 (Group A & B and KO Group C & D)
27.02.- 03.03.2019	Group Phase – round 14 (Group A & B and KO Group C & D)
20.- 24.03.2019	Last 16 – 1st leg
27.- 31.03.2019	Last 16 – 2nd leg
24. - 28.04.2019	Quarterfinals – 1st leg
01. - 05.05.2019	Quarterfinals – 2nd leg
07.05.2019	Draw for the VELUX EHF FINAL4 2019 & Club Workshop
01.- 02.06.2019	VELUX EHF FINAL4 2019

## **5 EHF events**

### **5.1 VELUX EHF Champions League draws**

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

### **5.2 Club workshop**

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

The club workshop will be held on 04 and 05 September 2018. Further details will be communicated by EHF in good time prior to the event.

#### **5.2.1 VELUX EHF FINAL4 workshop**

The EHF will coordinate the colours of shirts and shorts (incl. goalkeeper) at this workshop.

Therefore each team has to bring its two sets of players clothing in different colours (one dark and one light colour) to the VELUX EHF FINAL4 workshop.

In addition to the club representative, one key player of each team is asked to join the event as it will be combined with media activities.

### **5.3 Availability of delegation members**

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

## II. Competition

### 1 Structure of the competition

#### 1.1 Frequency

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

#### 1.2 Announcement and deadlines

##### 1.2.1 Playing periods

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

##### 1.2.2 Individual fixtures

The playing period of each round is fixed by the EHF calendar. The exact playing day and the throw-off time of each game is subject to coordination between the EHF/EHFM, both participating clubs and the TV stations involved.

The official match days are Wednesday, Thursday, Saturday and Sunday. Matches on any other day can only be held in case of an exceptional situation and following a decision taken by the EHF/EHFM. All final decisions regarding fixtures lie with the EHF.

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

The EHF has the right to switch the home right of a KO phase pairing (KO matches – Group Phase – Group C /D, Last 16 and Quarterfinals) if the home team of the 2<sup>nd</sup> leg match does neither provide a suitable playing hall at the foreseen dates nor at an alternative date defined by the EHF. Additionally the EHF has the right to switch the home right of a KO phase pairing (KO matches – Group Phase – Group C /D, Last 16 and Quarterfinals) if the home team of the 2<sup>nd</sup> leg match refuses to carry out its home game on the date defined by the EHF.

### 2 Entry conditions

#### 2.1 Eligibility to enter

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

The National Federations are permitted to register those clubs to the VELUX EHF Champions League which follow the respective national legislation.

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

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

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

- 2.1.4 The National Federations have the right to register their team(s) for the VELUX EHF Champions League 2018/19 according to the EHF ranking list.
- 2.1.5 Per club only one team of the same gender is entitled to participate in any EHF club competition. It is the responsibility of the Member Federations to take this into consideration during the registration process.
- 2.1.6 Winner of the VELUX EHF Champions League  
If the defending champion does not finish its domestic competition on a top position and is therefore neither directly qualified nor has the National Federation the chance to ask for this club for an upgrade from the EHF Cup resp. from the Challenge Cup to the VELUX EHF Champions League, the National Federation shall have the right to request an additional place for the VELUX EHF Champions League competition of the following season for this particular club.
- 2.1.7 If a club does not make use of its right to participate in the VELUX EHF Champions League 2018/19, its registration in one of the following two seasons is subject for a particular consent and confirmation by the EHF. The open place reverts back to the EHF who will distribute it as an additional place. The national federation concerned may not register an alternative team.

## 2.2 Participation

- 2.2.1 Eligibility to enter the competition  
Eligibility to enter the competition is conditional upon the availability of sports facilities complying with to the Rules of the Game, to the VELUX EHF Champions League Regulations and the respective requirements and Manuals for the VELUX EHF Champions League events. The responsibility for correct and completed documents rests with both the registering club as well as with the Member Federation of the club.
- 2.2.2 Registration requirements  
A correct registration of clubs for the VELUX EHF Champions League includes the fulfilment of the respective technical or organisational or administrative requirements.  
Such a correct registration consists of:
- Correct and fully completed registration documents, which are signed by a person/representative being legally entitled to commit the club (declaration concerning official signing of entitlements to be attached upon request)
  - Presentation of all required information, documents and declarations being due as a part of a correct entry within the deadline stipulated. The registering club together with the National Federation concerned are to be held responsible for the completeness and correctness of the presented documents.
  - A playing hall which is confirmed by the EHF for the VELUX EHF Champions League 2018/19
  - Payment of the deposit of € 25,000,--
- 2.2.3 Pledge of commitment  
By registering for entry, all participants in the VELUX EHF Champions League take note of the conditions governing the competition and expressly undertake to observe applicable Rules and Regulations. At the request of the EHF an acknowledgement and pledge of commitment in this regard, signed by the responsible/authorised signatory of the club (official form), shall be sent to the EHF Office. A copy of the paper shall be provided to the competent National Federation.
- 2.2.4 Non-admittance of clubs to the VELUX EHF Champions League  
Failures or omissions regarding basic requirements or administrative conditions in connection with a legally correct and complete registration of a club to the VELUX EHF Champions League lead to a refusal of the registration by the EHF.

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

competence for decision taking relating to such matters shall be with the EHF Competitions Commission regarding technical questions and with the EHF Office regarding organisational, administrative and financial issues. Such decisions shall be final.

## **2.3 Registration system**

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

- 2.3.1 The teams' registrations for entry in the VELUX EHF Champions League 2018/19, Code of Conduct and the signed arbitration agreement shall be received by the EHF Office not later than 05 June 2018.
- 2.3.2 A deposit of € 25,000 shall be transferred to the EHF Bank account by 05 June 2018.
- 2.3.3 Clubs shall be entered by their National Federation by name, on the basis of the final outcome of the national championship of the past season. A qualification to the VELUX EHF Champions League from any other domestic competition than the national championship is subject for approval by the EHF. A registration of a club not ranked on a position in the domestic competition that allows the club to participate in the VELUX EHF Champions League is subject for approval by the EHF. The qualification of each club to enter the competition shall be officially documented.
- 2.3.4 Registrations shall be made by the clubs using exclusively the official entry forms circulated by the EHF with the announcement of the competitions.
- 2.3.5 After the closing date for entries, the EHF Office shall draw up a list of all teams entered and communicate this list to the clubs and their National Federations.

## **2.4 Request for an upgrade to the VELUX EHF Champions League**

- 2.4.1 All Federations have the right to apply for an upgrade from the EHF Cup resp. Challenge Cup in the VELUX EHF Champions League. The eligibility for the 2018/19 European Cup must be given. If a National Federation would like to request an upgrade in the competition, the request can be presented to the EHF Office by the resp. National Federation with the official application form one day after the end of the national championship. Following this request, the resp. club has to fulfil all requirements (see 2.2.2) as well as a detailed strategy/vision of the club for the upcoming VELUX EHF Champions League season by 05 June 2018.

The EHF Executive Committee is entitled to award teams with an upgrade in the VELUX EHF Champions League. The awarding of an upgrade is decided following the evaluation of the resp. criteria as laid down in the catalogue of criteria (see chapter II, point 2.8.2):

- 2.4.2 If a club is awarded with an upgrade, it does not result in an additional European Cup place for the respective Federation.

## **2.5 Integrity of the competition**

- 2.5.1 Clubs are obliged to guarantee the integrity of the competition in every respect - this including an independent ownership, leadership/management, administration and/or sporting performance from all other handball clubs in the respective competition or a competition which is linked to the respective competition. No individual or legal entity of the club may have control or influence over any other club participating in the respective competition or a competition which is linked to the respective competition – this including ownership, leadership/management, administration and/or sporting performance.
- 2.5.2 Together with the registration, clubs are obliged to provide the EHF with any information on individuals or legal entities within the club having control or influence (ownership, leadership/management, administration and/or sporting performance) over other clubs

participating in the respective competition or a competition which is linked to the respective competition.

2.5.3 Clubs officially confirm their fulfilment of the integrity requirements concerning ownership, leadership/management, administration and/or sporting performance regarding independence from any other club in the respective competition or a competition which is linked to the respective competition by signing their registration for the respective competition without further information on the integrity question.

2.5.4 Clubs which do not fulfil the integrity requirements or do not have signed the respective documents shall not be admitted to the VELUX EHF Champions League.

## 2.6 Entry fees

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

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

	<b>Amount</b>	<b>Date</b>
Qualification Tournaments	€ 500,--	01.08.2018
Group Phase		
Part 1	€ 4.000,--	15.09.2018
Part 2	€ 4.000,--	01.11.2018
Last 16	€ 1.000,--	15.03.2019
Quarterfinals	€ 2.000,--	15.04.2019
VELUX EHF FINAL4	€ 5.000,--	15.05.2019

Each team will receive an individual ID number. Whenever payment is sent to the EHF, this number and the reason for payment must be stated. The deposit will be used to cover open entry fees and other receivables to EHF/EHFM.

An invoice will be sent only upon written request.

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

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

2.7.2 A withdrawal shall result in the match/es being scored as lost with 0:10 goals and 0:2 points.

2.7.3 Any withdrawal after the official entry date of the competition (05 June 2018 at the latest) is to be regarded as a forfeit and shall lead to the consequences stipulated under article C of the EHF List of Penalties.

2.7.4 Failure to play a match or late arrival at the venue of a match is regarded as a withdrawal (force majeure situation excluded) and shall lead to the consequences stipulated under articles B.8 and B.9 of the EHF List of Penalties).



- 2.7.5 The EHF has the right but not the duty to replace a team which withdraws or is regarded as withdrawn from the competition after the competition has started.

## 2.8 Drawing

### 2.8.1 Dates and venues

The draw for the Qualification, Group Phase and FINAL4 shall be held at the venue named by the EHF on the date scheduled in the General Timetable (chapter I, point 4.).

### 2.8.2 Seeding

Teams are seeded after their participation is confirmed by the EHF ExeC.

The National Champions of the Federations ranked 1 to 12 of the EHF Seeding list for the 2018/19 season will have a place in the Group Phase (either group A/ B or C/D).

The Federations ranked 1 and 2 of the EHF Ranking List (place distribution) will have two places in the Group Phase (either group A/B or C/D).

The distribution of teams to the groups A/B or C/D is decided following the evaluation of the resp. criteria as laid down in the catalogue of criteria:

#### 2.8.2.1 Venue:

This criteria awards points by considering the overall standard of the venue for the matches. Important is not only the capacity of the venue, but also issues like court area, spectator's area, availability and standard of media facilities, VIP areas, etc. A better standard of the venue including the availability of the necessary facilities earns more points.

The points are jointly provided by the EHF Competitions and the EHF Marketing based on the situation of the venue and the experience around the carrying out of matches in this venue throughout the season.

#### 2.8.2.2 TV

This criteria awards points by considering the situation of the TV-market for the club and its country. Relevant is the income from TV-rights including the respective situation regarding the production of the TV-signal. A better TV market with a good potential for broadcast and income earns more points.

The points are provided by the EHF Marketing based on contracts and information from market analysis.

#### 2.8.2.3 Ranking in the domestic league

This criteria awards points by considering the ranking of the club in the domestic League. It therefore considers the sports performance in the domestic competition. A better ranking earns more points.

The points are provided by the EHF based on the domestic ranking of the club at the end of the season.

#### 2.8.2.4 Spectators

This criteria awards points by considering the number of spectators at matches of EHF-club competitions of this club in the past three seasons (17/18, 16/17 and 15/16). Important is that it is not defined simply by the number of the spectators, but also by the hall capacity.

The points are provided by the EHF based on the information available about the number of spectators.

#### 2.8.2.5 Performance in the past EHF club competitions

This criteria awards points by considering the performance of the club in EHF-Club Competitions in the past three seasons. A better performance in these three seasons earns more points.

The points are provided by the EHF based on the performance of the club over the past three seasons (17/18, 16/17 and 15/16).

#### 2.8.2.6 Sponsoring potential

This criteria awards points by considering the marketing potential for the advertisement rights. Important is the interest of sponsors and advertisement partners and the income than is likely to be generated. A better advertisement market with a good potential of sponsors and partners including some income earns more points.

The points are provided by the EHF Marketing based on contracts and information from market analysis.

#### 2.8.2.7 Implementation of duties and regulations

This criteria awards points for the level of implementation of the respective requirements of an EHF Club Competition throughout the season. A better and smoother implementation of the respective requirements earns more points.

The points are jointly provided by the EHF and the EHF Marketing.

#### 2.8.2.8 Media

This criteria awards points depending on the efforts of the club in the area of social media, on line appearance and media presentation of the club. Important is not only to simply have a home page and a facebook page, but to keep it updated and interesting for fans and media. A more active and interesting internet and social media presence earns more points.

The points are provided by the EHF (Media & Communication) based on the appearance of the club in internet and social media as well as the EHF Media's contacts, co operation and experience with the club concerned throughout the season.

2.8.3 After the distribution of teams in group A/B or C/D teams are seeded based on the EHF seeding list for the VELUX EHF Champions League. This is valid for the draw of the Qualification Tournaments as well as for the draw of the Group Phase.

2.8.4 In the Qualification Tournaments, teams from the same country shall play against each other. In the Group Phase, teams from the same country shall not play against each other. In case of 3 or more teams of the same country participating in either A/B or C/D, the teams will be divided in a two/one resp. one/two etc. situation.

### 2.9 Playing system for the VELUX EHF Champions League

#### 2.9.1 Qualification Tournaments

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

The matches of this round shall be played at one venue on one weekend (Friday and Saturday or Saturday and Sunday or Friday and Sunday).

The right to host the groups of the Qualification Tournaments will be decided by a draw of lots. An organiser of a Qualification Tournament of the VELUX EHF Champions League 2017/18 shall receive the last right in its group to host the tournament. The use of the right to host a group includes the fulfilment of the respective requirements set by the EHF.

The first ranked team of each group of the qualification round qualifies for the Group Phase – Group C or D.

The teams ranked 4 of the qualification round are entitled to participate in the EHF Cup qualification round 2 and teams ranked 2 to 3 of the Qualification Round are entitled to participate in the EHF Cup Qualification Round 3 (played according to the EHF Cup regulations).

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

The winning teams from these matches qualify for the Group Phase – Group C and D.

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

## 2.9.2 Group Phase

### 2.9.2.1 Group Phase – Group A and B

The matches of the Group Phase – Group A and B shall be played in two groups of eight teams, with each team playing each of the other teams once at home and once away. Basically the Group Phase – Group A and B of the VELUX EHF Champions League shall be played in accordance with the schedule set out below, which is a guideline only.

The EHF has the right to adapt this schedule in each group individually based on appropriate input and reason by any of the stakeholders. All final decisions lie with the EHF.

Round 1:	5 – 2	and	6 – 1	and	7 – 4	and	8 – 3
Round 2:	1 – 7	and	2 – 8	and	3 – 5	and	4 – 6
Round 3:	5 – 1	and	6 – 2	and	7 – 3	and	8 – 4
Round 4:	1 – 8	and	2 – 7	and	3 – 6	and	4 – 5
Round 5:	2 – 1	and	4 – 3	and	6 – 5	and	8 – 7
Round 6:	1 – 4	and	3 – 2	and	5 – 8	and	7 – 6
Round 7:	1 – 3	and	4 – 2	and	5 – 7	and	8 – 6
Round 8:	3 – 1	and	2 – 4	and	7 – 5	and	6 – 8
Round 9:	4 – 1	and	2 – 3	and	8 – 5	and	6 – 7
Round 10:	1 – 2	and	3 – 4	and	5 – 6	and	7 – 8
Round 11:	8 – 1	and	7 – 2	and	6 – 3	and	5 – 4
Round 12:	1 – 5	and	2 – 6	and	3 – 7	and	4 – 8
Round 13:	7 – 1	and	8 – 2	and	5 – 3	and	6 – 4
Round 14:	2 – 5	and	1 – 6	and	4 – 7	and	3 – 8

Those teams ranked 1<sup>st</sup> of Group A and B after the completion of the Group Phase qualify directly to the Quarter finals.

Those teams ranked 2<sup>nd</sup> to 6<sup>th</sup> of Group A and B after the completion of the Group Phase qualify for the Last 16.

### 2.9.2.2 Group Phase – Group C and D

The matches of the Group Phase – Group C and D shall be played in two groups of six teams, with each team playing each of the other teams once at home and once away. Basically the Group Phase – Group C and D of the VELUX EHF Champions League shall be played in accordance with the schedule set out below, which is a guideline only.

The EHF has the right to adapt this schedule in each group individually based on appropriate input and reason by any of the stakeholders. All final decisions lie with the EHF.

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

Those teams ranked 1<sup>st</sup> to 2<sup>nd</sup> in each group after the completion of the 10 rounds qualify for the Group Phase – KO matches.

Group Phase – Group C and D – KO matches:

The matches of the Group Phase – Group C and D – KO matches shall be played as first and second leg matches.

The matches are not drawn by lots, they result from the final standings after completion of the 10 rounds.

KO match 1: 2<sup>nd</sup> ranked team Group C vs. 1<sup>st</sup> ranked team Group D

KO match 2: 2<sup>nd</sup> ranked team Group D vs. 1<sup>st</sup> ranked team Group C

There is no protection from teams of the same country.

The winning teams of these KO matches qualify for the Last 16.

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

2.9.4 Last 16

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

The matches of the Last 16 are not drawn by lots, they result from the final standing of the Group Phase.

L16 match 1: Winner KO match 1 vs. 2<sup>nd</sup> ranked team Group A

L16 match 2: Winner KO match 2 vs. 2<sup>nd</sup> ranked team Group B

L16 match 3: 6<sup>th</sup> ranked team Group B vs. 3<sup>rd</sup> ranked team Group A

L16 match 4: 6<sup>th</sup> ranked team Group A vs. 3<sup>rd</sup> ranked team Group B

L16 match 5: 5<sup>th</sup> ranked team Group B vs. 4<sup>th</sup> ranked team Group A

L16 match 6: 5<sup>th</sup> ranked team Group A vs. 4<sup>th</sup> ranked team Group B

There is no protection from teams of the same country.

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

2.9.5 Quarterfinals

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

The matches of the Quarterfinals are not drawn by lots.

Winner L16 match 6 vs. 1<sup>st</sup> ranked team Group A

Winner L16 match 5 vs. 1<sup>st</sup> ranked team Group B

Winner L16 match 4 vs. Winner L16 match 1

Winner L16 match 3 vs. Winner L16 match 2

The winning teams of the Quarterfinals qualify for the VELUX EHF FINAL4.

2.9.6 VELUX EHF FINAL4

The semifinal matches of the VELUX EHF FINAL4 are drawn by lots.

For the VELUX EHF FINAL4 additional regulations apply complementing the VELUX EHF Champions League Regulations 2018/19.

## 2.10 Delegation lists and player/club information

2.10.1 The delegation list consists of the players as well as of the team officials of the club

2.10.2 Qualification Tournaments:

The clubs participating in the Qualification Tournaments shall communicate to the EHF Office the delegation 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 delegation list and to send it to the EHF Office by 15 August 2018.

This delegation list is valid for all following rounds in the European Cup (VELUX EHF Champions League in case of a qualification or EHF Cup in case of ranking 2 to 4 of the Qualification Tournaments) of this club.

### 2.10.3 Group Phase:

The clubs participating in the Group Phase shall communicate to the EHF Office the delegation 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 delegation list and to send it to the EHF Office by 01 September 2018.

This delegation list is valid for all following rounds in the VELUX EHF Champions League.

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

2.10.5 Those players for whom the National Federation is not entitled to issue a national eligibility to play at the time the players list is drawn up and communicated (transfer procedure pending/not completed) are not allowed to be registered for entering the VELUX EHF Champions League (from being named on the delegation list) at the respective point of time.

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

2.10.7 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 of one club in the top division of the domestic league. A transfer between two such clubs/ teams of a club is only permitted once a season. Players may compete in an EHF club competition if the player is playing for two clubs or teams but only if the second team is not playing in the top division of the domestic league.

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

Club logos, player and team photography must be made available copyright free for any use by the EHF/EHFM, its stakeholders and for editorial purposes by the media.

2.10.9 The member federation of a participating team shall immediately announce to the EHF all national transfers from and to a VELUX EHF Champions League participating team.

## 2.11 **Late entries**

2.11.1 In cases in which a player is not recorded on the delegation list submitted within the prescribed deadline (2.10.1) but should become eligible to play in the VELUX EHF Champions League at a later date, the player may be named as a late entry only if point 2.11.3 and 2.11.6 (chapter II) is not applicable.

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

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

Qualification Tournament:	Wednesday, 29 August 2018
Group Phase:	
Stage 1 (for round 1 to 5):	Tuesday, 11 September 2018
Stage 2 (for round 6 to 10):	Tuesday, 30 October 2018
Stage 3 (for round 11 to 14):	Tuesday, 05 February 2019
Stage 4 (for KO matches in group C/D only):	Tuesday, 19 February 2019
Last 16:	Tuesday, 19 March 2019
Quarterfinals:	Tuesday, 23 April 2019
VELUX EHF FINAL4:	Tuesday, 28 May 2019

2.11.4 Players who participated with a non-European club at a non-European club competition/tournament after 1 July 2018 and were not registered at any time during the 2017/18 season (01.07.2017 till 30.06.2018) with a European club can be registered for a participating club of the VELUX EHF Champions League after 01 September (deadline for submitting the delegation list) via a late entry within the resp. deadlines.

Players who participated with a non-European club at a non-European club competition/tournament after 1 July 2018 and were registered during the 2017/18 season (01.07.2017 till 30.06.2018) with a European club are not eligible to participate in the VELUX EHF Champions League 2018/19.

2.11.5 After 11 September 2018 (deadline for the late entry for the Group Phase), a late entry of a player is not possible, in the case the player affected participated in a match during the running competition with another club participating in the VELUX EHF Champions League excluding the Qualification Tournaments.

2.11.6 If a player changes club after 31 January 2019 (national or international transfer) he shall be eligible to play for the new club in the VELUX EHF Champions League via a late entry only if he did not play in any official club match (national or international) for another club between 31 January 2019 and the date on which he changed the club. Points 2.11.1 and 2.11.5 (chapter II) of these regulations are to be observed.

2.11.7 Regarding late registrations of team officials, regardless the reason (i.e. employment contract, termination, illness, etc.) should a club not having a team official registered (with the delegation list within the given deadline), a late registration shall immediately be communicated to the EHF Office (official late entry form for team officials).

2.11.8 Non registration of team officials:  
Not providing the team officials on time will result in sanctions.

## 2.12 Participation in the match

Each team is allowed to use a maximum of 16 players for a VELUX EHF Champions League match. These players must be announced at the Technical Meeting. A later entry of an additional player or a later change of an announced player is not permitted. The club confirms the correctly listed players for its team on the match report with the signature of the official on the match report prior to the match.

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 an official on the match report prior to the match.

**2.12.1 Qualification tournaments:**

Players for the semi-final matches are to be announced at the Technical Meeting one day prior to the match day.

Players for the 3/4 place matches and final matches (2<sup>nd</sup> match day) are to be announced on the day of the match at 10:00 hrs. at the latest. A later entry of an additional player or a later change of an announced player is not permitted.

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

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

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

**2.14 EHF coaches licensing**

**2.14.1 Registration**

2.14.1.1 The clubs participating in the VELUX 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 Licensing Implementation Manual and Rinck Convention Manual), sign and stamp the sheet and send it back to the EHF Office by:

Qualification tournaments:	15 August 2018
Group Phase	1 September 2018

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

2.14.1.3 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.

**2.14.2 Late registration**

2.14.2.1 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 2.14.1 of the present chapter (without taking into account the deadlines).

2.14.2.2 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 2.14.1 of the present chapter (without taking into account the deadlines).

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

**2.14.3 Non registration**

Not providing the filled in documents on time will result in sanctions.

### **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 dresses (front and back side) has to be sent to the EHF Office together with the players' lists.
- Both sets shall have players' shirts with short sleeves.
- Each player has the obligation to have his name on the back of the shirt above or under the number. The minimum dimension is of 10 cm height, the type of writing has to be Latin letters, in order to make the names clearly visible for the spectators in the playing hall as well as for TV matters.
- The players must wear numbers that are at least 20 cm high on the back of the shirt and at least 10 cm on the 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 VELUX EHF Champions League matches of the entire season. This number is not allowed to be used by any other player.
- Should playing clothing of the guest team get lost, the home club shall offer reserve uniforms.
- Advertising on players' match and training clothes is allowed in VELUX EHF Champions League matches in accordance with the Advertising on Clothing Regulations.
- Each club has the obligation to inform all other clubs of the VELUX EHF Champions League by 01 August 2018 of any restrictions or bans regarding advertising on players' playing clothing in the home country of that particular club.

#### **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 the matches and ranking**

#### **4.1 General information**

All matches of the VELUX EHF Champions League shall be played in 2 x 30 minutes with a half-time break of 15 minutes.

The matches shall be scored as follows:

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

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

#### **4.2 Qualification Tournaments**

If a 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 the half time for the changeover of teams.

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

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.



### **4.3 Group Phase**

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

During the Group Phase:

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

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

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

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

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

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

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

### **4.4 Group Phase - KO matches, Last 16 and Quarterfinals**

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

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

### **4.5 Rules for execution of penalty throws**

- 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.
- The referees shall choose the goal at which throws are taken. The team taking the first penalty throw shall be determined by the referees by drawing lots. The team winning the draw may choose whether it wishes to throw first or last.

- If the scores are equal after the first round of penalty throws, it shall be continued until a decision is reached. In the second round, the other team shall start. Again five players shall be named who are eligible to play (the players named before may be named once again).
- In the second round, a decision (a winner) 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.

VELUX 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 information**

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

The home club shall ensure that no signs (e.g. flags, banners) and/or verbal statement of political, ideological or religious nature is displayed in the playing hall.

### **2 Requirements**

#### **2.1 Availability of the playing hall**

Starting with the Qualification Tournaments, each participating club shall reserve the playing hall for all playing periods and potential match days indicated by the EHF until the final playing dates and times are confirmed by EHF/EHFM. However, each club is obliged to indicate at least two days of availability for its playing hall for each period of matches where a home match is scheduled.

#### **2.2 Hall availability for floor installation, EABS setup & branding**

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

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

#### **2.3 Availability for training of the guest club**

2.3.1 The home club shall provide the guest club the opportunity to hold a training session of at least one hour. This training session shall be scheduled at a reasonable time, in the playing hall on the day prior to the playing day. If the playing hall is not available for this purpose on the day before the playing day, the home club shall offer an alternative playing hall within a distance of 25km or less and/or 45 min or less from the playing hall of the match. The training facility shall be offered free of charge.

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

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

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

#### **2.4 Equipment**

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

##### **2.4.1 Playing hall outdoor surroundings**

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

### 2.4.2 Playing hall

- Hall capacity: min. 2.500 spectators
- Grand stands on both long sides
- Playing court (size: 40m x 20m)
- Base area (minimum size: 44m x 24m)
- Chairs (for exactly 16 persons per team)
- Separate locker rooms for clubs: minimum of 30m<sup>2</sup> equipped with showers, benches, lockers and a massage table; availability of water in closed bottles (minimum 1 litre / person)
- One locker room for referees (at least 15 m<sup>2</sup> equipped with shower, chairs, and water in closed bottles – minimum 1 litre/person)
- Electronic scoreboard (min. 2 electronic scoreboards)
- Timekeeper's table: size approx. 3 x 0,70m (number of persons: 4)
- The timekeeper's table shall not exceed a maximum length of 4 m and shall be positioned at least 0,5m away from the substitution lines. It should be placed on a level 30 to 40cm above the playing court, to ensure clear visibility.
- Internet connection and power access at the timekeepers table
- Space for the following people shall be arranged at the timekeeper's table: EHF delegate, timekeeper, scorekeeper and the announcer. In case of a second nominated EHF delegate , the hall announcer shall be seated behind the table. The scorekeeper, the timekeeper and the announcer shall be provided by the home club.
- Timekeepers' equipment: electronic timekeeping machine and reserve clock
- In all VELUX EHF Champions League matches, an electric clock shall be available that is easy to read from the timekeeper's desk and can be operated by the timekeeper; it shall run from 0 to 30 minutes. If in full working order, this device shall be authorised for official timekeeping.
- A reserve clock (with a diameter of 25cm) displaying seconds and minutes shall be available.
- Catch nets (20 x 7m in black) behind the goals and behind the advertising boards have to cover the entire outer goal line (fixed minimum 3m to the left and right of the goals; the photographers' positions have to be taken into account).
- Min. one reserve goal
- Heating (minimum temperature 18°)
- Central Air Conditioning
- Lighting system appropriate for TV broadcasts (minimum 1.000, optimum 1.200-1.500 lux)
- Sound system, area for equipment
- Press seats on tribune: minimum number of seats with good visibility: 20;
- Press accreditation as well as the selected tribune area is subject to EHF approval
- Press room: minimum of 50m<sup>2</sup>
- Press conference room
- Mixed zone / Flash zone
- Photographer working area behind the goal
- EABS system
- Static backboard system for advertising (height 1m - long side and short side)
- TV camera platforms/positions (Host broadcaster decides the best position; Spectators have to be informed by the club management about limited view related to camera positions in time/before season starts!)
- Internet connection at the OB truck
- Working station for scouting containing of a table with chairs (for at least 2 people), power access and internet connectivity.
- Technical requirements for internet connection (digital match reporting on the timekeeper's table)
- Commentary position(s) 4 (max. 8 pax.)
- Radio commentary positions
- Places for statistic assistants (if requested) (min. 2)

- VIP tribune: minimum seating requirements: 80 VIP seats for EHF sponsors and dedicated seats for 1-2 EHF representatives; the VIP tribune must be clearly identifiable (sign posting in local and English language) and easy to access;
- VIP room for at least 80 people
- Meeting room with a minimum capacity for 15 persons (table, chairs)
- 1 room for the official EHF Delegate, EHF Representatives and EHF marketing supervisor: minimum 15m<sup>2</sup>; high speed internet access and easy access to printer, fax and telephone
- Branded venue sign posting in the hall and surroundings
- Sufficient food and beverage facilities to serve the maximum amount of spectators
- Dedicated area for merchandising and promotion stands
- Area for medical staff (close to the playing court)
- Barrier free access for disabled people
- Emergency exits
- Arena access (secure access for players, team officials, EHF Officials, etc.)
- Public toilets

### **3 Venue inspections and auditing**

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

The combined effort of the EHF and the home clubs in ensuring high quality standards is indispensable to meet the expectations of spectators in the playing hall, spectators on TV and sponsor partners. A first check before the season as well as further checks during the event ensure the smooth running of the operations in each area of the organisation. The reporting system through EHF marketing supervisor guarantees a steady improvement for forthcoming seasons.

#### **3.1 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 representative.

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

In case of a second inspection (audit) all costs are to be borne by the home club.

The final decision of a playing hall/venue rests with the EHF/EHFM.

### **4 The VELUX EHF Champions League floor**

#### **4.1 General information**

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

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

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

## **4.2 Rent or purchase model**

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

### **4.2.1 The rent model**

If available, EHFEM 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/EHFEM property. Availability, the exact rental fee, the prices for installation, tapes and shipment are communicated upon request. The costs for storage and custom duties have to be borne by the club. Material order and shipment are organized by EHFEM in good time prior to the event. Cleaning, removal and storage are within the club's responsibility.

### **4.2.2 The purchase model**

EHFEM gives the home club the opportunity to buy a floor. The buying price of a floor depends on shipment costs and exact prices are communicated by EHFEM upon request. Payment conditions are worked out by EHFEM in close cooperation with the home club. The buying price of the 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). EHFEM does not take on material orders, but will of course support the home club with relevant information.

## **4.3 Production and transport**

The official VELUX EHF Champions League floor is produced by the EHF floor partner Gerflor and shipped to the home club in good time prior to the respective match of the VELUX EHF Champions League.

In case the home club is located outside of the European Union, it is the club's responsibility to prepare all documents needed for custom clearance together with EHFEM.

After having received the official EHF Champions League floor, the club is obliged to fax or e-mail all existing custom documents to EHFEM.

## **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 may be provided by a Gerflor technician sent by EHFEM.

The responsibility for a proper installation lies with the home club. The first installation is generally done with double-sided tape. EHFEM advises the home club not to use single-sided tape for the installation, especially if the floor is installed for more than one match. EHFEM 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 (preferably black or anthracite carpet).

## **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 EHFEM 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 VELUX 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.

## **5 Electronic advertising board system (EABS)**

Starting with the Qualification Tournaments, all participating clubs shall provide an EABS (LCD or LED) according to the EABS Manual. It is to be used on the long side of the playing court during all VELUX EHF Champions League home matches. Technical specifications of the EABS and the minimum operating requirements, as defined in the EABS Manual, together with the requirements for the animations, have to be sent to EHF/EHF by 15 August 2018 at the latest. Only EHF/EHF approved EABS can be used for VELUX EHF Champions League matches. The home club is responsible for the setup, removal and operation of the EABS (see chapter VII).

## **IV. Organisation of the event**

### **1 Match dates/times**

The playing day as well as the throw-off time is coordinated by EHF/EHFM in contact with the TV partners and clubs. The information about playing day, throw-off time, venue etc. will be provided to all parties (guest clubs, EHF Officials etc.) by the EHF/EHFM. The final decision power lies within the EHF/EHFM.

### **2 Tickets and accreditations**

#### **2.1 General information**

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. Accreditations are to be used for working staff only.

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 with access to the playing court level have to be implemented in the official VELUX EHF Champions League design as provided in the Online Design Guide. Only official VELUX EHF Champions League lanyards have to be used in combination with these accreditations.

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

#### **2.3 Responsible contact person for fans**

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

#### **2.4 Accreditations and invitations for VIPs**

VIP tickets have to be issued to VIP guests only. Excellent visibility is a basic requirement for VIP and premium tickets given to EHF guests. VIP tickets include hospitality access (food and beverage) as well as best seats whereas premium tickets provide guests with best seats but no catering.

2.4.1 For each match from the Qualification Tournaments to the Quarterfinals, an allocation of max. 100 admission tickets have to be made available to the EHF/EHFM upon request. The expected number of tickets needed by EHF/EHFM will be communicated to the club not later than 7 days prior to the respective match. Contingents not needed will be returned in due time. At least 80 must be VIP tickets, the other 20 have to be of premium category. These tickets are to be made available to EHF free of charge. All 80 VIP tickets shall be of the highest ticket and service standards available and shall be located in the same area of the arena or areas of equal standard. No difference in service or ticket standards shall be made between the VIP guests of a club and



EHF VIP guests. Prizes of VIP and premium category tickets must be communicated to EHFM at the beginning of the season.

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

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

2.4.4 Parking spaces shall be reserved for VIP guests upon request by EHFM. Upon request and in cooperation with the EHF, accommodation and shuttle service shall be organised. In such a case the costs are borne by the EHF respectively the sponsor representatives themselves.

## **2.5 Accreditations and invitations for media representatives**

The home club has to invite local and international media to the event. This shall be done in cooperation with the EHF/EHFM Media and Communications Department.

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

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

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

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 for 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. Venue permits for all other TV representatives and ENG crews are subject to approval and have to be confirmed by EHFM before each game. All TV representatives not from the Host broadcaster have to ask for authorization from EHFM.

The EHF marketing supervisor has to be informed by the club about accredited media representatives.

## **2.7 Accreditations and invitations for 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.

## **2.8 Accreditations for scouts of the official EHF/EHFM match data partner**

The home club shall grant data collecting accreditations exclusively to the official EHF data partner Sportradar and officially approved Sportradar scouts. All other scouts are not allowed to be accredited. An accreditation request will be sent by Sportradar prior to the match day.

## **3 Transport**

### **3.1 Duties of the guest club**

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

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

The local transport starting and ending at the respective airport is covered by a bus, which is provided by the home club. The bus must have a working air condition system as well as a heating system and, in general, must be of an appropriate standard.

A list of approved airports for each club will be provided by the EHF by 15 August 2018. If an airport is chosen by a guest club which does not appear on this list, the away club can be hold responsible for additional costs of the home club resulting from the bus that needs to be made available for the guest club.

The guest club is obliged to inform the home club and the EHF upon its travel arrangement 4 days prior to the arrival at the latest.

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

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

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

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

A representative of the home club is obliged to be present at the moment of arrival at the airport. It is his/her duty to welcome the guest team and to assist the guest team in any difficulties at the airport (customs, luggage, meeting the bus etc.).

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

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

### **3.3 EHF officials**

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

### **3.4 EHF representatives**

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

If the distance between the playing hall and the hotel (chosen by the guest team) is more than 50 km, the guest team has to bear the additional costs of the bus transportation provided by the home club.

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

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

### **4.2 EHF officials**

Single rooms in a hotel with a minimum of a 3-stars classification on an international rating scale have to be booked for the EHF Officials nominated by the EHF. The delegate/referee(s)/etc. shall pay any further cost related to personal matters themselves (phone, fax, internet, TV or mini-bar charges).

Breakfast, lunch and dinner have to be provided in the hotel restaurant or a restaurant close to the hotel. The costs for boarding and lodging of all EHF representatives are to be covered by the home club. The EHF Officials have to be accommodated in a separate hotel independent from the home team, guest club and the fans of the guest club.

### **4.3 EHF representatives**

A single room in a hotel with a minimum of a 4-stars classification on an international rating scale 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 sponsors and media representatives**

On EHF request single rooms in a hotel with a minimum of a 4-stars classification on an international rating scale have to be booked for the EHF sponsors and media representatives.

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

In case a sightseeing tour is requested by the EHF for the EHF sponsors, the home club shall provide organisational support. The costs are to be covered by the EHF. The EHF informs the home club about this request 10 days in advance at the latest.

## **5 Organisational staff**

### **5.1 General information**

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

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

Further personnel placed under the authorities of the responsible:

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

The people in charge have to carefully prepare the event in advance, have to be on-site during the event and have to participate in the meetings concerning the topic they are responsible for. In case the responsible does not speak English, translation support must be guaranteed.

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

### **5.2 EHF key contact/person responsible for EHF marketing supervisor**

The EHF key contact is a person who is informed about all duties of the different responsible people within the organisational structure. He/she supervises the whole event in all terms of reference.

He/she should also be responsible for the EHF marketing supervisor (if nominated), who he/she should get in contact in good time prior to the event. The EHF key contact should always be available for the EHF marketing supervisor and should be able to communicate in English.

### **5.3 Person responsible for the guest club**

The person who is responsible for the guest club 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, this person has to be 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 person who is responsible for the guest club 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 person who is responsible for the guest club organises the pick-up at the hotel and the transfer to the airport.

#### **5.4 Person 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 and telephone) as well as the meeting room. They accompany the EHF delegate, referees and the referees delegate to the technical meeting as well as to the match, where they supervise the locker rooms and makes sure that water is available. Furthermore they are in charge of the timekeeper and the scorekeeper who are positioned on the timekeeper's table assisting the EHF delegate.

In case there is time for additional activities he/she is responsible for the respective organisation. During site inspections he/she remains at the disposal of the EHF officials and coordinates the other responsible persons for the meetings.

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

#### **5.5 Timekeeper and scorekeeper**

It is the responsibility of the home club, that an English speaking scorekeeper and timekeeper are present at the playing hall. The timekeeper shall have at his disposal a sufficient number of cards (sized A4) matching the EHF corporate design for noting the numbers of players suspended and the end of their suspension periods. These cards shall be placed visibly on the timekeeper's desk, in vertical position, easy legible for both teams.

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

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

In case of an implementation of a digital match report, the timekeeper must be trained with the EHF digital match report system.

The following persons shall be seated at the timekeeper's desk in the following order:  
EHF delegate, timekeeper, scoretaker, official announcer

Alternatively, it is possible that the announcer is seated behind to the timekeepers' desk.

## 5.6 Person responsible for floor/protocol procedures

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

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

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

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

Furthermore, he/she is liable for the installation of the official floor (incl. lining) as well as for the correct implementation of security distances (bench/spectators; playing court/boards), lines, goals, timekeeper's table and teams' benches.

In close cooperation with the responsible person for the media/TV/statistics, he/she is available during the set-up of the EABS as well as the set-up of the host broadcaster. Provision of parking space for the TV OB van and SNG truck must be secured.

Moreover, he/she is responsible for the protocol procedures. He/she recruits and instructs at least 2 floor moppers. The responsible person for floor/protocol procedures is positioned next to the playing court throughout the complete duration of the match.

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

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

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

## 5.7 Announcer

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

The announcer in charge should respect the following guidelines:

- The announcer shall be well prepared for the match (script; time schedule; background information concerning the competition, the teams; top scorer; etc.)
- The announcer has to be well informed about the run down of the official entry/closing ceremony. The given time schedule before the match shall be observed by the announcer
- Rules of fairness shall prevail in the official entry and closing ceremony by presenting the home and guest club in the same way.
- The announcer shall be informed about the names of players, the names and nation of referees, EHF delegate, EHF representatives, the names and functions of special VIP guests, etc. correct pronunciation shall be guaranteed
- The announcer shall call the competition by its full name "VELUX EHF Champions League"
- The announcer shall draw the attention to the official programmes handed out by the home club
- The announcer shall draw the attention to the official competition website ([www.ehfCL.com](http://www.ehfCL.com)) in order to view players' information, latest results, background stories, interviews, etc.
- The announcer shall be informed about events planned before, in the break and after the event
- The announcer shall be familiar with emergency procedures
- The announcer shall have the latest player information of the home and guest club (injuries, comebacks, anniversaries, etc.)
- A sound check has to be carried out before the match. The best position in the playing hall to avoid echo and interferences of the microphone should be located. In case the announcer takes seat next to the timekeeper's table, it has to be in accordance with the EHF Delegate.
- The announcements shall be made clearly and in harmony with the music concept
- The announcer shall not speak during match actions
- The announcements shall support a positive atmosphere in the playing hall and shall calm down the crowd in case of unsportsmanlike behaviour against the referees, the guest club or their supporters. Examples for unsportsmanlike behaviour are disrespectful shouts/songs, political or racist slogans, booing, throwing objects on the playing court, quarrels with supporters of the guest club, etc.
- In case referee whistles or horns are used the announcer shall ask the spectators to stop using these instruments
- The announcer shall not misuse his position in an unsportsmanlike way.
- After the end of the match the announcer shall inform about further upcoming matches of the VELUX EHF Champions League

## 5.8 Person responsible for security

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

The responsible person for security is in charge of working out a security concept for the playing hall and is responsible for the security staff as well as for their clear identification. He/she takes part in the technical meeting and supplies the EHF delegate with the necessary information concerning the security situation. The responsible person for security shall be in contact with the EHF delegate before, during the entire match and after the event in case of any incident.

An exact briefing before the match as well as a short feedback briefing after the match shall be held with the security staff in order to clarify exact tasks and duties respectively discuss eventual problems. He/she also checks that an ambulance and respective medical staff is always available at the venue in order to be able to assist players and spectators.

## 5.9 Person responsible for media/TV/statistics

The responsible person for media/TV/statistics should have media experience and a wide and diverse knowledge within this area. He/she must be able to communicate well in English. He/she organises the promotion of the event to local, national and international media representatives prior to the match. Press releases (previews, press kits, event reports, etc.) before and after the event as well as information concerning player's lists, team line-ups, match reports etc. during the event should be published. A good standard of English is a prerequisite. Together with the responsible person for marketing, he/she should produce an official match programme to satisfy the needs of the on-site spectators and the media.

Furthermore the media/TV/statistics responsible is in charge of the media team and is in overall charge of the media room/working area and makes sure that the necessary equipment, information and beverages are available. He/she is also in charge of the press conferences, which are compulsory for all teams as of the Group Phase. The post-match press conference takes place 15 minutes after the end of the match to allow flash/mixed zone interviews. For each team the head coach and one player, who played in the match, must attend the post-match press conference. The post-match press conference shall be held in English as the first language or should be translated into English to ensure that it is open to the international media. Under special circumstances and only after approval by the EHF the press conference can be conducted in a different language.

He/she ensures that the teams attend at the correct time, translation is available and that the conference room is correctly equipped for a press conference. He/she should inform the press representatives accordingly and act as a moderator of the press conference.

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

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

The responsible person for media/TV/statistics must organise a professional photographer to take pictures of the event and has to pass on the contact details to the EHF on request. In case EHF/EHFM nominates an official EHF photographer he/she has to provide the respective support.

He/she is in charge for providing professional assistance to the host broadcaster. He/she is the first contact person for the TV representative and is present in the playing hall during the set-up of the host broadcaster's equipment. On request he/she makes sure that commentary positions are available.

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

The responsible person for media/TV/statistics has to supervise the 2 statistics assistants who need sufficient space, with a table with a view over the entire court area from where they operate the statistic programme and has to organise the necessary hardware. He/she is also responsible for distributing the statistics sheet during the half time and after the game.

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



## **5.10 Person responsible for marketing**

The responsible person for marketing is liable for the implementation of the event advertising and instructs the staff carrying out the advertising set-up. He/she secures the advertising rights granted to the EHF/EHFM and acts in case of eventual problems with advertising banners/stickers during the match. He/she makes sure that branch exclusivity is guaranteed to EHF partners and handles the set-up, removal and storage of the advertising material. He/she confirms in written form the receipt of the advertising material sent by the EHF respectively its partners.

Moreover, responsible person for marketing is in charge with the organisation of production and implementation of the VELUX EHF Champions League branding following the manual in- and outside the playing hall (posters, signposting, programmes, etc.), the VIP room, the press room, the press conference room (backdrops), etc. Together with the responsible person for media/TV/statistics, he/she prepares an official match programme to satisfy the needs of the on-site spectators.

Moreover, the responsible person for marketing is liable for supervising the equipment of the VIP room and making sure that catering and the necessary personnel is provided. On request he/she cooperates closely with the EHF representatives and/or the EHF Office in order to check the arrangements for VIP guests in terms of accommodation, reception, meals, side events, etc.

## **5.11 Person responsible for tickets/accreditations**

The responsible person for tickets/accreditations is in charge of allocating tickets and promoting ticket pre-sale initiatives (to improve the number of spectators). In cooperation with the responsible persons for marketing and for media/TV/statistics, any kind of necessary accreditations (VIP club, Press, TV, etc.) have to be allocated and the ushers have to be instructed in a proper way. Together with the responsible person for floor/protocol procedures, an accreditation plan concerning seating and parking availability has to be developed. Furthermore, he/she assists the EHF marketing supervisor and the responsible person for floor/protocol procedures in positioning the VIP guests on the VIP tribune.

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

## **6 Security**

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

The home club is responsible for maintaining good order and safety and security before, during and after the match. It may be held responsible for incidents of any kind. The relevant provisions of IHF and EHF Regulations shall apply.

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

## **7 Video recordings**

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

All clubs participating in the VELUX EHF Champions League shall be permitted to make video recordings for teaching and training purposes from official home matches (also in national competitions) of other clubs which participate in the VELUX EHF Champions League. Such recordings shall be made by only one person using one camera. Such video recordings shall be shown only privately to the teams concerned for study of tactics and shall not be exploited commercially. Any rights for TV recordings and use of game action by a club shall be cleared with EHF.

## **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) in the respective VELUX EHF Champions League design. These tags have to be provided to the EHF delegate at least 1 hour prior to the match. The officials of both teams, which were announced at the Technical Meeting, have to wear these tags during the entire match.

# V.Media

## 1 Media management

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

Media coverage is not only essential for the promotion of the sport, but also provides publicity for the players, attracts spectators, sponsors and partners. Although different countries may have different ways and standards in terms of communication and media management, the main goal remains the same: reach the desired target group with your message. Professional staff and media facilities are the basis to successfully promote the VELUX EHF Champions League on a local and global scale.

The home club is therefore committed to playing an active role in motivating the local and national media (newspapers, magazines, websites, TV and radio, etc.) by providing them with information on a regular basis.

Each Champions League club must name and give contact details for a person responsible for media management. This person should be able to speak fluent English and have experience in working with the local and international media (see chapter IV, point 5.9).

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

### 1.1 Media room

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

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

1.1.2 The home club shall create good working conditions for media representatives (TV, radio, written media) by providing a media room/work room with the following features:

The media room shall have a minimum of 50 m<sup>2</sup> and shall be opened at least 2 hours before the match until two hours after the match. It shall only be accessible for accredited journalists. The following equipment must be available:

- Electric power points for all accredited media representatives to have access to electricity
- Minimum of 5 tables and 30 chairs in order to fulfil local needs
- Access to telephone and fax: costs are to be paid by media representatives
- ISDN line for broadcast services must be arranged by media representatives through the local telecommunications company
- High speed internet access (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). This network should be only for the use of the media.
- Two computers (Operating system: Windows XP with Office 2000 or higher, English version, PC must have USB connection)
- Minimum of one printer
- One photocopier
- Mobile phone reception
- Information material (official programme, line-ups, previous match reports, player information, etc.)
- VELUX EHF Champions League backdrop and official EHF information (press kit etc.)
- Beverages (water, coffee, non-alcoholic drinks) and light snacks
- Adequate heating / central air conditioning

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

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

## 1.2 Media seats on the tribune

In the playing hall the minimum number of 20 seats must be available during the Group Phase and 30 seats for Last 16 and Quarterfinals must be available. All seats shall be equipped with working tables. The EHF reserves the right to request the installation of additional seats with working tables. The club shall be flexible according to the number of accreditation requests. If possible, the seats are to be situated in the middle of the seating area. In any case the seats have to permit clear visibility to the playing court.

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

High speed internet access (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. This network should be password-protected only for the use of the media. Mobile phone reception shall be guaranteed.

## 1.3 Mixed zone

The location of the mixed zone is essential and must be an integral part of the routing of the players, yet not too far from the media seats in the hall and the media room. It should be located directly outside the players' exit; all players have to pass through the mixed zone on their way to the changing rooms. The area should be separated into clear zones – walkway for the players and the section for the media representatives. The zone for media representatives should be divided into four specific areas:

- area for the holders of TV rights,
- area for TV non-rights holders
- area for radio,
- are for written media.

All accredited media representatives should be given a plan of this area, which should include details on the routing when they register upon arrival. The responsible person for media/TV/statistics should also inform the teams on the location of the mixed zone. Security staff must be well briefed on the restrictions in this area.

Spectators and court staff shall not have access to this area. Access shall only be granted to the host broadcaster as well as to TV/radio rights holders (non-holders) and written media representatives. EHF will provide all clubs with a mixed zone banner/backdrop according to the VELUX EHF Champions League CI guidelines. All TV/video interviews have to be carried out in front of this backdrop. The backdrop should be fixed to a solid background only. Only backdrops from the current season shall be used. The distance from the camera to the player should be set-up in a way that the backdrop is fully visible, but no surrounding. In case an individual format is needed by a home club, the respective design is done by EHF.

## 1.4 Press conference

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

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

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

The press conference has to be attended by the head coaches of the clubs, a player who played in the game, the person responsible for media/TV/statistics (or another qualified person) acting as a moderator and a translator (if necessary). The seating arrangements at the press conference have to be as follows (from left to right, when looking from the front): player home team, head coach home team, moderator, head coach guest team, player guest team, translator (if necessary). The moderator must announce the start of the press conference to all media representatives in the pressroom. The moderator interviews the parties involved – asking them to give a statement on the match and the floor is then given to media representatives for questions.

The responsible person for media/TV/statistics (who may delegate responsibility to a secondary person from the media team) must ensure that the head coach and a player, who participated in the match, attend the post match press conference. The head coach and the players are to be informed of this duty before the start of the match, preferably at the technical meeting. The participants in the press conference should also be handed a copy of the official match report. There should be cold refreshments available to the coaches and players.

The press conference shall be carried out in English. The responsible person for media/TV/statistics shall provide a translator if the coach and/or the players don't speak English. Under special circumstances and only after approval by the EHF/EHFM the press conference can be conducted in a different language. The press conferences should ideally take place in a separate room from the media room, if this is not possible it should be divided off. The press conference room has to have a minimum of 30 - 50m<sup>2</sup> and has to be equipped with:

- Lighting and sound system for TV recordings
- Minimum of 2 tables and 6 chairs at the front of the room
- Backdrop (including sponsor partners) – see chapter VI, point 2.4 (chapter VI)
- Table banner – see under chapter VI, point 2.4
- Microphones (branded with microphone flags) on the table – see chapter VI, point 2.4
- 1 portable microphone
- table flags
- Name tags
- Beverages (water, etc.) on the tables
- Minimum of 20-30 chairs for press/media representatives

## **1.5 Media handouts (reports and press releases)**

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

It shall be forwarded to [championsleague@ehfmarketing.com](mailto:championsleague@ehfmarketing.com) and [newseditor@eurohandball.com](mailto:newseditor@eurohandball.com). Following a written request of the EHF, the person responsible for the media should provide the EHF with a short media report (information on the press/media representatives on site: number, type of media, e-mail contacts and collection of press cuttings in order to monitor media interest) within one week after the match.

All press releases have to be printed using the official VELUX EHF Champions League press statement template (see chapter VI, point 2.7). Basic information should be made available as standard for each accredited media representatives in the media room (preferably in labelled compartments for ease of reference). This includes player lists, team line-ups and official match report, any statistics available, general team information, etc.. The person responsible for the media should ensure that the match report and statistics are also distributed along the designated media seats and TV commentary positions in the arena.

## 1.6 Official club website

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

## 1.7 Quotes for official websites

To ensure extensive coverage of the VELUX EHF Champions League on the official websites, the EHF has a network of journalists reporting on the competition. Match reports are posted to the website on the evening of each playing day. To assist with the writing of these match reports, clubs are asked to provide post-match quotes from players and coaches in English directly after the match. Starting with the qualification phase, quotes from coaches and players should be sent immediately after the match/post-match press conference to: [newseditor@eurohandball.com](mailto:newseditor@eurohandball.com).

## 1.8 Social media

All clubs participating in the VELUX EHF Champions League are obliged to run at least one social media channel – the most relevant in the club’s region. They ensure that their official social media accounts follow/like the official social media channels of the VELUX EHF Champions League e.g. Facebook, Twitter, Instagram etc. In addition promotions, contests or other online activities shall be promoted with mutual effort in order to increase traffic on the respective channel. Such activities will be announced by EHF/EHFM in good time prior to its implementation.

## 1.9 VELUX EHF Champions League on club website

All clubs participating in the VELUX EHF Champions League shall integrate the official web-banners linking to ehfCL.com, ehfTV.com and the VELUX EHF FINAL4 into the official club website.

Additionally, clubs should integrate the official web-banner of the VELUX EHF Champions League seasonal merchandise linking to the merchandise webshop.

Any links to the home club’s and/or players’ social media platforms shall also be integrated into the club’s website. The home club shall dedicate one area on its website to the announcement of TV schedules for upcoming home and away matches in the VELUX EHF Champions League.

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

## 2 Media bibs

Beginning with the Group Phase EHFM 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.

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: black
- Other TV Stations: green
- Photographer: blue

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

### **3 Photographers**

#### **3.1 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.

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

#### **3.2 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. A position should be identified in the tribunes where photographers can take photographs without disturbing spectators. 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 during the entire match.

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

#### **3.3 Photographs for on- and offline publications**

The EHF has the right to nominate special EHF photographers starting from the Group Phase to the VELUX EHF FINAL4. The home club has to provide the EHF photographers with "all access" accreditations including access to the court, changing rooms and VIP areas. From the qualification phase, and 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. The club is obliged to upload to the EHF photo system – the details of uploading will be distributed to clubs in good time prior to the start of the season:

- 2 pre-match photographs (fans, full arena, warm-up, entry ceremony) – sent 10 min before the match start
- 2 action/emotion photographs from the first half (one photograph of each team in action) – sent before the start of the second half
- 10 match photographs – sent not later than 20 min. after the match

These photographs (min. 14 pictures) have to cover the following scenes:

- Match pictures (action/emotions) with sponsor presence on barrier boards and floor stickers
- Goalkeepers in action
- Coaches in action
- Referees in action
- Team line-up
- 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
- Ceremonies (EHF representatives + VIPs)
- Opening and awarding ceremony
- Fans emotion/close up
- VIP room (used in official VIP guide)

These photographs will be used on the official EHF and VELUX EHF Champions League website, social media channels as well as in official EHF on- and offline publications and promotion material. These images shall be provided to EHF/EHFM free of charge and will not be passed on to third parties for commercial use.

On request a CD/DVD or access to an ftp-server containing at least 50 pictures must be sent to the 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
- Files have to be delivered without filters

## **4 TV & radio**

The EHF holds all media rights relating to the VELUX EHF Champions League for the 2018/19 season and is therefore exclusively entitled to assign such media rights to third parties.

### **4.1 General information**

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

### **4.2 TV and radio rights**

The EHF transfers the use of the complete media rights for the 2018/19 season to EHFM and entitles it to undertake the respective measures with regards to the usage of these rights.

4.2.1 In all matches of the Qualification Tournaments, Group Phase, Last 16 and Quarterfinals played within the framework of the VELUX EHF Champions League, the exclusive rights relating to television recordings, internet recordings, radio recordings and film recordings (including video recordings) along with all other multimedia rights (including mobile rights and any further media and transmission rights not mentioned herein) shall be marketed by EHFM. 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 EHFM 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 EHFM. 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 EHFM. EHFM 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.



- 4.2.2 The EHF/EHFM 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.
- 4.2.3 Each club has to guarantee the production of an international TV signal on the basis of the EHF Host Broadcaster Manual for each home match. This signal must be made available to the EHF (or for its respective partners) free of charge at an EHFM chosen satellite. The broadcast rights stay with EHFM in all territories and in respect to the respective club.
- 4.2.4 A club is released from this duty by the EHF, if a respective agreement with a TV partner is reached by EHFM.  
Clubs directly qualified for the Group Phase will be released by 24 August 2018 from this duty if a TV agreement is reached by EHFM.  
Clubs having qualified via Qualification Tournament will be released by 07 September 2018 from this duty if a TV agreement is reached by EHFM.
- 4.2.5 Should there be neither a TV agreement between the EHFM and a club participating in the Group Phase nor between EHFM and a TV partner by 07 September 2018, EHFM takes over the organisation of the production of the TV signal and the respective costs are to be covered by the club.

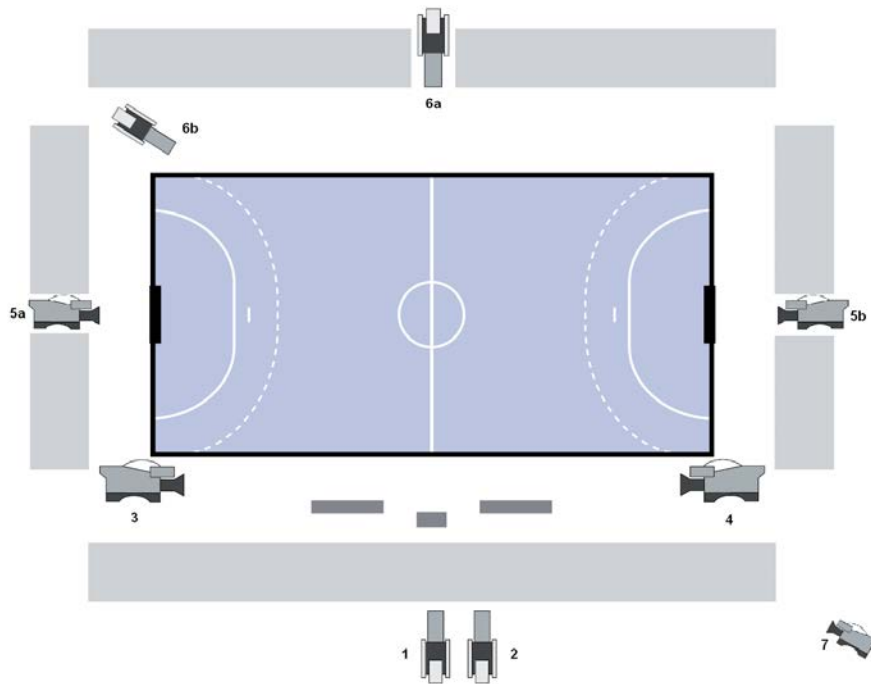
### **4.3 TV and radio accreditation**

The home club is not authorised to grant on-site accreditations to any TV (except the ones requested by the host broadcaster prior to the match as mentioned in chapter IV point 2.6) or radio broadcaster or other TV crew without the prior approval of EHFM. All such requests by radio and TV crews (incl. also video recording for web content) must be communicated to EHFM at least four days prior to the match. The restriction also includes access for news coverage.

### **4.4 Technical requirements**

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

- 4.4.1 A parking area large enough to fit the OB van, the SNG truck and up to 4 additional trucks (production, editing, graphics and technical devices) must be available directly next to the playing hall. The exact number of vehicles will be confirmed depending on the individual preparation of TV productions. This area must be under surveillance and without access to the general public.
- 4.4.2 The host broadcaster's access to the playing hall at least 12 hours before the match shall be guaranteed. The respective accreditations (see chapter IV, point 2.5 to 2.6) have to be issued to the TV representatives and staff.
- 4.4.3 Camera platforms or fixed camera positions for a minimum of 7 cameras shall be available and have to be provided to the host broadcaster by the home club. Spectators have to be informed about possible viewing restrictions.
- 4.4.4 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 EHFM. The final camera positions will be communicated to the clubs 14 days prior to the first home match of the VELUX EHF Champions League. The home club shall make the respective seats/ area available to the host broadcaster for the positioning of cameras.



- 4.4.5 Power supply: 2 x 63 Amp, 3 x 32 Amp
- 4.4.6 Cable ways for all technical devices in the playing hall.
- 4.4.7 A working area for the statistic supplier must be made available (upon implementation of official EHF statistics by the EHF)
- 4.4.8 The installation of at least 4 commentary positions (each with 2 sets) must be possible. Position shall be on the same side as the main camera. A good view to the playing court has to be guaranteed. The commentary positions must fulfil international standards: TV monitor (statistics channel – if available), one table, two chairs, ISDN connection, etc. The commentary position has to be big enough to ensure good working conditions for two commentators. Security personnel have to ensure that there is no interference from the public.
- 4.4.9 Depending on the local facilities a mixed zone for interviews has to be appointed on the player's route to the dressing rooms shall be available (see point 1.3, chapter V).
- 4.4.10 Depending on the local facilities a flash zone for interviews has to be appointed on next to the playing court.
- 4.4.11 Depending on the local facilities the implementation of a TV studio shall be made available either on the courtside or the tribune.

#### 4.5 Multilateral feed production requirements

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

The recording 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.

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

#### **4.6 Magazine show production**

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

#### **4.7 TV meeting**

Two hours prior to the start of the match a TV meeting should be held in the playing hall with the participation of the responsible person from the TV station, the EHF delegate or a responsible person of the EHF and a representative from both teams. In case a EHF marketing supervisor is nominated to a VELUX EHF Champions League match he/she takes over the responsibility to chair the TV meeting in the presence of the EHF delegate. The following points are to be discussed during this meeting (see also enclosures - check list for TV meeting or the TV host broadcaster manual):

- TV test (in connection with EABS), done with actual "match light"
- Pre-match run down - to be prepared in written form by the home club
- Detailed event schedule - to be prepared in written form by the home club
- Team line-ups (to be prepared in written form by the home club) have to be provided to all media representatives and have to be sent to transmitting TV channels before the match via fax or e-mail
- Information regarding injuries/comebacks/new players, etc.
- Information about position of the mixed zone (for interviews before/after the match)
- TV set-up, interest in interviews, TV schedule, implementation of VELUX EHF Champions League intro/outro/graphics (information given by the TV representative)
- Names of EHF Officials/ referees (information given by the EHF delegate)

#### **4.8 Media session**

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

#### **4.9 Time out production**

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

To deliver the best quality in TV production for the World Feed (WF), all participating teams shall be aware that the WF run-down provides also the recording of the team-time outs. To this effect the EHF requires the full cooperation of the teams.

#### **4.10 Team trainings**

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

# VI. Branding

## 1 General information

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

Detailed instructions on typeface, colours, layouts, dimensions, etc. are provided in the Online Design Guide. The home club must strictly comply with the given VELUX EHF Champions League layouts. Starting with the Qualification Tournaments, any layouts showing the official VELUX EHF Champions League branding have to be sent to EHF Implementation Department prior to production, latest seven days before the dated home match.

Prior to the start of the Group Phase EHF provides each club with a basic set of branding items, which are ready to be used. Only official VELUX EHF Champions League sponsors, partners as well as specified and approved club sponsors have the right for logo presence on branded items.

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

## 2 Branding areas & setup

### 2.1 Playing hall

A unified VELUX EHF Champions League branding implies that advertising, banners or signage other than those authorized in the present regulations and/or by EHF and those related to security measures (e.g. exit signs) shall not be visible in the playing hall within the frame of VELUX EHF Champions League matches. Clubs shall therefore remove or cover any non-authorized advertising (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) – see chapter VII, point 1.

Neutral branding is provided by EHF and has to be positioned in the 2nd row areas, on the tribunes, in the substitution areas, or other areas that have to be branded or neutralized. The exact positions/areas are defined by EHF depending on the competition stage and the local venue situation. The clubs are therefore obliged to follow the instructions given by EHF and EHF marketing supervisor on site.

#### 2.1.1 Timekeeper's table

The official table banner provided by EHF has to be affixed to the timekeeper's table.

#### 2.1.2 Scoreboards, video cubes, fascia boards/additional LED boards

Scoreboards, videocubes, fascia boards and/or additional LED boards in the playing hall shall be totally free from advertising. In case the advertising cannot be removed, it shall be covered with neutral branding or solid dark-coloured material (e.g. black molton).

Scoreboards, video cubes, fascia boards and/or additional LED boards situated in the playing hall may display information relating to the event and may show official EHF sponsors and partners. Presence of club sponsors is permitted if such sponsor are also positioned on court and approved by EHF. Such sponsor and partner presence or other informational or promotional content may be shown up until the start of the official entry ceremony or 10 minutes prior to the start of the match as well as during halftime until the teams re-enter the playing court and after the match.

Such boards may not be in use for commercial and promotional purposes during matches, however the EHF/EHF reserves the right to display graphics/videos of EHF/EHF partners on these boards in specific situations while the match is interrupted. During the match only match

action but no reviews are permitted. Exceptions are subject to approval by EHF.

For more details regarding the presence of arena sponsors/city names please see chapter VII point 1.1.

It is not allowed to give any visibility of a claim or logo of a club/arena sponsors/partners when a goal is scored (e.g. players picture and presented by claim or logo).

In terms of displaying electronic content on scoreboards and/or videocubes, the guidelines for fascia boards and LED boards have to be obtained (see chapter VI, point 2.1.2)

### 2.1.3 Product placement around the playing court area

Product placement in the substitution area as well as around the playing court is not foreseen, however the EHF/EHFM reserves the right for product placement of EHF/EHFM partners in these areas.

## 2.2 Branding upgrade package

For selected matches of the VELUX EHF Champions League (e.g. MOTW), EHF reserves the right to introduce and provide an additional branding package that aims to improve the visual appearance of the competition. The implementation of such branding is mandatory for the respective home club. Detailed instructions are given by EHF in good time prior to the respective event.

## 2.3 Official badge on players' shirts

The official VELUX EHF Champions League players' badge shall exclusively be used on the players' shirt in the VELUX EHF Champions League. Starting with the Group Phase, the official players' badge is an obligation for all teams. There is no obligation to print the official VELUX EHF Champions League players' badge for the Qualification matches.

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

Each club has to send a layout of the print as well as photos of a printed sample to EHF prior to production and not later than 2 weeks before the first home and/or away game.

## 2.4 Press conference

The official VELUX EHF Champions League backdrop provided by EHF at the beginning of the season has to be positioned just behind the table where the participants of the press conference are seated. Backdrop presence is reserved to EHF sponsors and partners only.

Two panels/roll-ups are to be positioned one on each side of the press conference table showing club sponsors approved by EHF.

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

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

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

In case EHF enters into an agreement with a beverage partner, the respective beverages shall be positioned on press conference table, clearly visible for attendees and TV cameras. Product placement on the press conference table is exclusively reserved for EHF/EHFM. The set-up design suggestion for a press conference can be found in the Online Design Guide. The respective branding material is produced and provided by the EHF.

## 2.5 Mixed zone

EHFМ will provide each club with a mixed zone banner/backdrop according to the VELUX EHF Champions League Corporate Identity guidelines. For each home match, the home club shall position this backdrop in the mixed zone for interviews and photographs. 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 interviews in this designated area. Logo/brand presence in the mixed zone is reserved to EHFМ sponsors and partners. The implementation of the mixed zone is mandatory. Access for all media representatives which have a media accreditation has to be given. The mixed zone is an area that is easy to access for accredited media representatives and that is located at the exit of the playing court and/or in the arena next to the dressing rooms.

## 2.6 Flash zone

For flash interviews (which can only be held during the half time break and after the match) EHFМ provides each club with a respective movable backdrop, which shall be positioned on the playing court. Logo/brand presence in the flash zone is reserved to EHFМ sponsors and partners. The flash zone has to be separated from the mixed zone.

## 2.7 Media information/official information sheets

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

## 2.8 VIP room

At least one panel/roll-up with EHFМ partners and/or VELUX EHF Champions League branding has to be positioned next to the entrance of the VIP room. Further panels have to be positioned inside the VIP room, perfectly visible for all VIP guests. Upon request, tables have to be branded with table cards (sponsor's company name). These table cards with EHFМ partner logos will be provided by EHFМ. If available, TV screens may be used to show EHFМ sponsors and partners and approved club sponsors that are also part of the on-court setup. Sponsors and partners of the EHFМ and the club have to be presented equally observing the given sponsor hierarchy.

## 2.9 Accreditations

The accreditations for the official sectors (playing court, media, etc.) have to be designed in accordance with the VELUX EHF Champions League Corporate Identity. The official VELUX EHF Champions League lanyards, provided by EHFМ, have to be used for these accreditations.

## 2.10 Tickets

The design of official match tickets might be limited due to the use of automatic ticketing systems. However EHF/EHFМ highly recommends using the ticket templates given in the Online Design Guide, showing the Corporate Identity of the VELUX EHF Champions League. Modifications of this template may be designed by the home club but have to be approved by EHFМ. Exclusivity rights of EHFМ sponsors and partners are also valid for any kind of ticket designs and have to be observed at any time.

The wording "VELUX EHF Champions League match" shall be implemented on the ticket. In case club sponsor logos are implemented on the ticket, it is an obligation to add the official VELUX EHF Champions League logo as well.

## 2.11 Official programme

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

competition. Additional pages with club related content may be added. Advertisements which infringe the exclusivity rights of EHFM sponsors and partners incl. TV partners are not permitted. Full and half-page advertisements are reserved for EHFM sponsors and partners only as well as approved club sponsors with on-court presence.

A template showing the guidelines for the official programme is provided in the Online Design Guide of the VELUX EHF Champions League. Layouts have to be sent to EHFM Implementation Department for approval prior to production.

Only approved programmes and folders are allowed to be present at VELUX EHF Champions League matches.

The minimum requirements of the official programme are:

- Page with the foreword of the EHF president
- Page with the official VELUX EHF Champions League sponsors/partners
- Separate pages with EHFM sponsors advertisements
- Page with presentation of the home team
- Page with the presentation of the guest team
- Further content of information about the group stage is welcome

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

## **2.12 Promotional material and activities**

### **2.12.1 Posters and Flyers**

EHFM 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. Promotional material may promote the club, a match or the sport of handball in general. Commercial advertising or logo presence is reserved for EHFM sponsors and partners only as well as club sponsors approved by EHFM.

### **2.12.2 Unofficial throw offs**

Unofficial throw offs are not permitted before the game and/or before the second halftime. Exceptions are subject to written approval by the EHF.

### **2.12.3 Additional promotional material**

Any other kind of promotional materials are subject to prior approval by EHF/EHFM.

## **2.13 Signposting system**

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

## **2.14 Staff**

In case the EHF makes use of the right to market the rights of clothing of event staff (defined under chapter VII, point 5.3), branded T-Shirts and shorts will be provided to each club, which shall be worn by the flag carriers, the mopping crew, escort kids and further staff members.

## **2.15 Official cars**

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

### 3 Production obligations

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

item	produced by
EHFM & club sponsor boards (static board banners)	EHF
EHFM & club sponsor animation (EABS)	EHF and/or Home club
EHF & club sponsor floor stickers	EHF
1 timekeeper's table banner	EHF
2nd row banner, neutral branding	EHF
1 press conference back drop	EHF
2 press conference panels/roll-ups	EHF
1 press conference table banner	EHF
Microphone flags	EHF
Press conference table tags	EHF
Flash zone back drop	EHF
Mixed zone back drop	EHF
2 VIP Room panels/roll-ups	EHF
Official car sticker/ magnets	EHF
1 EHF flag (2 x 4 m)	EHF
1 VELUX EHF Champions League flag (2 x 4 m)	EHF
1 EHF flag (1 x 2 m)	EHF
1 VELUX EHF Champions League flag (1 x 2 m)	EHF
1 Club flags (1 x 2 m)	EHF
VELUX EHF Champions League lanyards	EHF
Bibs (HB/ TV/ PH)	EHF
VIP room table tags (club sponsors)	Home club
VIP room table tags (EHFM partners)	EHF
Accreditations	Home club
Tickets	Home club
Official programme	Home club
Promotion material (posters, flyers, etc.)	Home club



Signposting system	Home club
Players' badge on match shirts	Home club
Press information	Home club

## 4 Official match ball

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

The official match ball shall be used during warm-up and matches starting with the Qualification Tournaments. EHF provides 10 balls to every team participating in Qualification Tournaments for training purposes. Additional 8 balls are provided to the host of tournament as official match balls.

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

No signs or other marks shall be written or affixed on the official training and match balls provided to the clubs. The clubs are not permitted to modify the corporate identity of the official match ball.

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

## 5 Official EHF Champions League music

### 5.1 EHF Champions League anthem

The EHF will provide each team participating in the Group Phase of the VELUX EHF Champions League with at least one CD or audio file including the official EHF 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 5.1.4)

### 5.2 EHF Champions League song

The EHF reserves the right to introduce an official EHF Champions League song to the competition. In such case EHF will provide each team participating in the Group Phase of the VELUX EHF Champions League with at least one CD or audio file including the official EHF Champions League song.

## VII. Marketing rights & duties

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

The EHF transfers the use of advertising rights for the 2018/19 season to EHF Marketing GmbH (EHFM) and entitles it to undertake the respective measures with regards to the usage of these rights.

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

### 1 General information

#### 1.1 Hall preparation

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

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

##### 1.1.1 Arena and city names

The arena name can be visible on TV as it indicates the playing venue of the respective match. The arena name shall not be used for additional advertising and/or additional logo presence. Arena names that include a company/title sponsor are permitted (e.g. SAP arena, Orlen arena, etc.). The same holds true for the names of the respective city where the arena is located. Arena name and city name should provide information to the viewer but shall not be used for promotion purposes.

#### 1.2 Press conference room

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

#### 1.3 VIP room

Beginning with the Qualification Tournament the VIP room shall be free from any advertisement, which is not in compliance with the present regulations or not expressly agreed upon by the EHF (see chapter VI, point 2.8). This includes also large branding of any other objects.

#### 1.4 On-court advertising positions

##### 1.4.1 Board & floor advertisement dimension

Dimensions according to graphic chapter VII, point 2.2

##### 1.4.2 Production and shipment

All floor stickers are produced and shipped by EHFM. In case a club wishes to change its club sponsors, information has to be provided observing the deadlines given by EHFM. Any additional costs have to be covered by the home club.

##### 1.4.3 Nomination of club sponsors

Each home club has to nominate a pool of eight club sponsors observing the deadline given by EHFM. All eight club sponsors may be present on the EABS showing a maximum of one animation per sponsor. Six out of eight nominated club sponsors may be shown on static boards and floor

stickers. Four club sponsors may be present on the press conference roll-ups. Changes to the club sponsor pool are possible by playing phase and only upon approval by EHFM.

#### 1.4.4 Maximum number of floor advertisements

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

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

#### 1.4.5 Placing of floor/board advertisements

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

#### 1.4.6 Return of club advertisements rights

If the home club makes no use of the right of their club positions on the floor and/or on the static barrier board, the right goes automatically back to the EHF/EHFM. The club shall inform the EHF/EHFM not later than one week prior to the respective match.

### 1.5 Official match shirts

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

## 2 Qualification Tournaments to Quarterfinals

### 2.1 General information

Starting with the Qualification Tournaments all advertising rights are centrally marketed by EHFM. Board and floor advertisements marked with number 1 (see chart), as well as the playing court surrounding area including the goals (net & goal posts), the areas next to and inside the goals and the centre circle (diameter of 4,5 m) are reserved for EHF/EHFM sponsors. Board and floor advertisements marked with number 2 (see chart), are reserved for established long-term club sponsors. The EHF/EHFM reserves the right to refuse the presence of a club sponsor, if a long-term partnership cannot be proved by the club accordingly.

An EABS, fulfilling the minimum requirements, as defined in the EABS Manual, shall be set up for each match of the VELUX EHF Champions League, displaying animations for the official EHF/EHFM sponsors and selected and approved club sponsors. A static barrier board system shall be set up on each of the short sides of the playing court.

The use of an EABS on the short sides is subject for approval by EHFM.

The home club is responsible for the setup, removal and operation of the EABS.

In the unlikely event that the EABS cannot be set up, due to damages or other insolvable challenges, a static advertising board system shall also be used on the long side of the playing court (see chapter VII, point 2.3).

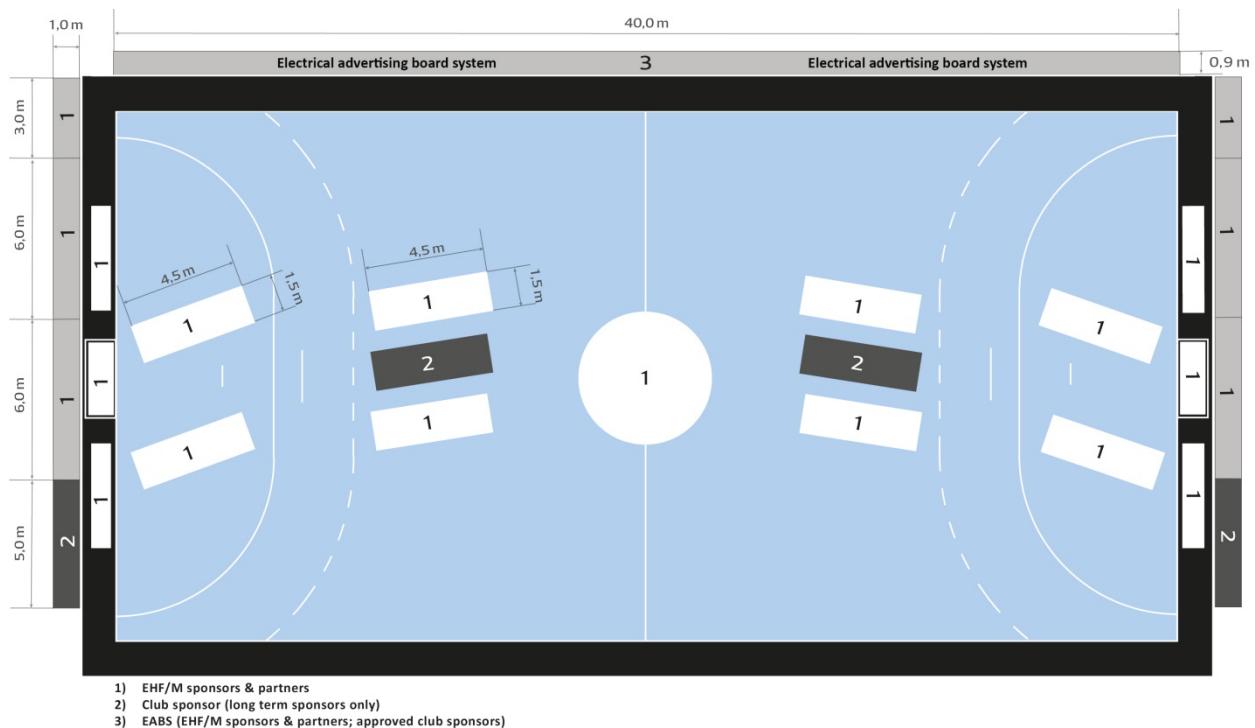
## 2.2 Distribution of rights using an EABS

The EABS is setup on the long side of the playing court with a dimension of min. 40 m and max. 42 m total length and min. 0,8 m and max. 1,1 m total height. The tolerance level with regards to length and height will be evaluated by EHF on a case by case basis.

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

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

All other positions are reserved for EHF sponsors and partners.



### 2.2.1 Production of animations and playlists

The playlists for each match will be generated by EHF. The club will receive the playlists (excel file) at least three (3) days before the respective match. Minute allocations as well as the exact position for every single animation will be defined in the playlists. The home club is responsible to programme the EABS software according to the provided playlists. Animations of EHF sponsors and partners will be generated and distributed by EHF according to the EABS specifications, provided by the club prior to the season. Any changes and/or updates to the provided specifications have to be communicated immediately to EHF by the club. Costs arising through late or wrong information have to be covered by the home club.

The EHF marketing supervisor is responsible to verify the final playlist on the match day. Any changes to the approved EHF playlist are not permitted.

The home club is entitled to include a maximum of eight (8) different club sponsor partners (within 10 minutes) to the playlist. The production of the animations for the club sponsor partners is within the responsibility of the home club and has to follow the guidelines given in the EABS Manual. Each animation for a club sponsor partner which should be included into the

playlist needs to be approved by the EHF. Therefore a preview file of the animation has to be provided to EHF at least five (5) days before the respective match.

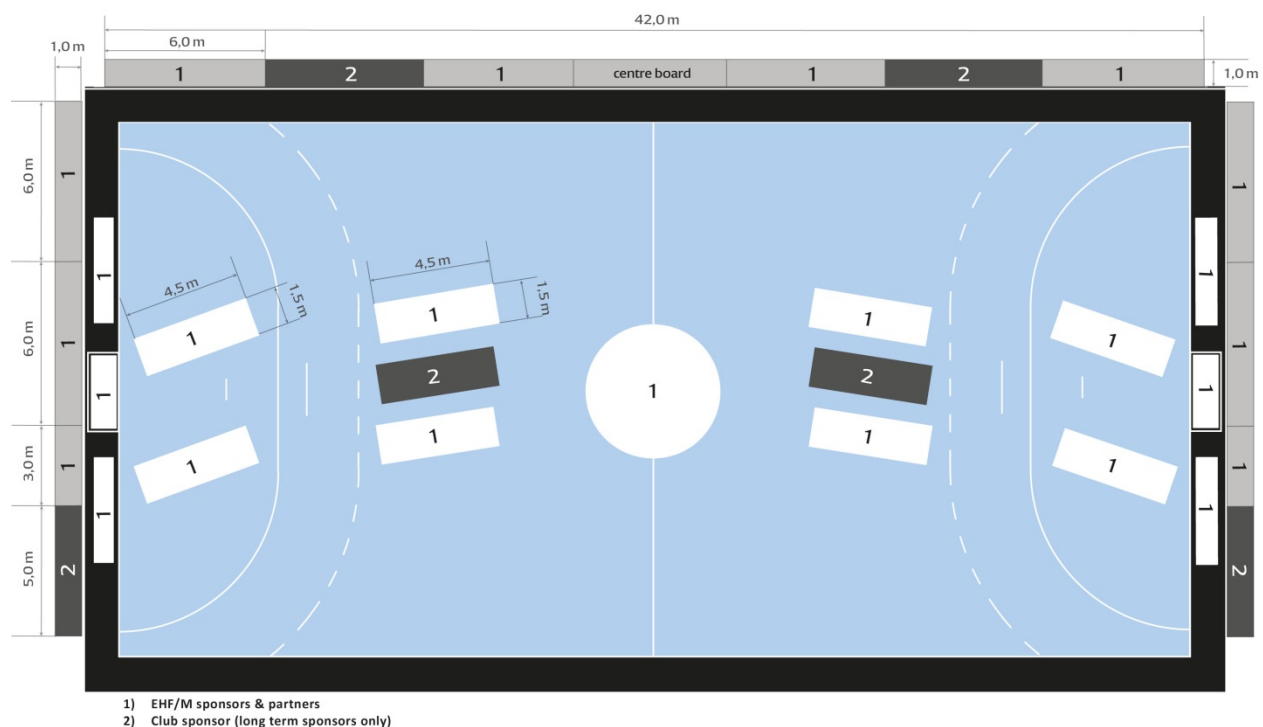
### 2.3 Distribution of rights using static barrier boards

The static barrier board system on the long side of the playing court is only used, if the EABS cannot be set up, due to damages or other insolvable challenges. The final decision about the use of a static barrier board system is up to EHF, respectively the EHF marketing supervisor on site.

In this unlikely event, a static advertising board system (wooden back board) of 1m height has to be provided by the home club free of charge. This static board system shall be set up on the long side and each of the short sides of the playing court. Any other type of static barrier board system is subject to approval by EHF. The home club is responsible for shipment, setup, removal and storage of the static board system (e.g. direct fixing to EABS).

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

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



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

In addition to the club sponsor animations for the EABS EHF will provide each home club with two backup banners showing club sponsors that have been communicated to EHF at the beginning of the season. These shall be presented on the long side of the playing court in case a static advertising board system has to be used.

## 2.4 Securing of advertising rights

Any advertisement in the playing hall, positioned within the frame of a VELUX EHF Champions League match, must not be covered by spectators, organiser's staff, photographers or materials and the clear visibility on the TV screen must not be impeded by any obstacle.

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

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

## 3 VELUX EHF FINAL4

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

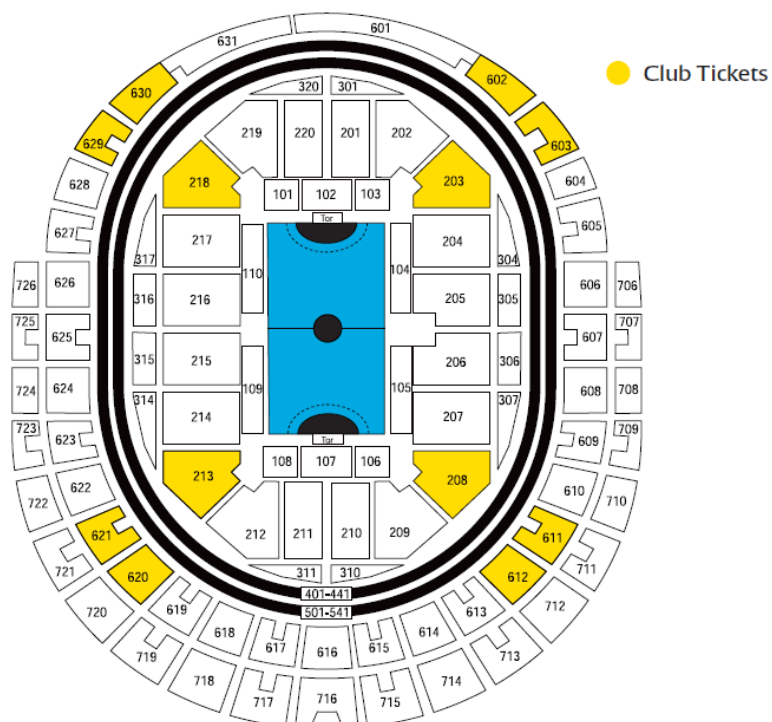
Branding and marketing activities including advertising during the VELUX EHF FINAL4 is exclusively subject to the provisions of the separate VELUX EHF FINAL4 Regulations.

### 3.1 Ticketing

A total of 307 resp. 308 tickets, in Category 1, are reserved for each participating club of the VELUX EHF FINAL4. If all these tickets are confirmed by the club and even more tickets will be demanded, up to 200 additional tickets, in Category 3, are available for each participating team.

Each team qualified for the Quarterfinals must inform EHF on 8 April 2019 latest of the number of tickets they require at the VELUX EHF FINAL4 in case of qualification. An order form will be sent out to participating teams before the second leg of the Last16 matches. This ticket order form is binding and remaining tickets will go to general sale.

Tickets for the participating clubs have been reserved within the marked areas (diagram below).



## **4 Branch Exclusivity**

### **4.1 Qualification Tournaments to Quarterfinals**

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

Furthermore it is not allowed to infringe the exclusive right of the host broadcaster of EHFM at the respective match and country (e.g. if the home club announces or presents another TV partner as club sponsor which infringes the exclusive right of the host broadcaster of EHFM at the respective match and country).

### **4.2 Deadlines**

The branches of the official EHF/EHFM sponsors and partners are to be communicated to the home club until 15 August 2018 at the latest.

Thereafter the home club has to announce its 8 main and/or long term club sponsors to the EHF/EHFM until 22 August 2018 at the latest.

Any club sponsors that are announced later than the given deadline/time frame are subject for a separate approval by EHF/EHFM.

Furthermore all exceptions are subject for written approval by the EHF/EHFM.

## **5 Other advertising forms**

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

### **5.1 Referees' / officials' advertising**

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

### **5.2 Advertising on players' kits**

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

Advertising rights for the left sleeve of the players' shirts belong exclusively to the EHF. The official badge of the VELUX EHF Champions League shall be affixed onto the left sleeve, which shall therefore be free of any other advertisement. Please find more details on the official sleeve badge under chapter VI, point 2.3 of the present regulations.

### **5.3 Event staff**

The EHF has the exclusive right to market the clothing of the event staff (floor moppers, flag carriers, awarding hostesses, escort kids). The respective sponsor is to be announced by EHFM to the clubs concerned in writing in due time prior to the respective matches of the competition (see chapter VI, point 2.14).

### **5.4 Inflatable and flying objects**

Inflatable and flying objects, such as zeppelins etc. might be used by the home club for promotional activities, but must not be visible on TV at any time. Inflatable and flying objects may promote the club,

the match or the sport of handball in general. However club sponsor advertising or any other form of commercial advertising is not permitted without prior approval by EHF. Such objects shall not be used during match actions and shall not be visible within the TV range. The use of inflatable and flying objects are subject for approval by EHF/EHFM.

## 5.5 Fan-activation tools

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

## 5.6 Sponsor promotion activities

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

In case the EHF and/or its marketing partners make use of the right to carry out promotion activities in the playing hall and the surrounding areas prior to, during and/or after a match, the clubs will be informed in good time prior to the respective match. The clubs have to use their best effort to support, promote and publish such campaigns.

Upon request, the home club shall make spots of 20 square metres each available. Broadband internet connections for the sponsor's stands shall be available.

Additional costs that might arise for such promotion activities shall be borne by the EHF and/or its partners.

Any promotion activities carried out by a club in the playing hall and the surrounding areas prior to, during and after a match, have to be approved by EHF. An appropriate request has to be sent to EHF in written form at least three day prior to the respective match.

Exclusivity rights of EHF sponsors and partners have to be observed at any time.

# 6 EHF sponsors

## 6.1 Title sponsor

The "VELUX EHF Champions League Title Sponsor" has the exclusive naming right of the competition. A conjoint logo is created and communicated to the all stakeholders. It has to be used in all relevant communication tools relating to the competition. The respective title has to be used in all official publications, press releases, press conferences, programmes, commercials, etc..

## 6.2 Sponsors & partners

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

- VELUX EHF Champions League premium sponsor
- VELUX EHF Champions League regional premium sponsor
- VELUX EHF Champions League official partner
- VELUX EHF Champions League official supplier

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



### **6.3 Club sponsors**

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

## **7 Logistics, set-up, removal and storage**

### **7.1 Production**

All advertising material used in the VELUX EHF Champions League, including the production of animations for the EABS (for VELUX EHF Champions League sponsors) is in the responsibility of EHF. The production of animations for the club sponsors is done by the home club (see chapter VII, point 2.2.1)

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

Deadlines:

- organising club of a qualification tournament:
- club sponsor logos have to be sent to EHF by 22 August 2018 at the latest
- clubs participating in the VELUX EHF Champions League Group Phase:
- club sponsor logos have to be sent to EHF by 22 August 2018 at the latest
- changes to club sponsors have to be announced no later than 14 days prior to the respective match

### **7.2 Shipment of advertising and branding material**

The entire advertising and branding material is delivered to the home club in due time prior to the match. The marketing responsible of the home club shall confirm in writing the receipt of the advertising material to EHF. Any customs related costs (e.g. customs duties, customs broker) have to be covered by the club.

### **7.3 Setup of the EABS**

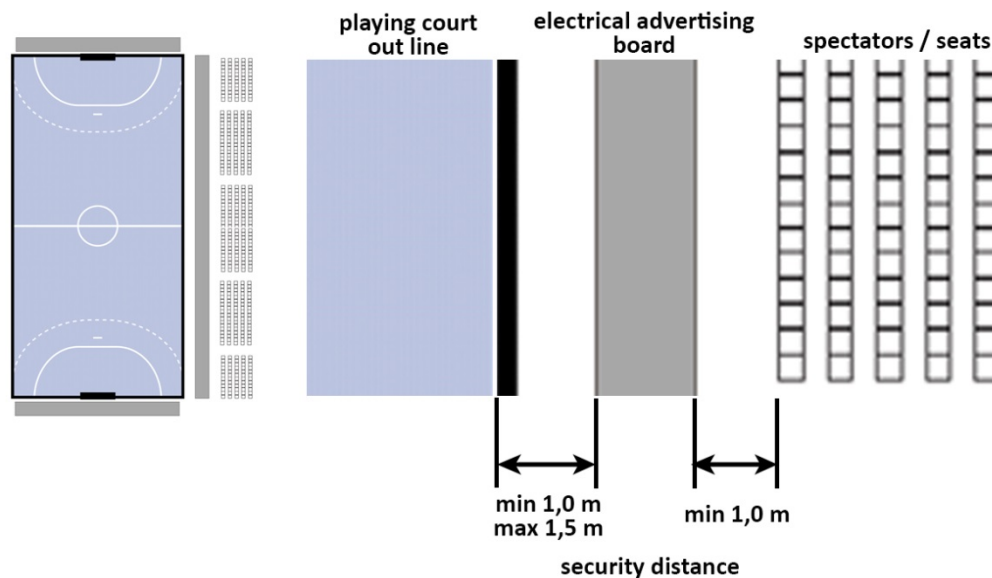
Beginning with the Qualification Tournaments, an EABS shall be set up on the long side of the playing court, whereas on each of the short sides a static barrier board system of 1m height shall be used. The use of an EABS on short sides is subject for approval by EHF.

Setup includes the correct installation and removal of the EABS as well as the proper fixing of the advertising banners onto static barrier boards on each of the short sides.

The final position of the EABS has to be approved by the EHF marketing supervisor together with the EHF delegate. For security reasons a minimum distance of 1m shall be kept between the EABS and the spectators' seats. The distance between the outline of the playing court and the EABS must be 1 m at least, but not more than 1,5m (see graphic below). Any different setup is subject for approval by the EHF/EHF.

The EABS must not be used as a storage space for jackets, drinks, promotional material, etc. The home club shall provide dedicated security people free of charge to ensure the above mentioned.

The home club operates the EABS by itself and is responsible for the proper progress of the playlists, provided by EHF. The operation has to start three hours before throw-off at the latest. More details regarding the EABS can be found in chapter VII, point 2.



#### 7.4 TV test of EABS

In order to get the best output from the TV test prior to the match, the TV test has to be done with full arena light (match light). Training/work lighting is not sufficient.

#### 7.5 Setup of static board system

The setup of a static board system on the long side is a backup/emergency solution only. Final decision lies with EHF respectively the EHF marketing supervisor onsite (see chapter VII, point 2.3).

The setup of static barrier boards as well as the fixing of the advertising banners shall be completed by 2-5 persons provided by the home club free of charge. In case a EHF marketing supervisor is on site one day before the match, the set-up must not be carried out without presence of the EHF marketing supervisor. The height of the static boards system has to be 1 m. The length should be 42 m for the long side barrier board and 20 m for the short side barrier board. The static board system has to enable for a professional fixing of the advertising material.

#### 7.6 Fixing of floor stickers

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

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

#### 7.7 Removal

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

#### 7.8 Storage

The home club must maintain in a good condition any material and/or equipment provided by EHF in order to secure multiple usage of the materials. Therefore, the clubs shall carefully store all advertising and branding material in order to avoid any damages or loss.

## **7.9 Return of advertising material**

Branding material provided by EHF at the beginning of the season has to be returned to EHF after the season according to the given information. Costs of material, which will not be returned in time, will be charged to the respective club.

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

## VIII. VIP & hospitality

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

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

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

Information regarding hospitality facilities shall be communicated to EHFM at least two weeks prior to the Group Phase Round 1. This includes photos of arranged VIP facilities such as VIP room, VIP parking, VIP entrance, etc.

### 1 VIP catering

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

### 2 Side activities

#### 2.1 Special events

The EHF and/or its marketing partners shall have the right to organise events, banquets, sponsor and hospitality receptions, etc. at the venue in connection with VELUX EHF Champions League matches. Any rooms and resources required for this purpose shall be made available by the home club against payment of any additional costs that may arise. On request a pre-defined number of parking spaces right next to the playing hall should be available for these partners/sponsors.

#### 2.2 Special VIP invitations

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

#### 2.3 Special incentives

The EHF and/or its marketing partners shall have the right to organise incentive and hospitality trips along with on-site services in connection with VELUX EHF Champions League matches. Available options and requirements have to be discussed with the home club; the cost is borne by the sponsor/partner.

#### 2.4 Time schedule – requirements

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

## **IX. Technical services**

### **1 Scouting for statistics / live match ticker**

The EHF implemented official match statistics in the WOMEN'S EHF Champions League matches. The project is carried out in cooperation with the official EHF data partner "Sportradar" and participating clubs.

The club has to provide two scouts at each home match. Those scouts need to be registered and go through a training process prior to the start of the current season. The knowledge of English language is mandatory for the scouts. The effort to pass the training is estimated to approx. 10 hours (containing of reading through the Tutorial, doing the multiple-choice quiz, downloading the application, completing 3-4 training matches).

Besides, the club has to provide two working stations with good court visibility, power supply and internet access for the use of the scouting application.

Deadlines:

Registration of scouts: 15.07.2018

Passing the training: 01.09.2018

The cost for the required software will be borne by the EHF/EHFM resp. EHF/EHFM partner, hardware and personnel have to be taken care of by the home club.

Further information will be provided. Not meeting the given deadlines will lead to penalties according to the applicable regulations at the time of the violation.

### **2 Goal line technology**

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

In case the EHF makes use of this right, the clubs must be informed beforehand in good time prior to the match and additional information is to be provided at the latest at the Technical Meeting.

### **3 Goal light technology**

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

In case the EHF makes use of this right, the clubs must be informed beforehand in good time prior to the match and additional information is to be provided at the latest at the Technical Meeting.

### **4 Instant replay technology**

The EHF reserves the right to install an instant replay technology in matches of the VELUX EHF Champions League starting from the Qualification Tournaments. Any decision in connection with the possible use of 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 the court.

### **5 Digital match report**

The EHF has the right to implement a digital match report operated by the Secretary at the timekeepers' table in the VELUX EHF Champions League matches. The respective software will be provided by the EHF

without any costs for the club. Starting with the implementation of the digital match report, the home club has to provide a sufficient internet connection at the timekeepers' table.

## **6 Players and ball tracking**

The EHF reserves the right to implement player and ball tracking in cooperation with clubs, may it be an optical or chip based system. Corresponding and defined live data will be available for clubs and media.

## **7 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.

### **7.1 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)

## **8 Photos/film/video**

### **8.1 Rights for footage, photos and graphics**

The EHF shall have the right to use TV footage, photos and graphical material of players and officials as well as club names, emblems and club uniforms within the framework of the competition for commercial purposes. Upon request, the clubs shall provide such material and any information required free of charge. At the point of registration, it is the responsibility of each club to exempt the EHF, in the case of legal action from the player, in regards to the player's image rights. The EHF shall have the right to use the film, video, photo, etc. material produced at VELUX EHF Champions League events for promotion (print material, ads, internet, product presentation, etc.) and sport development (training, teaching, etc.) purposes. These rights can be passed on to EHF for the same purpose.

## **9 Public relations material**

### **9.1 Promotion clips**

EHF provides each club participating in the VELUX EHF Champions League with a DVD or video file including the official VELUX EHF Champions League promotion and sponsor clips of EHF marketing sponsors. In case of there being large screens in the playing hall or in the VIP area the promotion and sponsor clips of EHF marketing sponsors shall be shown in the playing hall/VIP rooms.

# X.Procedures and protocol

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

## 1 Final inspection 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. A responsible person for the playing hall of the home club, the EHF delegate and the EHF marketing supervisor have to inspect all relevant areas of the playing hall.

After the final inspection no activities on the court are allowed without the confirmation of the EHF delegate resp. EHF Marketing Supervisor.

## 2 Technical meeting

The technical meeting has to be carried out in a meeting room of the playing hall.

The technical meeting is conducted by the EHF delegate in cooperation with the home club responsible and the representatives of both teams. The EHF marketing supervisor also attends the technical meeting. Technical matters as well as the security concept are to be discussed in detail. The run-down of the event (ceremonies, side events, etc.) printed on the official CL letter head has to be handed out to all participants of the meeting by the home club. The same information will be distributed to press/media representatives in the press room as well as to TV representatives during the TV meeting. An exact checklist of this meeting is detailed in the appendix section.

At this technical meeting, both teams shall enter all players they intend to use (no more than 16) and officials (no more than 4), in the match report.

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

### 2.1.1 Qualification Tournaments:

The technical meeting shall take place on the evening before the match.

### 2.1.2 Starting with the Group Phase:

Starting with the Group Phase, the technical meeting shall take place 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.

## 2.2 Additional topics for the technical meeting (see check list – enclosure 4):

- The playing eligibility of maximum 16 players of each team is to be checked with the EHF players list
- There is no longer any check of the passports/player licences at the Technical Meeting.
- Check of the EHF Licensed Coach
- Technical matters of the game
- The colour of the team officials must be announced
- Security concept of the complete event (security inside and outside the playing hall, separation of the opposing fan sectors, medical emergency resources, etc.)
- Press conference (time, place, participants)/mixed zone/flash zone
- Pre-match and post match procedure (official entry ceremony, protocol, players' presentation etc.)
- Side events (banquet, etc.)
- Organisational matters (VIP guests of opponent team, etc.)
- Special marketing and promotion activities



### **3 Administrative match preparation and post match procedure**

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

### **4 Playing eligibility**

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

### **5 Official ceremonies**

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

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

#### **5.1 Entry ceremony**

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

During the entry ceremony the players must wear identical clothing: either with the player's clothes (short shirts and trousers) or tracksuits.

##### **5.1.1 Ball display**

EHF will provide a branded ball display. This ball display must be used with a completely clean/unused official match ball.

##### **5.1.2 Escort kids**

The players can be accompanied by children during the entry ceremony. This right is valid until recalled by EHF. Escort kids may be visible on TV. The following criteria has to be observed if the home club chooses to involve escort kids:

- Escort kids has to be used equally for both, home and away team
- They have to be equally dressed for both teams
- Escort kids may wear neutral t-shirts and pants (shoes are excluded) or club branded t-shirts and pants. T-shirts and pants branded with a nominated club sponsor, approved by EHF, are permitted. There shall be no presence of further partners.
- Layout/photos of branded clothing for escort kids have to be sent to EHF for approval prior to use
- The exact procedure has to be discussed in the technical meeting

##### **5.1.3 Official flags**

Beginning with the Group Phase, the following flags shall be available in the playing hall at each match: flag of the home & away club (1x2m), flag of the EHF (1x2m & 2x4m) and the VELUX EHF Champions League flag (1x2m & 2x4m). If the home club would like to display the national flags of the clubs, delegate and referees in the playing hall, then all these national flags must be displayed. EHF recommends adapting the size of those flags to the official EHF flag and the VELUX EHF Champions League flag.

#### 5.1.4 Rundown

The official VELUX EHF Champions League anthem shall start exactly 3 minutes before the match. EHF provides each club with a short clip giving detailed guidelines about the procedure.

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

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

Both teams have to line up in one line with the referees facing the main TV camera/judges table. The home team has to line up on the left side and the guest team on the right side in the view of the main TV camera/judges table.

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

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

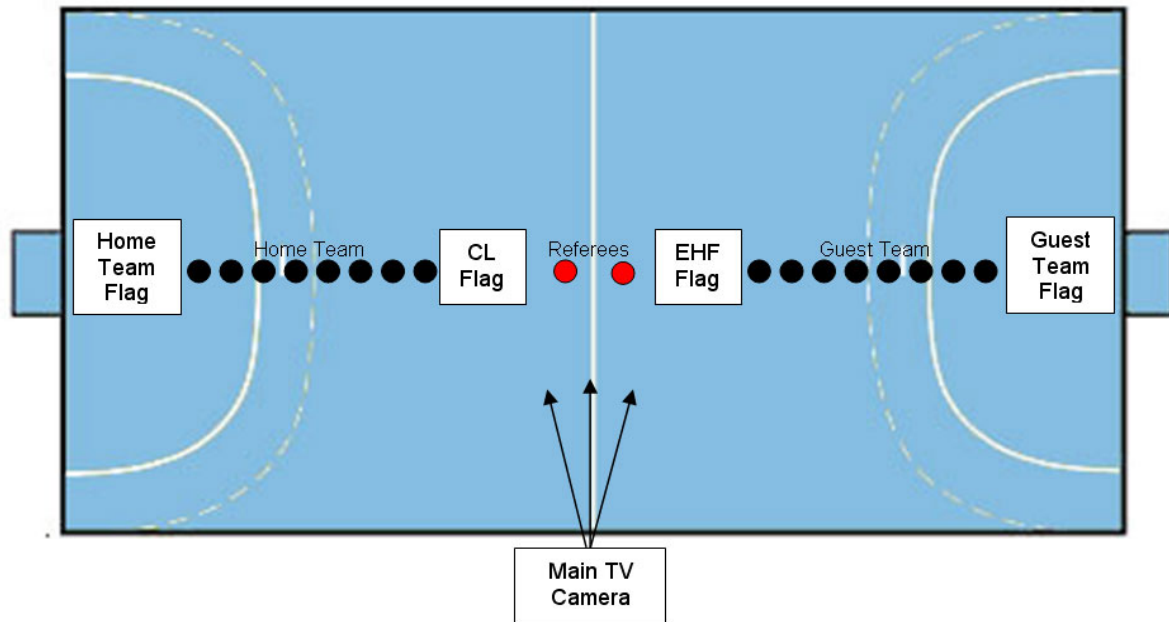
The following basic run down which starts 10 minutes before the throw off can be adapted to local arrangements during:

End of warm up

10:00-03:00	Start of the official entry ceremony Walk in of EHF referees and flag carriers Presentation of EHF referees and EHF delegate Presentation of both teams / players line up
03:00-00:30	Playing of the official EHF Champions League anthem Fair play text (in local and English version by announcer) / Handshake
00:30	Players are ready for throw-off;
00:00	Throw-off (start-up signal of EHF delegate)

#### 5.1.5 Chart

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



## 5.2 Post match procedure

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

Players are available for interviews (TV, written press and radio) in the mixed zone and flash zone. Interviews shall be made in front of the official VELUX EHF Champions League backdrop.

Fifteen minutes after the end of the match, a press conference shall be held in the press room (post match press conference). The media/TV/statistics responsible is in charge for the attendance of the press conference participants as well as the proper implementation of the press conference.

# **XI. EHF**

## **1 Referees**

Referees shall be appointed by the EHF. The EHF office shall communicate appointments to the referees as well as to the clubs concerned and their national federations.

### **1.1 Nomination**

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

### **1.2 Non-appearance**

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

The EHF delegate has the obligation to immediately contact the EHF (mobile phone +43-6644105243 or +43-664-8318337) with a report of the situation. The EHF shall take a decision in consultation with the EHF delegate.

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

## **2 Officials**

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

### **2.1 Nomination**

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

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

### **2.2 Responsibilities & duties**

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

- 2.2.4 If an EHF referee delegate is present at the match, it is his duty to guide the referees during the entire stay from their arrival to their departure.
- 2.2.5 EHF delegates and EHF marketing supervisors as well as additional persons nominated by the EHF act in representation of the EHF. They supervise the run down of the VELUX EHF Champions League events following the requirements of the EHF. They provide the EHF with event reports in order to inform about the correct implementation of technical requirements, procedures and organisation. These reports of the EHF Officials are basis for possible disciplinary procedures or sanctions toward the clubs.

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

- Check of the playing hall
- Holding of the Technical Meeting (10.00 hrs. on the day of the match)
- Preparation of the match report in cooperation with the home club
- Preparation and final check of the timekeeper's table's equipment
- Overall programme of the event at the venue
- Security aspects in and around the playing hall
- Overall plan of the activities around the game

### **3 Representatives**

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

### **4 Staff**

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

#### **4.1 EHF marketing supervisor**

##### **4.1.1 Nomination**

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

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

##### **4.1.2 Arrival / departure**

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

##### **4.1.3 Responsibilities**

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

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

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

#### 4.1.4 Marketing

- Inspection of playing hall and venue facilities concerning marketing & branding issues (correct sponsoring exposure).
- Supervision of local staff during the advertising set-up
- Supervision of limitation of floor advertisement is respected
- Supervision of the proper removal/coverage of advertising areas in conflict with chapter VII, point 2 (EHF sponsor's exclusivities)
- Supervision of the proper removal/coverage of advertising areas in the playing hall in conflict with chapter VII, point 1.4.5;
- Supervision of the removal of the advertising after the match
- Supervision of the proper storage of the advertising material after the match
- Reporting of damages of any advertising material
- Check/supervision of "other advertising forms"
- Check of VELUX EHF Champions League promotion on video screens
- Control of proper usage of EHF sponsor's rights
- Check of the VIP room + catering
- Supervision of side events (if there are any)
- Check of PR Material
- Check of branding items and proper installation

##### Media (TV/Press)

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

##### Others

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

#### 4.1.5 Infrastructure

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

#### 4.1.6 Cost

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

### 4.2 EHF media supervisor

#### 4.2.1 Nomination

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

#### 4.2.2 Arrival / departure

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

#### 4.2.3 Responsibilities

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

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

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

- They are responsible for the correct implementation of the VELUX EHF Champions League host broadcasters manual
- Inspection of playing hall and venue facilities concerning media facilities, TV facilities (camera positions, commentary positions etc).
- Check of mixed zone (see point 1.3, chapter V) / flash zone (final matches)
- Supervision post match press conferences with the host broadcaster and the EHF marketing supervisor
- Contact person for problems during the TV set-up
- Contact person for the TV producer on-site as well as in the studio
- Organisation of the TV meeting (before/after the match)
- Receives DVD/USB flash drive from OB Van and delivers it to EHF/EHFM
- Statistics (in case of implementation)
- Presence in the meeting with the announcer
- Final Event Report (sent to the EHF office)

## 5 Travel arrangements

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

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

## 5.1 Travel costs

The cost (travel costs and match compensation) of officials (representatives, delegates, referees, office staff, etc.) appointed by the EHF shall be borne equally by the clubs as follows:

- 5.1.1 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
- 5.1.2 Air travel:  
Reimbursement for the cost of one economy class ticket each;
- 5.1.3 Travel by car:  
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
- 5.1.4 Expenses for taxi during the trip: (E.g. home-airport-home, between airports, etc.)  
To be reimbursed against receipt
- 5.1.5 Car travel in the home town (e.g. home-airport-home, etc.):  
Reimbursement may be claimed at a rate of € 0,50 per kilometer.
- 5.1.6 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

## 5.2 Remuneration

- 5.2.1 Qualification tournaments:  
Each referee gets :a daily allowance of € 60 per day and a match fee of € 90 per match.  
All other persons appointed by the EHF get a daily allowance of € 60 per day and a match fee of € 45 per match.
- 5.2.2 Group Phase:  
Each referee gets :a daily allowance of € 60 per day and a match fee of € 285 per match.  
All other persons appointed by the EHF get a daily allowance of € 60 per day and a match fee of € 85 per match.
- 5.2.3 Last16 and Quarterfinals:  
Each referee gets :a daily allowance of € 60 per day and a match fee of € 715 per match.  
All other persons appointed by the EHF get a daily allowance of € 60 per day and a match fee of € 135 per match.
- 5.2.4 VELUX EHF FINAL4:  
Each referee gets :a daily allowance of € 60 per day and a match fee of € 660 per match.  
All other persons appointed by the EHF get a daily allowance of € 60 per day and a match fee of € 140 per match.

## 5.3 Insurance

- 5.3.1 Accident and health insurance
  - 5.3.1.1 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.
  - 5.3.1.2 Health and accident insurance for the appointed EHF Officials for the duration of their nominations is arranged by the EHF



#### **5.4 Organiser's insurance**

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

#### **5.5 Exclusion of liability and indemnification**

The EHF shall not be liable for any third-party liability claims arising from the execution of single matches or any other events in connection with the VELUX EHF Champions League.

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

## XII. Finances

### 1 Disbursement of TV and marketing rights

#### 1.1 Allocation

After the costs attributable to material, administration and development have been deducted, 80% of the amount remaining from the income generated through the exploitation of the marketing and media rights, as defined in the regulations, will be paid out to participating clubs. The 'guaranteed disbursements' set out in the regulations are included in this share to be paid to clubs.

#### 1.2 Taxes

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

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

#### 1.3 Disbursements

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

##### 1.3.1 Guaranteed disbursements

Teams of the Group Phase :

Fix Basis per team	€ 60.000
Group Winner A and B	€ 30.000

Teams of the Last 16:

Fix basis per team	€ 30.000
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Teams of the Quarterfinal:

Fix basis per team	€ 45.000
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Teams of the VELUX EHF FINAL4:

Winner	€ 500.000
Second	€ 250.000
Third	€ 150.000
Fourth	€ 100.000

##### 1.3.2 Additional disbursements

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

#### 1.4 Dates of payment

The marketing proceeds specified in connection with the joint marketing of the VELUX EHF Champions League shall be disbursed to the participating clubs after they are out of the competition, however by 31 July 2019 at the latest.

#### 1.5 Additional advertising arrangements

Any income from the sale of admission tickets, advertising on barrier boards and other types of advertising or from sponsors that is not managed by the EHF or its marketing partners shall not be subject to the distribution principle and shall belong directly to the respective home club.

## 1.6 Cost overview

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

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

Type of Cost	Group Phase	Last 16 - Quarterfinal
Draws & Workshops: accommodation / board	EHF	EHF
Draws & Workshops: travel expenses	Club	Club
Entry fees	Home club	Home club
Late entries	Home club	Home club
Playing hall (rental fee, training facilities, technical equipment, etc.)	Home club	Home club
Site inspections (1) travel expenses/allowance of EHF representatives	EHF	-
Site inspections (1) board, lodging/local transport of EHF representatives	Home club	-
Site inspections (2)/Audit - optional - (travel expenses, board/lodging, local transport/allowance)	Home club	-
floor (technical information/technical support)	EHF	EHF
floor (set-up/storage/maintenance/material/utilization)	Home club	Home club
Tickets/accreditations	Home club	Home club
Travel arrangement, visa guest team, complete stay at the away match	Guest team	Guest team
Bus for the local transport of the guest club	Home club	Home club
International travels/visa (EHF officials)	Home club	Home club
Match compensation (EHF officials)	Home club	Home club
Board and lodging EHF officials	Home club	Home club
Board and lodging guest club	Guest club	Guest club
Optional sightseeing tours (EHF sponsors, etc.)	EHF	EHF
Extra costs sightseeing tours for guest club	Guest club	Guest club
Water guest team/EHF referees in the playing hall	Home club	Home club

Type of Cost	Group Phase	Last 16 - Quarterfinal
Timekeeper/scorekeeper/announcer/security/technical staff/medical staff/other staff, etc.	Home club	Home club
Press representatives (accommodation/transfer)	Press representatives	Press representatives / EHF
Press facilities (press room: technical equipment/snacks/beverages; press seats on tribune: technical equipment; press conference: microphones, beverages, towels, etc.)	Home club	Home club
Commentary positions (installation facilities)	TV	TV
Commentary positions (ISDN lines, telecom, etc.)	TV	TV
TV Studio set-up	TV	TV
Branding playing field (centre circle, centre board)	EHF	EHF
Branding playing hall (1 table banner, neutral branding material)	EHF	EHF
Branding player's shirts	Home club	Home club
official player's badge: layout	EHF	EHF
production	Home club	Home club
Branding press conference (1 back drop, 1 table banner, 2 roll ups with EHF sponsors, table tags, , mike flags)	EHF	EHF
Branding press conference (2 roll ups with club sponsors)	Home club	Home club
Branding mixed& flash zone (2 backdrops)	EHF	EHF
Branding press information	Home club	Home club
Branding VIP room (2 roll ups with EHF partners)	EHF	EHF
Branding VIP room (table cards)	Home club	Home club
Branding accreditations	Home club	Home club
Branding tickets (recommended)	Home club	Home club
Official programme	Home club	Home club
Promotional material (posters, flyers)	Home club	Home club
Branding signposting system	Home club	Home club
Official flags	EHF	EHF

Type of Cost	Group Phase	Last 16 - Quarterfinal
Branding official cars (stickers)	EHF	EHF
Ball (training balls + match balls)	EHF	EHF
Ball (shipment cost)	EHF	EHF
Ball (importation cost/customs duties)	Home club	Home club
Staff and technical items for advertising set-up / removal	Home club	Home club
EABS	Home club	Home club
Shipment/Transport	Home club	Home club
Staff	Home club	Home club
Technical items	Home club	Home club
Storage/Setup/Removal	Home club	Home club
Operation	Home club	Home club
Animations club sponsors	Home club	Home club
Animations EHF/EHFM partners	EHF	EHF
Static advertising board system	Home club	Home club
Shipment/Transport	Home club	Home club
Staff	Home club	Home club
Technical items	Home club	Home club
Storage/Setup/Removal	Home club	Home club
Advertising: banners & floor stickers		
Production banners/floor stickers club sponsors	Home club	Home club
Production banners/floor stickers EHF/EHFM partners	EHF	EHF
Advertising material storage	Home club	Home club
VIP guests (accommodation / transfer – in case of request)	VIP guests/EHF	VIP guests/EHF
VIP catering	Home club	Home club
Hospitality side activities – on request (additional cost)	EHF/EHF partners	EHF/EHF partners
Statistics – optional – (software, etc.)	EHF	EHF
Statistic assistants seminar (travel arrangements)	Home club	-
Statistic assistants	Home club	Home club
Statistic assistants seminar (board/lodging)	EHF	-
Video tapes (copy / archive administration)	EHF	EHF
ehfTV.com club membership	Club	Club
Video tapes shipment	Home club	Home club

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

## XIII. Legal matters

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 of the VELUX EHF Champions League unless stipulated otherwise in the present section.

### 1 Protests and disciplinary procedures

#### Definition

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

#### Exclusion of protests

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

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

#### 1.1 VELUX EHF Champions League Qualification/Tournament Phase.

##### 1.1.1 Protests

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

Protests shall be handed over in writing to the responsible EHF delegate 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 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 appeal fee within 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 statement and document shall be submitted by the claimant in writing and in English to the responsible EHF delegate no later than 9.00 am local time the day after the relevant match.

The EHF delegate takes a decision on the protest 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 present section may be appealed to the EHF Court of Appeal, acting as an ad hoc body consisting of at least three (3) members.

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

Moreover an appeal fee of € 1,000 shall be paid by the appellant to EHF. Such amount shall be paid directly to the EHF delegate or shall be transferred to the EHF bank account at the same

time the appeal is filed/requested. A written proof of payment of the appeal fee within the defined 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. The Court of Appeal takes a decision by simple majority following an express procedure no later than 12.00pm (noon) local time the day following the filing of the appeal. The decision is communicated in writing to the relevant parties.

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

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

#### 1.1.3 Disciplinary/legal proceedings

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

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 applicable to protests are not applicable and shall be defined by the competent legal body within the course of the proceedings.

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

#### 1.1.4 Protests and disciplinary/legal proceedings arising at the end of a Qualification/Tournament Phase

Unless deemed necessary by the EHF to ensure the proper running of a VELUX EHF Champions League qualification/tournament phase, any protest, dispute, disciplinary and/or legal adjudication arising from matches played on the last day of the respective qualification/tournament phase or from the last match of the respective team 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.

Regarding protests, conditions set forth below in Article 1.2 shall be applicable.

### 1.2 VELUX EHF Champions League (starting from the Group Phase)

#### 1.2.1 Protests

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



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

Besides, 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.

#### 1.2.2 Appeals

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

Unless otherwise provided in the first instance decision, any appeal shall be received by the EHF Office in writing no later than three (3) days after communication of decision to the relevant parties.

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

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

#### 1.2.3 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 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 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 EHF Court of Appeal on such issue, unless decided otherwise by the ECA in accordance with the Rules of Arbitration for the ECA.

## 4 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 Article 48 of the EHF Legal Regulations.

#### Exclusion of liability

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

## XIV.Anti-doping

### 1 General information

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

In case of an anti-doping control, the anti-doping officer/s shall have easy access to the substitution area.

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

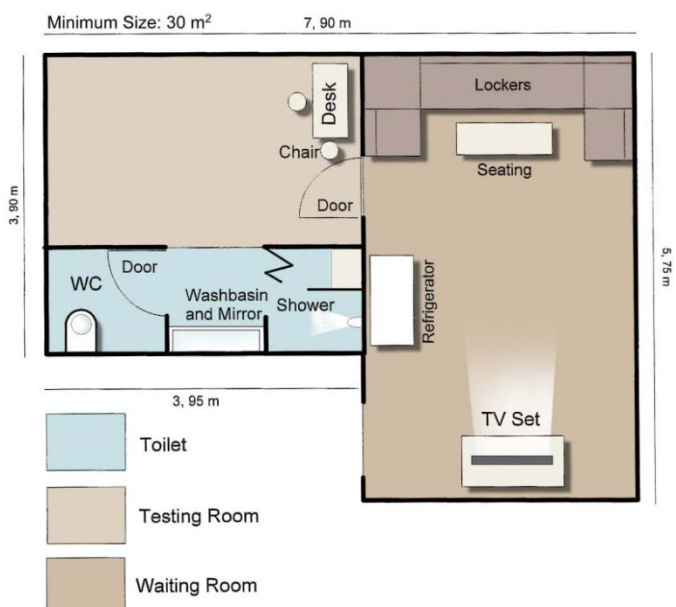
In case of anti-doping rule violations, EHF will initiate disciplinary proceedings against the perpetrators and take the appropriate disciplinary measures in accordance with the EHF Legal Regulations, the EHF List of Penalties and the EHF Regulations for Anti-Doping. This may include the imposition of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

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

### 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 VELUX 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. 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
- Reserve goal
- 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
- Check of EHF Licensed Coach
- 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

EHF marketing supervisor (leads the meeting)

EHF delegate (if no EHF marketing supervisor nominated leads the meeting)

Representative of home club

TV producer / Editorial responsible on site

Representative of guest club (upon request of the EHF marketing supervisor / EHF delegate)

ENG Crews

### Agenda for Briefing (before the match)

Presentation of participants

Information given by the club representative / EHF 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