

EHF CUP

Regulations 2019/20



EUROPEAN HANDBALL
FEDERATION

Table of Contents:

I.	INTRODUCTION	5
1	GENERAL	5
2	FAIR PLAY.....	5
3	AWARDS.....	6
4	GENERAL TIMETABLE.....	6
5	EHF EVENTS.....	7
5.1	EHF Cup draws	7
5.2	Club workshop	7
5.3	Availability of delegation members	7
II.	COMPETITION.....	8
1	STRUCTURE OF THE COMPETITION.....	8
1.1	Frequency	8
1.2	Announcement and deadlines.....	8
2	ENTRY CONDITIONS	9
2.1	Eligibility to enter	9
2.2	Participation.....	10
2.3	Registration system.....	10
2.4	Integrity of the competition	11
2.5	Entry fees	11
2.6	Withdrawal (forfeit) and failure to play a match	12
2.7	Drawing.....	12
2.8	Playing system for the EHF Cup	12
2.9	Organiser for the Men's EHF Cup Finals.....	15
2.10	Delegation lists/club information	15
2.11	Late entries	16
2.12	Participation in the match	16
2.13	Use of suspended players not eligible to participate in a specific match.....	17
2.14	EHF coaches licensing	17
3	PLAYERS' KIT	17
4	SCORING OF THE MATCHES AND RANKING.....	18
4.1	General.....	18
4.2	Qualification Rounds, Quarterfinals and Semifinals and Final matches of the Women's EHF Cup ..	18
4.3	Group Phase.....	18
4.4	Rules for execution of penalty throws.....	19
III.	THE VENUE.....	20
1	GENERAL INFORMATION	20
2	REQUIREMENTS	20
2.1	Availability of the playing hall.....	20
2.2	Availability for training of the guest club.....	20
2.3	Equipment.....	20
3	VENUE INSPECTIONS AND AUDITING	22
3.1	Duties of the home club	22
4	FLOORING.....	22
4.1	General.....	22
4.2	EHF Cup floor	22
IV.	ORGANISATION OF THE EVENT	23
1	MATCH DATES / TIMES.....	23
2	TICKETS AND ACCREDITATIONS.....	23
2.1	Introduction	23
2.2	Accreditations and invitations guest club	23

2.3	Responsible contact person for fans.....	23
2.4	Accreditations and invitations of VIPs	23
2.5	Accreditations and invitations for media representatives.....	24
2.6	Accreditations and invitations of TV staff	24
2.7	Accreditations and invitations of EHF officials and staff.....	24
2.8	Accreditations for scouts of the official EHF/EHFM match data partner.....	24
3	TRANSPORT.....	24
3.1	Duties of the guest club	24
3.2	Duties of the home club (visa, welcome and local transport)	24
3.3	EHF officials.....	25
4	BOARD AND LODGING	25
4.1	Guest club	25
4.2	EHF officials.....	25
5	ORGANISATIONAL STAFF	25
5.1	General introduction.....	25
5.2	Guest club responsible.....	26
5.3	EHF delegate/referees/referee delegate/representative responsible.....	26
5.4	Timekeeper and scorekeeper	26
5.5	Floor/protocol procedures responsible	27
5.6	Announcer	27
5.7	Security responsible.....	28
5.8	Media/TV/statistics responsible	28
5.9	Marketing responsible	29
5.10	Ticket/accreditations responsible	29
6	SECURITY	29
7	VIDEO RECORDINGS	29
8	OFFICIALS TAGS.....	30
9	OFFICIAL FLAGS.....	30
V.	MEDIA	31
1	MEDIA MANAGEMENT	31
1.1	Media room	31
1.2	Media seats on the tribune.....	31
1.3	Press conference	32
1.4	Official club website.....	32
1.5	Quotes for official websites	32
2	PHOTOGRAPHERS.....	32
2.1	Basic guidelines.....	32
2.2	Photographs for the official website.....	33
3	TV & RADIO.....	33
3.1	Women's EHF Cup.....	33
3.2	Men's EHF Cup	34
VI.	BRANDING.....	37
1	THE EHF CUP BRANDING	37
1.1	Timekeeper's table banner	37
1.2	Press conference.....	37
1.3	Mixed zone/flash zone.....	37
1.4	Press information/official information sheets	37
1.5	Accreditations	37
1.6	Tickets	37
2	OFFICIAL MATCH BALL	37
VII.	MARKETING AND ORGANISATION	39
1	GENERAL ASPECTS	39
1.1	Maximum number of floor advertisements	39
1.2	Placing of floor/board advertisements	39
1.3	Hall preparation	39

2	GROUP PHASE AND QUARTERFINALS AND SEMIFINALS AND FINAL MATCHES (WOMEN'S EHF CUP)	39
2.1	Advertising rights	39
2.2	Floor stickers	39
2.3	Set-up with LCD/LED board system	39
2.4	Setup with static barrier boards	40
2.5	Board/floor advertisement dimension	41
2.6	Securing of advertising rights	41
3	OTHER ADVERTISING FORMS	41
3.1	Referees'/officials' advertising.....	41
3.2	Advertising on player's clothing.....	41
4	EHF SPONSORS.....	41
4.1	EHF Cup title sponsor.....	41
4.2	EHF Cup sponsors and partners	41
5	LOGISTICS, SET-UP, REMOVAL AND STORAGE	41
5.1	Production	41
5.2	Delivery	42
5.3	Removal	42
5.4	Storage.....	42
5.5	Return of advertising material	42
VIII.	VIP & HOSPITALITY.....	43
1	SIDE ACTIVITIES.....	43
1.1	Special events	43
1.2	Special VIP invitations	43
1.3	Special incentives.....	43
IX.	TECHNICAL SERVICES	44
1	SCOUTING FOR STATISTICS / LIVE MATCH TICKER.....	44
2	PLAYERS AND BALL TRACKING	44
3	DIGITAL MATCH REPORT	44
4	PHOTOS/FILM/VIDEO.....	44
4.1	Footage rights	44
5	PUBLIC RELATIONS MATERIAL.....	44
X.	PROCEDURES AND PROTOCOL.....	45
1	TECHNICAL MEETING	45
1.1	Additional topics for the technical meeting (see check list – enclosure 3):	45
1.2	Time and place.....	45
2	ADMINISTRATIVE MATCH PREPARATION AND POST MATCH PROCEDURE	45
3	PLAYING ELIGIBILITY	45
4	OFFICIAL CEREMONIES	45
4.1	Post match procedure.....	46
5	MEN'S EHF CUP FINALS	46
XI.	EHF.....	47
1	REFEREES.....	47
1.1	Nomination	47
1.2	Non-appearance	47
2	OFFICIALS	47
2.1	Nomination	47
2.2	Responsibilities/ duties.....	47
3	ARRANGEMENTS FOR EHF OFFICIALS.....	48
3.1	Travel costs.....	48
3.2	Remuneration	48
4	INSURANCE	49
4.1	Accident and health insurance	49
4.2	Organiser's insurance.....	49
4.3	Exclusion of liability and indemnification	49

XII.	FINANCES	50
1	MEN'S EHF CUP.....	50
1.1	Disbursements of income from TV and marketing rights	50
2	WOMEN'S EHF CUP.....	50
2.1	Women's EHF Cup final matches	50
XIII.	LEGAL MATTERS	51
1	PROTESTS AND DISCIPLINARY PROCEDURES	51
1.1	EHF Cup Qualification Round 1 and 2 – only “double matches”.....	51
1.2	EHF Cup (starting from Qualification Round 1).....	52
1.3	Eligibility to play	53
2	ADMINISTRATIVE RESTRICTIONS	53
3	EHF COURT OF ARBITRATION (ECA)	53
4	ARISING COSTS	53
5	EXCLUSION OF LIABILITY.....	53
XIV.	ANTI-DOPING.....	54
1	GENERAL	54
2	ANTI-DOPING INFRASTRUCTURE.....	54
XV.	ENCLOSURES	55
1	CHECK LIST – SECURITY BRIEFING.....	55
2	CHECK LIST – VENUE SET-UP	56
2.1	Technical set-up/equipment:	56
2.2	Media/press/TV:	56
3	CHECK LIST – TECHNICAL MEETING	57

I. Introduction

The official name of the men's and women's competition is the "EHF Cup" and on the men's competition the "EHF Cup Finals". Any abbreviations refer to the official names mentioned above.

Hereinafter referred to as "**EHF Cup**", both competitions, men's and women's are meant.

1 General

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

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

- EHF Cup Finals Regulations (men's competition)
- 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
- Advertising Board Manual (optional starting with the Group Phase)
- Host Broadcaster Manual (optional starting with the Group Phase)
- 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 EHF Cup.

EHF Cup matches shall be played in accordance with the IHF's current Rules of the Game.

The EHF transfers the use of the complete media rights and the relevant advertising rights of the EHF Cup for the 2019/20 season to EHF Marketing GmbH (abbr. EHFM) and entitles the EHFM to undertake the respective measures for the usage of these rights.

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

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

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

2 Fair play

The principles of fair play shall be observed by the EHF Member Federations and their clubs in all matches. This includes not only the treatment of the guest club, the referees and delegates but also the behaviour of the spectators towards all participating parties. On entering the competition, EHF Member Federations, clubs and each and every of their members, including players and team officials, shall:

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

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

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

3 Awards

The winner of the EHF Cup shall receive the trophy specifically made for this competition.

4 General timetable

02.07.2019 Deadline for final club registration incl. all requested documents

09.07.2019 Official publication of the EHF Cup participants

16.07.2019 Draw – Qualification Round 1 + 2

31.08/01.09.19 Men's EHF Cup: Qualification Round 1 – 1st leg

07/08.09.2019 Men's EHF Cup: Qualification Round 1 – 2nd leg
Women's EHF Cup: Qualification Round 1 – 1st leg

14/15.09.2019 *Women's EHF Cup: Qualification Round 1 – 2nd leg*

05/06.10.2019 Men's EHF Cup: Qualification Round 2 – 1st leg

12/13.10.2019 Men's EHF Cup: Qualification Round 2 – 2nd leg
Women's EHF Cup: Qualification Round 2 – 1st leg

15.10.2019 Draw – Men's EHF Cup - Qualification Round 3

19/20.10.2019 *Women's EHF Cup: Qualification Round 2 – 2nd leg*

22.10.2019 *Draw – Women's EHF Cup - Qualification Round 3*

09/10.11.2019 *Women's EHF Cup: Qualification Round 3 – 1st leg*

16/17.11.2019 Men's EHF Cup: Qualification Round 3 – 1st leg
Women's EHF Cup: Qualification Round 3 – 2nd leg

21.11.2019 *Draw – Women's EHF Cup – Group Phase and Workshop*

23/24.11.2019 Men's EHF Cup: Qualification Round 3 – 2nd leg

28.11.2019 Draw – Men's EHF Cup – Group Phase and Club Workshop

04/05.01.2020 *Women's EHF Cup: Group Phase - round 1*

11/12.01.2020 *Women's EHF Cup: Group Phase - round 2*

18/19.01.2020 *Women's EHF Cup: Group Phase - round 3*

25/26.01.2020 *Women's EHF Cup: Group Phase - round 4*

01/02.02.2020 *Women's EHF Cup: Group Phase - round 5*

08/09.02.2020 Men's EHF Cup: Group Phase - round 1
Women's EHF Cup: Group Phase - round 6

11.02.2020 *Draw – Women's EHF Cup – Quarterfinals and Semifinals*

15/16.02.2020 Men's EHF Cup: Group Phase - round 2

22/23.02.2020 Men's EHF Cup: Group Phase - round 3

29.02/01.03.20 Men's EHF Cup: Group Phase - round 4
Women's EHF Cup: Quarterfinals – 1st leg

07/08.03.2020 *Women's EHF Cup: Quarterfinals – 2nd leg*

21/22.03.2020 Men's EHF Cup: Group Phase - round 5

28/29.3.2020 Men's EHF Cup: Group Phase - round 6
31.03.2020 Draw – Men's EHF Cup – Quarterfinals
04/05.04.2020 *Women's EHF Cup: Semifinals – 1st leg*
11/12.04.2020 *Women's EHF Cup: Semifinals – 2nd leg*
14.04.2020 *Draw – Women's EHF Cup – Final matches*
25/26.04.2020 Men's EHF Cup: Quarterfinals – 1st leg
02/03.05.2020 Men's EHF Cup: Quarterfinals – 2nd leg
Women's EHF Cup: Finals – 1st leg
05.05.2020 Draw – Men's EHF Cup – Finals and Workshop
09/10.05.2020 *Women's EHF Cup: Finals – 2nd leg*
23/24.05.2020 Men's EHF Cup: Finals

5 EHF events

5.1 EHF Cup draws

The clubs are obliged to be present with a representative at the draw and workshop for the Group Phase (men and women) and for the MEN'S EHF Cup FINALS (men only). A presence at all the other draws is not obligatory.

5.2 Club workshop

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

Women's EHF Cup:

The club workshop will be held on 21.11.2019.

Men's EHF Cup:

The club workshops will be held on 28.11.2019 (Group Phase) and 05.05.2020 (Finals).

5.3 Availability of delegation members

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

II. Competition

1 Structure of the competition

1.1 Frequency

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

1.2 Announcement and deadlines

1.2.1 Playing periods

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

1.2.2 Individual fixtures

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

1.2.2.2 Information on playing days and throw-off times:

The playing period of each round is fixed by the EHF calendar (Saturday/Sunday).

1.2.2.2.1 Men's EHF Cup:

The home team has the right to make the first proposal regarding the day and throw-off time of the match. The EHF has to receive this proposal at least 6 days after the resp. draw.

1.2.2.2.2 Women's EHF Cup:

The home club shall provide the EHF Office the correct playing day and throw-off time, using the form given, as quick as possible (at the very latest on the dates mentioned below):

Qualification Round 1: 15.08.2019

Qualification Round 2: 01.09.2019 (both teams not playing the first round)

20.09.2019 (teams playing the first round)

Qualification Round 3: 25.10.2019

Group Phase Round 1-3: 09.12.2019

Group Phase Round 4-6: 16.12.2019

Quarterfinals: 17.02.2020

Semifinals: 16.03.2020

Finals: 20.04.2020

1.2.2.3 Playing both matches in only one venue at one weekend is not permitted for any matches of the EHF Cup starting from the Qualification Round 3.

1.2.2.4 If the home team would like to play the game on a different day of the week (TV request, political or religious holidays, elections, etc.) a respective request for permission must be submitted to the EHF. The right for the final decision is with the EHF.

1.2.2.5 In case of an overlap in the schedule in the EHF European club competitions and the national competitions, the EHF reserves the right to schedule EHF Cup matches during the week.

1.2.2.6 The EHF reserves the right to change the home and away rights in special cases. This must be communicated in writing to the clubs and national federations concerned within 72 hours after the respective draw.

1.2.2.7 Playing dates as well as the exact throw-off time of any match are only valid after a confirmation by the EHF/EHFM.

1.2.2.8 If the home team would like to play the game on a different day of the week (TV request, political or religious holidays, elections, etc.) a respective request for permission must be submitted to the EHF. The right for the final decision is with the EHF.

2 Entry conditions

2.1 Eligibility to enter

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

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

2.1.1 The registration of teams can only be made by the national federation on the basis of a clubs' sporting achievement in the last season. The results must be proved upon request.

2.1.1.1 In case the national regulations foresee a place in the EHF Cup for a national cup participant, only the winner resp. the runner up of the national cup is entitled to receive this specific place.

2.1.2 The number of participating teams that a Member Federation may register to participate in the EHF Cup is determined by the EHF ranking list, which is drawn up prior to each season. According to this ranking list all national federations are entitled to participate in the EHF Cup with the respective number of teams, except the federations where no club participate in an EHF European Cup competition in the previous 3 seasons.

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

2.1.4 Men's EHF Cup:

Nations ranked 1 to 2 in the EHF ranking list shall have the right to enter 4 teams and nations 3 to 7 in the EHF ranking list shall have the right to enter 3 teams. Nations ranked 8 to 13 in the EHF ranking list shall have the right to enter 2 teams. Nations ranked 14 to 42 in the EHF ranking list shall have the right to enter 1 team.

Women's EHF Cup:

Nations ranked 1 to 2 in the EHF ranking list shall have the right to enter 4 teams and nations ranked 3 to 7 in the EHF ranking list shall have the right to enter 3 teams. Nations starting from rank 8 in the EHF ranking list shall have the right to enter 1 team.

2.1.5 Per club only one team of the same gender is entitled to participate in 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 EHF Cup 2018/19

The winning team of the EHF Cup 2018/19 has the right to enter the same competition in 2019/20 season. This team will be seeded as number 1 and the resp. National Federation has the right to enter a total of one team additional to the places announced in the EHF place distribution.

If the defending champion does not participate in the EHF Cup, the resp. National Federation has the right to enter one team additional to the places announced in the EHF place distribution

2.1.7 After the closing date for entries, the participating clubs are assigned by the EHF to the respective EHF Cup rounds in accordance with the seeding list.

2.1.8 In case of non-participation of one or more teams, the EHF has the right to award these places to a maximum of one additional team from the National Federation starting from the top of the Place distribution (Ranking List) – except for the Federation of the Defending Champion. For the Federations placed 1 to 7 this means one team additional to the places announced in the EHF place distribution while it is not an additional place but rather an upgrade from the Challenge Cup to the EHF Cup for all remaining Federations.

The EHF reserves the right to allow a qualification match/tournament for this possible additional/upgrade place. The resp. National Federation has to the request/confirm a resp. participation within a deadline set by the EHF.

2.2 Participation

2.2.1 Basic condition to enter the competition

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

2.2.2 Registration requirements

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

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

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

2.2.5 Pledge of commitment

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

2.2.6 Non-admittance of clubs to the EHF Cup

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

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

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

2.3 Registration system

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

2.3.1 The teams' registrations for entry in the EHF Cup, Code of Conduct and the signed Arbitration Agreement shall be received by the EHF Office not later than 2 July 2019.

2.3.2 Clubs shall be entered by their National Federation by name, on the basis of the final outcome of the national championship of the past season.

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

2.3.4 After the closing date for entries, the EHF Office shall draw up a list of all teams entered and communicate this list to the clubs and their National Federations.

2.4 Integrity of the competition

- 2.4.1 Clubs are obliged to guarantee the integrity of the competition in every respect - including an independent ownership, leadership/management, administration and/or sporting performance from all other handball clubs in the respective competition or a competition which is linked to the respective competition.
- 2.4.2 No individual or legal entity of the club may have control or influence over any other club participating in the respective competition or a competition which is linked to the respective competition – this including ownership, leadership/management, administration and/or sporting performance.
- 2.4.3 Together with the registration, clubs are obliged to provide the EHF with any information on individuals or legal entities within the club having control or influence (ownership, leadership/management, administration and/or sporting performance) over other clubs participating in the respective competition or a competition which is linked to the respective competition.
- 2.4.4 Clubs officially confirm their fulfilment of the integrity requirements concerning ownership, leadership/management, administration and/or sporting performance regarding independence from any other club in the respective competition or a competition which is linked to the respective competition by signing their registration for the respective competition without further information on the integrity question.
- 2.4.5 Clubs which do not fulfil the integrity requirements or do not have signed the respective documents shall not be admitted to the EHF Cup.

2.5 Entry fees

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

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

	Men's EHF Cup	
	Amount	Date
Qualification Round 1	€ 375,--	01.08.2019
Qualification Round 2	€ 375,--	01.10.2019
Qualification Round 3	€ 500,--	01.11.2019
Group Phase	€ 3.000,--	01.02.2020
Quarterfinals	€ 1.000,--	15.04.2020
EHF Cup Finals	€ 2.000,--	01.05.2020

	Women's EHF Cup	
	Amount	Date
Qualification Round 1	€ 375,--	01.08.2019
Qualification Round 2	€ 375,--	01.10.2019
Qualification Round 3	€ 500,--	01.11.2019
Group Phase	€ 1.500,--	01.01.2020
Quarterfinals	€ 1.000,--	15.02.2020
Semi finals	€ 1.500,--	15.03.2020
EHF Cup Finals	€ 2.000,--	01.05.2020

Each team will receive an individual ID number. Whenever payment is sent to the EHF, this number and the reason for payment must be stated.

An invoice will be sent only upon written request.

If the payment is not received in time, the entry fee shall be doubled automatically.

If a payment for round 1 has not been credited to the EHF account by August 15, the registration of the respective team shall be cancelled automatically, regarded as a forfeits and, in accordance with the EHF List of Penalties, subject to a fine of € 5.000,--. This clause shall apply to all rounds of the EHF Cup analogously, in any case 15 days after the deadline for payment has passed.

Each club is allowed to reduce (only) their first entry fee by € 100, -- (compensation of the production costs for flags) – see chapter X, point 4.

2.6 Withdrawal (forfeit) and failure to play a match

- 2.6.1 By entering the EHF Cup, a club agrees to enter all rounds resulting from the match system.
- 2.6.2 A withdrawal shall result in the match/es being scored as lost with 0:10 goals and 0:2 points.
- 2.6.3 Any withdrawal after the official entry date of the competition (2 July at the latest) is to be regarded as a forfeit and shall lead to the consequences stipulated in article C of the EHF List of Penalties.
- 2.6.4 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 in articles B.8 and B.9 of the EHF List of Penalties.
- 2.6.5 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.

2.7 Drawing

- 2.7.1 Dates and venues
The draw for each round shall be held at the venue defined by the EHF on the date scheduled in the General Timetable (chapter I.).
- 2.7.2 Seeding
Teams shall be seeded based on the EHF seeding list for the EHF Cup. This is valid for the draw of the Qualification Rounds 1, 2 and 3 as well as for the Group Phase.

In the Group Phase teams from the same country shall not play against each other except there are more than 4 participating teams from the same country in the Group Phase.

2.8 Playing system for the EHF Cup

- 2.8.1 Qualification Rounds
The matches of the Qualification Rounds shall be played as first and second leg matches.
The matches of the Qualification Rounds shall be drawn by lots. The team drawn first shall play the first leg at home.

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

There is no protection from teams of the same country.

The winning teams of the Qualification Round 1 qualify for the Qualification Round 2. The winning teams of the Qualification Round 2 qualify for the Qualification Round 3. The winning teams of the Qualification Round 3 qualify for the Group Phase.

2.8.2 Group Phase

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

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

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

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

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

2.8.2.1 Men's EHF Cup

2.8.2.1.1 Participating club is organiser of the EHF Cup Finals and a 1st ranked team:

The remaining three 1st ranked teams of all groups of the Group Phase qualify for the Quarterfinals. In addition the best three 2nd ranked teams of all groups qualify for the Quarterfinals (6 teams in total)

The organising club qualifies directly to the EHF Cup FINALS.

2.8.2.1.2 Participating club is organiser of the EHF Cup Finals and among the three best 2nd ranked teams:

All four 1st ranked teams of the Group Phase qualify for the Quarterfinals. In addition the remaining two of the three best 2nd ranked teams qualify for the Quarterfinals (6 teams in total)

The organising club qualifies directly to the EHF Cup FINALS.

2.8.2.1.3 Participating club is organiser of the EHF Cup Finals and is the 4th ranked team of the 2nd ranked teams:

All four 1st and 2nd ranked teams of all groups qualify for the Quarterfinals (8 teams in total)

2.8.2.1.4 If the organiser is 3rd or 4th ranked team after the completion of the Group Phase, then this club get the status as neutral organiser.

2.8.2.1.5 Neutral organiser of the EHF Cup Finals:

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

2.8.2.2 Women's EHF Cup:

The first and second ranked team of all four groups qualify for the Quarterfinals of the Women's EHF Cup.

2.8.3 Quarterfinals

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

The matches of the Quarterfinals shall be drawn by lots.

There is no protection from teams of the same country.

2.8.3.1 Men's EHF Cup:

2.8.3.1.1 Participating club is organiser of the EHF Cup Finals:

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

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

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

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

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

2.8.3.1.2 Neutral organiser of the EHF Cup Finals:

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

The winning teams of the Quarterfinals qualify for the EHF Cup Finals. For the EHF Cup Finals playing system, separate regulations apply.

2.8.3.2 Women's EHF Cup:

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

The winning teams of the Quarterfinals qualify for the Semifinals.

2.8.3.2.1 Semifinals

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

The matches of the Semifinals shall be drawn by lots (together with the Quarterfinals).

There is no protection from teams of the same country.

The winning teams of the Semifinals qualify for the Final matches.

2.8.3.2.2 Final matches:

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

A team that had the home right in the second game of its last appearance in a final match of the "new" EHF Cup will automatically have the home right at the first leg at its next appearance in a final by considering the order of the years.

For the finals of the 2019/20 season, the season 2018/19, 2017/18 and 2016/17 are taken into consideration.

2.8.3.2.3 The home right shall be drawn by lot in all cases, in which the home right is not defined after having put into practice this regulation point.

2.8.3.2.4 The EHF reserves the right to organise a final tournament with two semifinal matches and two placement matches (place 3/4 and 1/2) on one weekend at one venue (instead of two legs semifinals and two legs final matches – home and away matches). In this case the calendar will be adapted.

2.9 Organiser for the Men's EHF Cup Finals

A tender including all requirements and restrictions will be sent out by the EHF. The right to host the EHF Cup Finals shall be awarded by the EHF Executive Committee.

The EHF reserves the right to award the EHF Cup Finals to a neutral organiser. The EHF will inform all parties involved in due time.

The EHF reserves the right to carry out the semifinals and finals in home and away matches (same system as the quarterfinals) if the EHF Executive Committee does not award the EHF Cup Finals in a final tournament format to any organiser.

2.10 Delegation lists/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 The clubs participating in the EHF Cup shall communicate to the EHF Office the delegation list (using the official EHF form – filled in electronically), via the respective National Federation. The National Federation has to confirm the eligibility of the players by signing and stamping the players list and to send it to the EHF Office by

2.10.3 Men's EHF Cup:

Qualification Round 1: 15 August 2019

Qualification Round 2: 15 September 2019

Qualification Round 3: 15 October 2019

2.10.4 Women's EHF Cup:

Qualification Round 1: 15 August 2019

Qualification Round 2: 15 September 2019

Qualification Round 3: 15 October 2019

2.10.5 Any delegation list of a club for any of the three EHF club competitions is valid for all 3 competitions. Independently from each competition a later registration of a player can only be done via late entry.

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

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

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

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

2.10.10 The participating teams in the EHF Cup have to upload the club logo, team photo and a photo of each player at the EHFamily and to complete the player's information of each player.

2.10.11 Starting with the Group Phase all clubs have to provide the EHFM with a club logo in form of a vector file one week prior to the start of the Group Phase.

2.10.12 Regarding late registration of team officials, regardless the reason (i.e. employment contract termination, illness, etc.) should a club not having a team officials 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).

2.10.13 Non-registration of team officials

Not providing the team officials on time will result in sanctions.

2.10.14 The member federation of a participating team shall immediately announce to the EHF all national transfers from and to a EHF Cup 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 (2.10.3 and 2.10.4) but should become eligible to play in the EHF Cup at a later date, the player may be named as a late entry subject to the conditions defined in articles 2.11.4 and 2.11.5 (chapter II).

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

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

2.11.4 Men's EHF Cup:

Qualification Round 1:	Wednesday, 28 August 2019
Qualification Round 2:	Tuesday, 01 October 2019
Qualification Round 3:	Tuesday, 12 November 2019
Group Phase:	Tuesday, 04 February 2020
Quarterfinals:	Tuesday, 21 April 2020
EHF Cup Finals:	Tuesday, 19 May 2020

2.11.5 Women's EHF Cup:

Qualification Round 1:	Wednesday, 04 September 2019
Qualification Round 2:	Tuesday, 08 October 2019
Qualification Round 3:	Tuesday, 05 November 2019
Group Phase:	Tuesday, 31 December 2019
Quarterfinals:	Tuesday, 25 February 2020
Semifinals:	Tuesday, 31 March 2020
Final matches:	Tuesday, 28 April 2020

2.11.6 After 31 December 2019 (Women's EHF Cup) resp. 04 February 2020 (Men's EHF Cup) - deadline for the late entry for the Group Phase, a late entry of a player is not possible, if the player participated in the WOMEN'S/VELUX EHF Champions League excluding the Qualification Tournaments of the WOMEN'S/VELUX EHF Champions League.

2.11.7 If a player changes club after 31 January 2020 (national or international transfer) he/she shall be eligible to play for the new club in the EHF Cup via a late entry only if he did not play in any official club match (national or international) for another club between 31 January 2020 and the date on which he changed the club. Articles 2.11.1.1 to 2.11.6 (chapter II) of these regulations are to be observed.

2.11.8 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).

2.11.9 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 an EHF Cup match. These players must be announced at the Technical Meeting. A later entry of an additional player or a later change of an announced player is not permitted.

In case of a double match (Qualification Round 1 and 2) the players for the second match 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.

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

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

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

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

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

2.14 EHF coaches licensing

2.14.1 Registration

2.14.1.1 The clubs participating in the EHF Cup 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 2/EHF Coaches Licensing Implementation Manual and RINCK Convention Manual), sign and stamp the sheet and send it back to the EHF Office by:

2.14.1.2 Men's and Women's EHF Cup:

Qualification Round 1:	15 August 2019
Qualification Round 2:	15 September 2019
Qualification Round 3:	15 October 2019

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

2.14.1.4 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' Kit

3.1.1 Each team shall have two sets of playing kit in different colours (one dark colour and one light colour). These shall be in line with the EHF's current Advertising on Clothing Regulations.

3.1.2 The players must wear numbers that are at least 20 cm high on the back of the shirt and at least 10 cm on the upper part on 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.

3.1.3 A player must wear the same number in the EHF Cup matches of the entire season. This number is not allowed to be used by any other player.

3.1.4 If the referees believe that the two teams' players' kits may cause confusion, the guest club shall change its playing kit.

- 3.1.5 At the request of EHF Officials (delegate, referees) the team officials A-D must change the colour of their clothing. The colour of the team officials must be announced at the Technical Meeting.
- 3.1.6 Should playing kits of the guest team get lost, the home club shall offer reserve playing kits.
- 3.1.7 Advertising on players' match and training kits is allowed in EHF Cup matches in accordance with the Advertising on Clothing Regulations.
- 3.1.8 The display of different main sponsor logos on the front of the shirt as well as on the back of the shirt is not allowed. The display of a different additional sponsor logo on the front as well as on the back of the shirt of different players is possible, however, all those different logos must have the same colour and the same size. Logos that are changing the general look of the shirt are not allowed.
- 3.1.9 The home club shall inform its opponents in due time of any restrictions or bans regarding advertising on players' playing kit.

4 Scoring of the matches and ranking

4.1 General

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

The matches shall be scored as follows:

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

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

4.2 Qualification Rounds, Quarterfinals and Semifinals and Final matches of the Women's EHF Cup

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

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

4.3 Group Phase

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

- 4.3.1 During the Group Phase:
 - a) higher goal difference in all matches;
 - b) greater number of plus goals in all matches;
- 4.3.2 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;
 - d) goal difference in all matches of the group;
 - e) higher number of plus goals in all matches of the group;
- 4.3.3 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.

- 4.3.4 If one of the participating clubs is the organiser of the EHF Cup Finals the ranking of the 2nd ranked teams of the Group Phase is as follows:
- a) number of points in matches against all teams of the group;
 - b) goal difference in those matches as mentioned in a);
 - c) greater number of plus goals in those matches as mentioned in a);

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

4.4 Rules for execution of penalty throws

- 4.4.1 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.
- 4.4.2 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.
- 4.4.3 The goalkeepers may be freely selected from the match report and exchanged in accordance with the Rules of the Game. Goalkeepers may take throws and throwers may perform as goalkeepers.
- 4.4.4 The referees shall choose the goal at which throws are taken. The team taking the first penalty throw shall be determined by the referees by drawing lots. The team winning the draw may choose whether it wishes to throw first or last.
- 4.4.5 If the scores are equal after the first round of penalty throws, it shall be continued until a decision is reached. In the second round, the other team shall start. Again five players shall be named who are eligible to play (the players named before may be named once again).
- 4.4.6 In the second round, a decision (a winner) is reached when a goal difference arises after both teams have taken one throw each.
- 4.4.7 Serious infractions committed during penalty throws shall be sanctioned by disqualification. If a thrower is disqualified or suffers an injury, an eligible substitute player shall be supplementary named.
- 4.4.8 While the throws are being taken, only the player taking the throw, the current goalkeeper and the referees may enter the respective half of the playing court.
- 4.4.9 If the number of eligible players falls below five, players may be named to take a second throw in the same round.

III. The venue

1 General information

Matches of the EHF Cup 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 or unsportsmanlike nature are displayed in the playing hall.

2 Requirements

2.1 Availability of the playing hall

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

2.2 Availability for training of the guest club

- 2.2.1 The home club shall give the guest club the opportunity to hold a training session of at least one hour at a reasonable time in the playing hall on the day prior to the playing day. If the playing hall is not available for this purpose on the day before the playing day, the home club shall offer another playing hall within a distance of not more than 25km / 45 min from the playing hall of the match. These training facilities shall be offered free of charge.
- 2.2.2 The home club shall give the guest club the opportunity to hold a training session of at least one hour in the playing hall on the day of the match.
- 2.2.3 Training facilities for a training session on the day before the match shall be requested by the guest club not later than 10 days before the day of the match. A copy of this request shall be sent to the EHF. In case a club does not request this training session within the time period stipulated, training on the day prior to the match can be granted only by mutual consent.
- 2.2.4 Availability of playing court
60 minutes prior to the start of the match the playing court shall be made available to the two teams for warm-up and play practice.

2.3 Equipment

Playing halls to be used for EHF Cup matches must fulfil the following minimum requirements in relation to appearance, structure and equipments.

2.3.1 Playing hall outdoor surroundings

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

2.3.2 Playing hall

- Hall capacity: starting with the Group Phase:
Men's EHF Cup: min. 2000 spectators
Women's EHF Cup: min. 1000 spectators
- Playing court (size: 40m x 20m)
- Base area (minimum size: 44m x 24m)
- Chairs (for exactly 16 persons per team)
- Seats for suspended players in the spectator area with easy access from the playing court
- Catch net: 20 x 7 m (black coloured)
- Wooden static board system of 1 m height (for long and short side barrier)
- Separate locker rooms for clubs: minimum of 30 m² equipped with showers, benches, lockers and a massage table; availability of water in closed bottles (minimum 1 litre / person)
- One locker room for referees (at least 15 m² equipped with shower, chairs, and water in closed bottles – minimum 1 litre/person)
- Electronic scoreboard (min. 2 electronic scoreboards)

- Timekeeper's table: size approx. 3 x 0,70m (number of persons: 4). The front of the table must be closed according to chapter VI, point 1.1.
- 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.
- Laptop with respective Digital match report software, internet connection and power access at the timekeepers table
- The following persons shall be seated at the timekeeper's table in the following order: EHF delegate, timekeeper, scorekeeper and the announcer. The scorekeeper, the timekeeper and the announcer shall be provided by the home club.
- Timekeepers' equipment: electronic timekeeping machine and reserve clock
- In all matches, an electric clock shall be available that is easy to read from the timekeeper's desk and can be operated by the timekeeper; it shall run from 0 to 30 minutes. If in full working order, this device shall be authorised for official timekeeping.
- A reserve clock (with a diameter of 25cm) displaying seconds and minutes shall be available.
- Catch nets behind the goals and behind the advertising boards have to cover the entire outer goal line (fixed minimum 3m to the left and right of the goals; the photographers' positions have to be taken into account).
- EHF and EHF Cup flag
- Heating (minimum temperature 18°)
- Central Air Conditioning
- Lighting system appropriate for TV broadcasts (minimum 1.000, optimum 1.200-1.500 lux)
- Sound system, area for equipment
- Press seats on tribune: minimum number of seats with good visibility: 20;
- Press room: in an appropriate size
- Press conference room
- Photographer working area behind the goal
- Technical requirements for internet connection (digital match report on the timekeeper's table)
- Commentary position(s) 4 (max. 8 pax.)
- Radio commentary positions
- Places for statistic assistants (if requested) (min. 2)
- VIP tribune: with an appropriate number of seats
- VIP room
- EHF delegate, EHF representative room: minimum 15m²; computer with internet access (e-mail and ftp server access), printer.
- Spectators' area with food and beverage facilities
- Spectators' area with merchandising area/stands (on request)
- Area for medical staff (close to the playing court)
- Area for disabled people
- Emergency exits
- Arena access (secure access for players, team officials, EHF officials, etc.)
- Public toilets
- Working station for scouting containing of a table with chairs (for at least 2 people), power access and internet connectivity
- Only Men's EHF Cup:
- 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!)

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 in terms of technical, organisational and marketing matters are fulfilled by the home club.

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

3.1 Duties of the home club

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

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

4 Flooring

4.1 General

Starting with the Group Phase of the EHF Cup all matches shall be played on floors with handball lines only. EHFM offers to the clubs the opportunity to buy an official EHF floor. The exact prices are communicated by EHFM upon request.

4.2 EHF Cup floor

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

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

4.2.1 Floor installation

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

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

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

4.2.2 Floor maintenance

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

4.2.3 Storage

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

If the home club drops out of the EHF Cup, a possible storage solution (close to the home club) has to be communicated to EHF/EHFM. The final decision of the storage location will be taken by EHF/EHFM after having analysed each case individually.

IV. Organisation of the event

1 Match Dates / Times

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

2 Tickets and Accreditations

2.1 Introduction

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

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

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

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

2.2 Accreditations and invitations guest club

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

2.3 Responsible contact person for fans

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

2.4 Accreditations and invitations of VIPs

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

2.4.1 For each match of the Group Phase, Quarterfinals and for the Women's EHF Cup Semifinals, an allocation of max. 40 admission tickets have to be made available to the EHF upon request. At least 20 of them must be VIP tickets.

Upon request, the EHF/EHFM has the right to a max. 100 tickets (of those 50 VIP tickets), per final match of the Women's EHF Cup.

The expected amount of tickets needed by EHF/EHM will be communicated to the club not later than 10 days prior to the respective match

Tickets are to be made available to EHF/EHFM free of charge.

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

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

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

2.5 Accreditations and invitations for media representatives

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

2.6 Accreditations and invitations of TV staff

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

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

2.7 Accreditations and invitations of EHF officials and staff

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

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

The home club shall grant scouting accreditations exclusively to the scouts of the official match data partner. All other scouts are not allowed to be accredited.

3 Transport

3.1 Duties of the guest club

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

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

The local transport starting and ending at this airport is covered by a bus, which is provided by the home club.

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 2019. If an airport is chosen by a guest club which does not appear on this list, the away club can be held 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 four (4) days prior to the arrival at the latest.

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

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

The home club is obliged to provide a bus of an international standard for a minimum of 30 persons for the local transport of the guest team. The bus must be equipped with a heating and an air-condition. The bus must be at the disposal of the guest team only for the official transport (airport, hotel, training hall, playing hall, etc.) starting with the moment of arrival at the respective airport and finishing with the moment of departure at the respective airport, however, for a maximum of 72 hours only.

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

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

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

3.3 EHF officials

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

4 Board and lodging

4.1 Guest club

Starting with the first playing round, the guest club is responsible for the organisation of its stay at the away match and must pay all respective costs and expenses. This includes all aspects of accommodation, food as well as additional activities of the guest team.

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

Upon a mutual consent between the two clubs, other arrangements regarding board and lodging are possible.

The EHF cannot be hold responsible for any dispute or discussions about financial issues between the clubs resulting from individual agreements between clubs.

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.

4.2 EHF officials

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

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

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

5 Organisational staff

5.1 General introduction

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

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

Further personnel placed under the authorities of the responsible:

- Announcer
- Scorekeeper
- Timekeeper
- Official EHF scouts
- Floor moppers
- Photographers
- Volunteers, hostesses for opening and closing ceremonies
- Technical support
- Personnel for advertising and floor set-up
- Security staff
- Medical staff

- Mascot (if available)
- Etc.

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

5.2 Guest club responsible

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

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

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

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

5.3 EHF delegate/referees/referee delegate/representative responsible

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

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

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

In case there is time for additional activities the EHF delegate/referees/referee delegate/representative responsible is responsible for the respective organisation. During site inspections the EHF delegate/referees/referee delegate/representative responsible remains at the disposal of the EHF representative and coordinates the other responsible persons for the meetings.

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

5.4 Timekeeper and scorekeeper

It is the responsibility of the home club to ensure that 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 sample design for noting the numbers of players suspended and the end of their suspension periods. These cards shall be placed visibly on the timekeeper's desk, in vertical position, easy legible for both teams.

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

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

The scorekeeper must be trained with the EHF digital match report system. The home club has to provide the technical equipment (laptop with resp. software, power supply, internet connection).

5.5 Floor/protocol procedures responsible

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

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

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

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

Furthermore, the floor/protocol procedures responsible is liable for the set-up of the playing court / floor as well as for the correct implementation of security distances (bench/spectators; playing court/boards), lines, goals, timekeeper's table and teams' benches.

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

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

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

5.6 Announcer

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

The announcer in charge must comply with the following guidelines:

- The announcer shall be well prepared for the match (script; time schedule; background information concerning the competition, the teams; top scorer; etc.)
- The announcer has to be well informed about the run down of the official entry/closing ceremony. The given time schedule before the match shall be controlled by the announcer
- Rules of fairness shall prevail also in the official entry and closing ceremony by presenting the home and guest club in the same way.
- The announcer shall be informed about the names of players, the names and nation of referees, EHF delegate, EHF representatives, the names and functions of special VIP guests, etc. Please ensure proper pronunciation!
- The announcer shall call the competition by its full name "EHF Cup 2019/20"
- The announcer shall draw the attention to the official programmes handed out by the home club

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

5.7 Security responsible

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

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

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

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

5.8 Media/TV/statistics responsible

The media/TV/statistics responsible should have experience in the media sector and a wide knowledge of all areas within this branch. The media/TV/statistics responsible must be able to confer in English. They organise the promotion of the event within the local press and media representatives prior to the match. Press releases (previews, press kits, event reports, etc.) in the local language before and after the event as well as information concerning player's lists, team line-ups, match reports etc. during the event should be published. On request press releases in English have to be prepared, a good standard of English is a must. Together with the marketing responsible, they should produce a competition programme to satisfy the needs of the on-site spectators and the media.

Furthermore, the 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. They are also in charge of the press conferences, which are compulsory to all teams as of the group phase. If there is a post-match press conference it should take place approx. 15 minutes after the end of the match. The post-match press conference can be held in the language of the home team but translation for the guest team and international media must be provided. The media/TV/statistics responsible ensures that the teams attend at the correct time, translation is available and that the conference room is correctly equipped for a press conference. The media/TV/statistics responsible should inform the press representatives accordingly and act as a chairman of the press conference.

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

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

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

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

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

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

5.9 Marketing responsible

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

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

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

5.10 Ticket/accreditations responsible

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

6 Security

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

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

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

7 Video recordings

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

All clubs participating in the EHF Cup shall be allowed to make video recordings for teaching and training purposes from official home matches (also in national competitions) of other clubs which participate in the EHF Cup. Such recordings, however, shall be made by only one person using one camera. Such video recordings shall be shown only privately to the teams concerned for study of tactics and shall not be exploited commercially.

8 Officials tags

Starting with the Qualification Round 1, each home club has to produce official's tags (official A, official B, official C, official D). These tags have to be provided to the EHF delegate at least one 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 complete match.

9 Official flags

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.

However the EHF flag (2 x 1 m) and the EHF Cup flag (2 x 1 m) must be displayed (hang up) in the playing hall. EHF recommends adapting the size of those flags to the official EHF flag and the EHF Cup flag.

The home club has to produce the EHF flag as well as the EHF Cup flag (men resp. women) according to the given guidelines (Online design guide). The costs for the production has to borne by the home club, however, each club is allowed to reduce (only) their first entry fee by € 100, -- (compensation of the production costs for these flags).

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 EHF Cup 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 EHF Cup 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.

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

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

1.1 Media room

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

- An adequate number of work stations shall be made available for press and media representatives
- The home club shall create good working conditions for media representatives (TV, radio, print media) by providing the media room with the following features:
The press room shall have an adequate size and shall be opened at least 2 hours before the match until two hours after the match. It shall only be accessible for accredited journalists. The following equipment must be available:
- Electric power points (all accredited media representatives should have access to electricity. This is essential.)
- Tables and chairs in order to fulfil local needs
- ISDN line for broadcast services must be arranged by media representatives through the local telecommunications company
- Internet access - high speed (WLAN or cable connection shall be provided by the club free of charge)
- Two computers (Operating system: Windows XP with Office 2000 or higher, English version, PC must have USB connection)
- Minimum of one printer
- One photocopier
- Mobile phone reception
- Information material (official programme, line ups, previous match reports, player information, etc.)
- Beverages (water, coffee, non-alcoholic drinks) and light snacks
- Adequate heating / central air conditioning
- Separate smoking area away from the working area / No smoking policy in accordance with the governmental smoking regulations

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

1.2 Media seats on the tribune

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

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

Internet access at the press seats – high speed (WLAN or cable connection shall be provided by the club free of charge). Mobile phone reception in the hall is essential.

1.3 Press conference

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

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

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

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

1.4 Official club website

Each club shall have an official club website (with all important information about the participating team, photos, etc.) and must work at the time of the first European Cup draw (16.07.2019).

Starting with the Group Phase all clubs shall integrate the official web-banners linking to:
europeancup.eurohandball.com
ehfTV.com

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

The respective web banners are designed by the EHFM and provided to the clubs through the Online Design Guide.

1.5 Quotes for official websites

To ensure extensive coverage of the EHF Cup on the official websites, the EHF has a network of journalists reporting on the competition. Match reports are posted to the website on the evening of each playing day. To assist with the writing of these articles of matches, clubs must provide quotes in English from players and coaches immediately after the match. Starting with the Group Phase, quotes from coaches and players should be sent immediately after the match/post-match press conference to: newseditor@eurohandball.com.

2 Photographers

2.1 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. 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.

Special guidelines apply to the EHF photographers when officially sent to a Men's EHF Cup match.

2.2 Photographs for the official website

The EHF has the right to nominate special EHF photographers starting from the Group Phase/Matches to the EHF Cup Finals. 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. Directly after the match (not later than 45 min. after the final whistle), the club is obliged to upload 10 photos to the EHF photo system for immediate use on the official EHF website as well as in official EHF print publications and promotion material. These images shall be forwarded to EHF/EHFM free of charge. On request a CD/ DVD or access to an ftp-server containing at least 50 pictures must be sent to EHF one day after the event. The following quality criteria shall apply to each photo: - minimum resolution of at least 8 Mega Pixel per picture - 300 dpi - jpg file format. The pictures will be used on the EHF website (photo gallery and articles) as well as for purposes promoting the EHF Cup and the sport of handball in general. Photographers taking pictures on behalf of the EHF should be aware that the following scenes are of interest for promotional purposes:

- Match pictures (action/emotions) with sponsor presence on barrier boards and floor stickers
- Beauty shot of the arena showing the full playing court
- Team pictures before the match (changing room, on-court during warm up, etc.)
- Team Time-Out
- Referees in Action
- Coaches in Action
- Team Line-up
- Ceremonies (EHF representatives + VIPs)
- Opening, Awarding Ceremony
- Children/fans

Additional guidelines for requested pictures including the upload details will be distributed before the start of the season.

3 TV & radio

3.1 Women’s EHF Cup

3.1.1 Definitions and obligations for media right holders (incl. the semifinals)

- 3.1.1.1 All media rights for the country of the organising club (except in finals) shall belong to the organising club. Receipts from media rights are subject to the rules of the relevant member federation.
- 3.1.1.2 Local Media Partners must be informed by the right holder (if the right holder is not the media partner) about the EC media rights situation in due time before each round of the competition.
- 3.1.1.3 The EHF holds the rights exclusively for the worldwide International media rights and the Pan European Media Rights (e.g. means Eurosport/Eurosport2 or any other TV company transmitting into different european countries in the respective languages) and shall have the right to exploit them. Those media rights include live, delayed, News and Highlight rights.

Furthermore, the EHF has the right to market the complete (home and international) media rights of the matches where the right holder makes no use of them. The right holder is obliged to inform the EHF/EHFM within one week (seven days) after the respective draw if it will make use of these rights. The right holder is also obligated to inform EHF/EHFM if a host broadcast is to take place of the respective game.

If a match is produced by a host broadcaster and if the EHF/EHFM is able to find broadcasting partners (which are not the local (home team) host broadcasters) in the territory which is not the home territory, the minimum broadcasting requirements, that must be secured by the right holder or the respective media partner are:

- Minimum 5 camera HD production,
 - slow motion of at least 3 cameras,
 - English graphics (*maybe centralized outfit*) running clock and score, the graphics to be 4:3 safe in case of 16:9 production,
- Satellite uplink, with international sound available on the first two sound channels.

All the costs of the obligatory technical setup are to be covered by the Right Holder or its Media Partner. It is the Right Holders role and responsibility to inform the producer of the Host Broadcast about these obligations.

The Right Holder or its Host Broadcasting Media Partner has to provide to the EHF or to the respective EHF Media Partners the uplinked TV signal (with the above detailed technical specification) free of charge, if the match is produced. EHF shall have the right to choose at any time a signal distribution partner for further coordination and distribution of the signal.

In case International Partners takes the respective match, the EHF will distribute the signal at its own expenses on an established european satellite.

Media rights are divided into TV, radio and multimedia rights.

TV rights include all distribution channels including satellite, cable, IPTV and digital/analogue terrestrial broadcast. Multimedia rights means internet, internet-streaming, SMS portals, MMS, 3G Mobile Phone Service and include any present or future distribution platforms (incl. internet and any wireless wide-area communications network) capable of delivering a continuous stream of audiovisual signals. Whether Digital or analogue, for display on a visually perceptible screen or monitor, Media rights also include without limitation, closed circuit television (e.g. in hotels, airplanes etc.), public viewing.

EHF shall be allowed to use, free of charge, existing television footage/match footage for production and broadcasting matters at a later time (utilisation of secondary and third party rights). The Right Holder or the respective Media Partner has to provide a BETA tape/DVD to the EHF/EHFM immediately after the match if requested.

- 3.1.1.4 After completion of each round of matches the Right Holder must report TV transmission times and other Media usage of to the EHF in writing.

3.1.2 Video recordings

All clubs participating in the European Cup shall be permitted to make video recordings for teaching and training purposes from home matches (also in national competitions) of other clubs which participate in the European Cup. Such recordings, however, shall be made by only one person using one camera. Such video recordings shall be shown only privately to the teams concerned for study of tactics and shall not be exploited commercially.

A pre-announcement in written form to the Right Holder is helpful, but not a duty.

3.1.3 European Cup finals

- 3.1.3.1 The EHF/EHFM holds the exclusive media rights for the Women's EHF Cup final matches.

- 3.1.3.2 The EHF/EHFM shall secure the host broadcasting of the Finals.

- 3.1.3.3 Financial regulations relating to receipts from these rights: The EHF/EHFM shall share the receipts from these rights with the Home Club in a balanced way.

3.2 **Men's EHF Cup**

The EHF holds all media rights relating to the EHF Cup 2019/20 and therefore is exclusively entitled to assign such media rights to third parties.

3.2.1 General

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

3.2.2 TV and radio rights

3.2.2.1 The EHF transfers the use of the complete Media rights for the 2019/20 season to EHFM and entitles it to undertake the respective measures with regards to the usage of these rights.

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

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

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

3.2.2.3 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.

3.2.3 TV and radio accreditation

The home club is not authorised to grant on-site accreditations to any TV or radio broadcaster or other TV crew without the prior approval of the host broadcaster and the EHFM. All such requests by radios and TV crews must be communicated with EHFM prior to the game. The restriction also includes access for news coverage.

3.2.4 Technical requirements

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

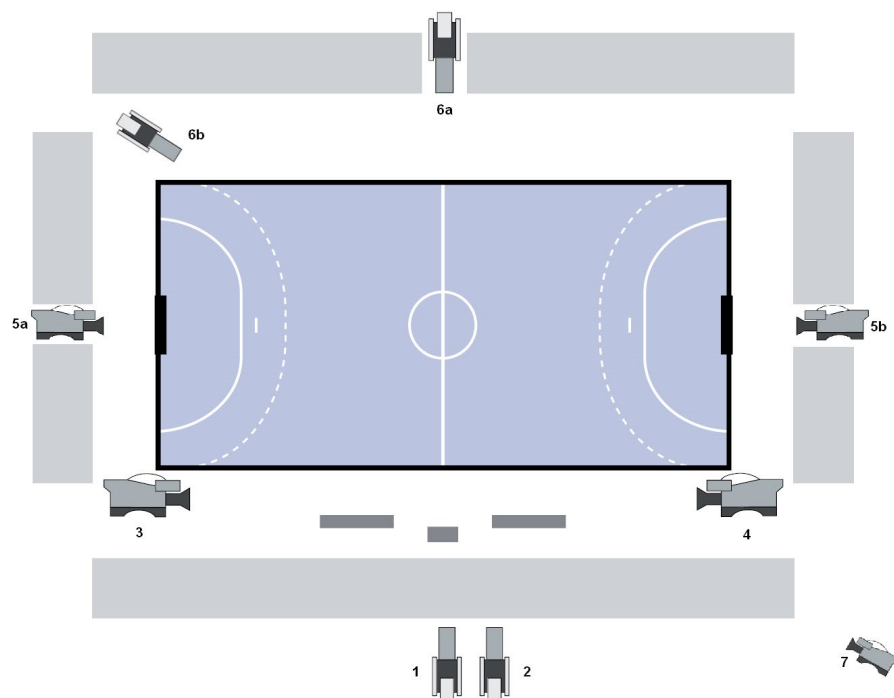
3.2.4.1 A parking area for the OB van, the national SNG truck, the international SNG truck and (possibly) 4 additional trucks (production, editing, graphics and technical devices) must be available directly next to the playing hall. The exact number of vehicles will be confirmed depending on the individual preparation of TV productions. This area must be under surveillance and without access to the general public. An internet connection should be available in the OB van.

3.2.4.2 Access to the playing hall at least 12 hours before the match shall be guaranteed for the host broadcaster. The respective accreditations (see point 2.6, chapter IV) have to be issued to the TV representatives and staff.

3.2.4.3 Camera platforms or fixed camera positions for an appropriate number of cameras shall be available and have to be provided to the Host broadcaster. Spectators have to be informed about possible viewing restrictions.

3.2.4.4 The position of the main camera has to be in a centralised position in the playing hall. The exact position - height, angle and distance to the playing court – will be decided by the host broadcaster.

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



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

3.2.4.6 Cables for all technical devices in the playing hall

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

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

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

3.2.5 TV meeting

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

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

- Pre-match run down - to be prepared in written form by the home club
- Detailed event schedule - to be prepared in written form by the home club
- Team line-ups (to be prepared in written form by the home club) have to be provided to all media representatives and have to be sent to transmitting TV channels before the match via fax or e-mail
- TV set-up, interest in interviews, TV schedule, implementation of the intro/outro/graphics (information given by the TV representative)
- Names of EHF officials/ referees (information given by the EHF delegate)

3.2.6 Team-Time out production

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

VI. Branding

1 The EHF Cup branding

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

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

The use of the official EHF Cup Corporate Identity is optional (with some exceptions). Detailed instructions on typeface, colours, layouts, dimensions, etc. are provided in the Online Design Guide. Starting with the Group Phase matches, any layout, showing the official Corporate Identity have to be sent to the EHFM Implementation Department prior to production, at latest seven days prior to the dated home match.

Men's EHF Cup:

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

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

1.1 Timekeeper's table banner

One table banner is designed by EHFM and has to be produced and installed properly by the home club starting with the Group Phase. Production costs have to be borne by the club. The respective table banner has to be affixed to the timekeeper's desk. Layouts are provided by EHFM, within the Online Design Guide. Layouts for special measurements have to be requested from EHFM.

1.2 Press conference

Recommended set up: One backdrop are to be positioned just behind the table where the participants of the press conference are seated. Two panels are to be positioned on the left and right hand of the table. One table banner has to be put on the front side of the table. Layouts and basic guidelines will be provided by the EHFM.

1.3 Mixed zone/flash zone

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

1.4 Press information/official information sheets

All information handed out to the local press (line-ups, player information, etc.) as well as information sheets (Technical Meeting, TV meeting, etc.) should be branded with the EHF Cup header.

1.5 Accreditations

The accreditations for the official sectors (playing court, media, VIP, etc.) should be designed in accordance with the EHF Cup Corporate Identity. Layouts will be provided by the EHFM and the clubs are in charge of the production.

1.6 Tickets

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

2 Official match ball

SELECT is the official ball supplier of the EHF Cup and provides the official ball for the competition. Starting with the Group Phase, EHF/EHFM will make available the following numbers of balls to each club:

Men's and Women's EHF Cup:

Group Phase: 30 balls for training purposes and 2 balls per home game which must be made available without prior use on the occasion of each home match accordingly.

Quarterfinals: 2 balls per home game which must be made available without prior use on the occasion of each home match accordingly.

Women's EHF Cup:

Semifinals and Finals: 2 balls per home game which must be made available without prior use on the occasion of each home match accordingly.

Participating clubs are obliged to use the official ball in all matches as well as during warm-up of the EHF Cup. No signs or other marks shall be written or affixed on the official training and match balls provided to the clubs. It is not permitted modifying the Corporate Identity of the official match ball. Any use of balls other than the official match balls within the frame of the EHF Cup, 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 EHFM.

VII. Marketing and organisation

The EHF is the right holder of the advertising rights relating to the 2019/20 EHF Cup and therefore exclusively entitled to assign such advertising rights to thirds parties.

The EHF transfers the use of the complete media and the relevant advertising rights for the 2019/20 season to the EHFM and entitles the EHFM to undertake the respective measures for the usage of these rights.

In case EHF/EHFM does not make use of its rights, such rights will be returned to the respective home club at the latest

- Women's EHF Cup: one month
- Men's EHF Cup: two months

prior to the start of the Group Phase.

"EHF" under the present chapter refers also to EHF Marketing GmbH.

1 General aspects

1.1 Maximum number of floor advertisements

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

Additionally, a maximum number of a total of 6 floor stickers of official EHF sponsors may be positioned outside the playing court, 1 left and 1 right of each goal as well as in each goal, on the playing court surrounding area.

1.2 Placing of floor/board advertisements

Starting with the Group Phase, the basic advertising set-up defined hereunder shall be complied with during each EHF Cup match. Notwithstanding the foregoing, any specific instruction from the EHF, concerning the exact size and positions of the floor/board advertisements shall be implemented by the clubs. Most important a symmetric arrangement of the floor/board advertisements must be maintained.

1.3 Hall preparation

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

2 Group Phase and Quarterfinals and Semifinals and Final matches (Women's EHF Cup)

2.1 Advertising rights

Starting with the Group Phase all advertising rights belonging to the EHF/EHFM are centrally marketed by EHFM.

2.2 Floor stickers

2.2.1 Men's EHF Cup:

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

The distribution of the rights is defined in the respective chart (see chapter VII, point 2.4.1):

2.2.2 Women's EHF Cup:

The EHF has the rights on 1 sticker in each of the two goal areas.

The distribution of the rights is defined in the respective chart (see chapter VII, point 2.4.2):

2.3 Set-up with LCD/LED board system

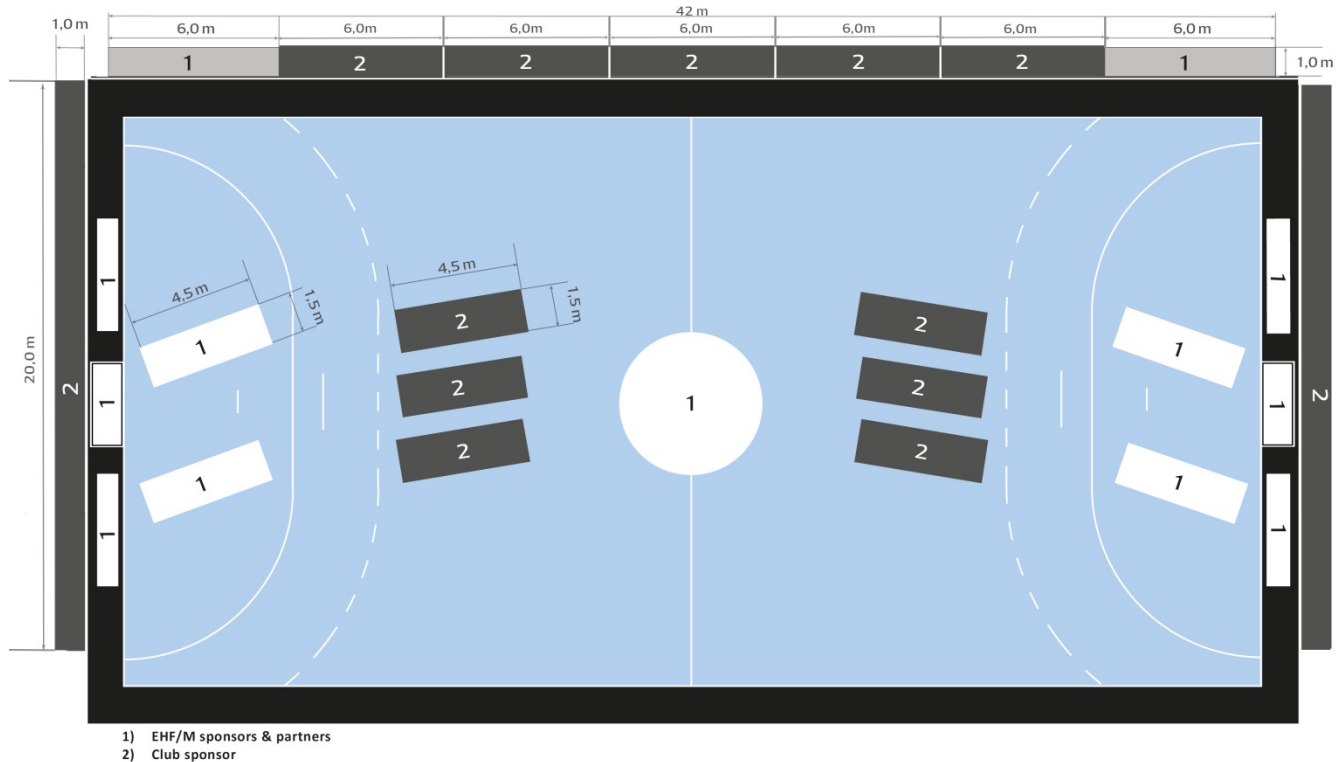
In case the club uses an LCD/LED board system on the long side of the playing court, the EHF has the right to display its animations on the LED/LCD system for 15 minutes of playing time.

2.4 Setup with static barrier boards

A static advertising board system (wooden back board) of 1 m height and 42 m length on the long side and 20 m on the short side has to be used and has to be provided by the home club free of charge. Two rows of advertising board systems are not permitted. Any other type of static barrier board system is subject to approval by EHF. The clubs are responsible to ship, set-up, remove and store the static board systems as well as the related materials according to the instructions given by the EHF.

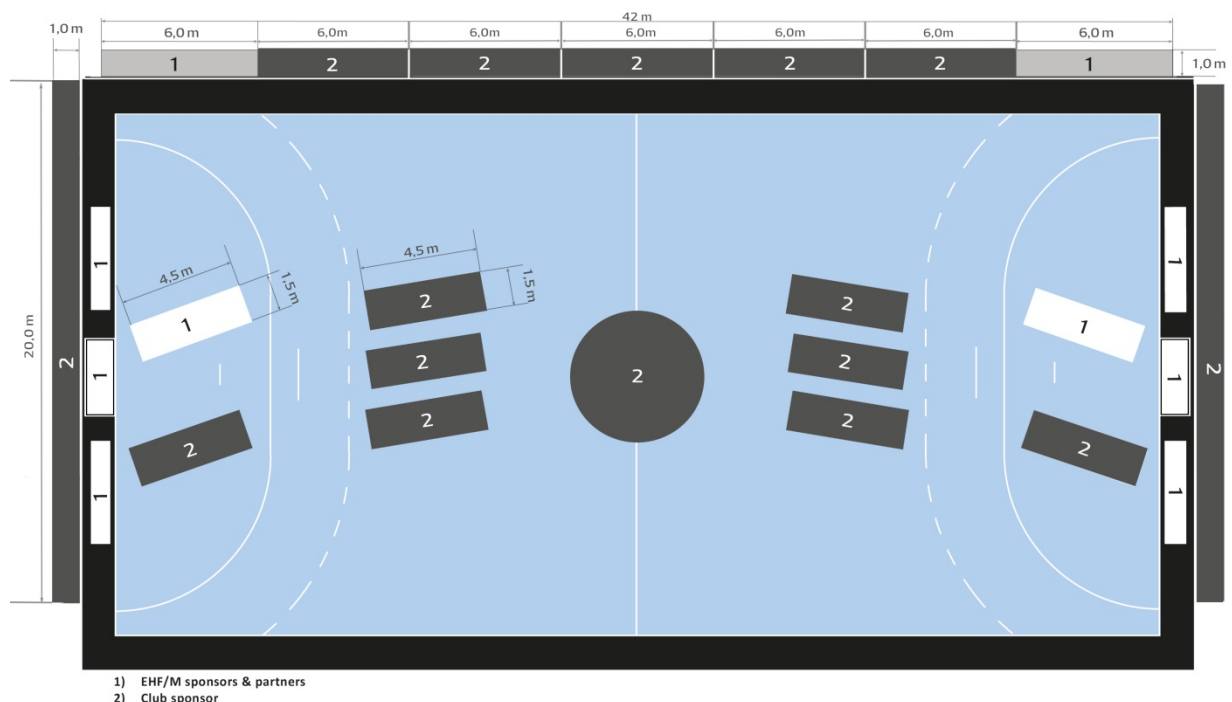
2.4.1 Men's EHF Cup:

In case a static barrier board system is positioned on the short and the long side of the playing court, the EHF has the right to use two positions (6 x 1 m each) on both ends of the long side.



2.4.2 Women's EHF Cup:

In case a static barrier board system is positioned on the short and the long side of the playing court, the EHF has the right to use one position (6 x 1 m) on both ends of the long side.



2.5 Board/floor advertisement dimension

Boards on the long side:

- Static advertising system: 6 x 1 m (42 m long). Gaps or empty areas between the board items are not permitted.
- Electrical Advertising Board System (EABS): 1 m height/40 m long. A combination of electrical and static boards is not permitted.

Boards on the short side:

- Static advertising system or EABS (1 m height/20 m long)

Floor stickers:

- Floor stickers in the goal area as well as floor stickers outside the 9m-line have a standard format of 4,5 x 1,5 m.
- Floor stickers located left and right of each goal have a dimension of 4 x 0,8 m.
- The center circle has a diameter of 4,5 m.

2.6 Securing of advertising rights

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

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

3 Other advertising forms

3.1 Referees'/officials' advertising

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

3.2 Advertising on player's clothing

Notwithstanding the Advertising on Clothing Regulations, the advertising rights on the players' shirts right sleeve shall belong to the respective clubs in all EHF Cup matches from the Qualification Round to the Final matches.

Starting with the Group Phase the EHF reserves the right to make use of the right of the left sleeve advertisement. The EHF/M has the obligation to inform the clubs by 10.12.2019 (Women's EHF Cup) and 31.12.2019 (Men's EHF Cup) if the EHF/M will make use of this right. In this case the left arm is to be free of any other advertisement.

4 EHF sponsors

4.1 EHF Cup title sponsor

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

4.2 EHF Cup sponsors and partners

The EHF has the right to name sponsors and partners for the EHF Cup as "Official Sponsor of the EHF Cup", "Official Partner of the EHF Cup" respectively "Official Supplier of the EHF Cup".

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

5 Logistics, set-up, removal and storage

5.1 Production

Advertising material for EHF sponsors, including the production of LCD/LED sequence is provided by EHF.

5.2 Delivery

EHFM advertising material is delivered to the home club in due time prior to the match. The marketing responsible of the home club shall confirm immediately after the receipt in written form to the EHFM Implementation Department.

5.3 Removal

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

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

5.4 Storage

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

5.5 Return of advertising material

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

VIII. VIP & hospitality

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

1 Side activities

1.1 Special events

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

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

1.2 Special VIP invitations

In conformity with local possibilities the EHF/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 EHF Cup matches, etc. and/or to expand the scope of such events against payment of the additional costs incurred.

1.3 Special incentives

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

IX. Technical services

1 Scouting for statistics / live match ticker

The EHF implemented official match statistics in the EHF Cup matches. The project is carried out in cooperation with the official EHF/EHFM match 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 internet access for the use of the scouting application.

Deadlines:

Registration of scouts:	23.07.2019
Passing the training for clubs starting playing in round 1:	15.08.2019
Passing the training for clubs starting playing in round 2:	15.09.2019
Passing the training for clubs starting playing in round 3:	15.10.2019

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 Players and ball tracking

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

3 Digital match report

Starting with Qualification Round 1, the digital match report has to be used by the scorekeeper at the timekeepers' table in all EHF Cup matches. The respective software will be provided by the EHF without any costs for the club resp. the national federation.

The home club resp the national federation has to secure that the nominated scorekeeper is registered for the EHF the digital match report and passed the respective training.

The home club has to provide a laptop with the resp. digital match report software, with sufficient internet connection at the timekeepers' table.

4 Photos/film/video

4.1 Footage rights

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

5 Public relations material

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

X. Procedures and protocol

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

1 Technical meeting

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

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

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

In case of a double match (Qualification round 1 and 2) please check chapter II, point 2.12.

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

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

1.2 Time and place

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

2 Administrative match preparation and post match procedure

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

3 Playing eligibility

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

4 Official ceremonies

Starting with the Group Phase the EHF has the right to implement an official pre-match procedure resp. rundown as well as an official entry ceremony. In case of the implementation of a pre-match procedure, the clubs will be provided with all information at the workshop at the latest.

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

4.1 Post match procedure

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

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

5 Men's EHF Cup Finals

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

XI. EHF

1 Referees

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

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

1.1 Nomination

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

1.2 Non-appearance

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

The EHF delegate has the obligation to immediately contact the EHF (mobile phone: + 43 664 41 05 243 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.

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

2 Officials

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

2.1 Nomination

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

In addition to the EHF delegate and the EHF referee delegate, the EHF may appoint further officials mainly in the field of marketing and organisation/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 Regulations and IHF Rules of the Game.
- 2.2.3 The officially appointed delegate shall always sit at the timekeeper's table to have a good view of the substitution area at any time and to be able to intervene if necessary (see IHF Substitution Area Regulations).
- 2.2.4 If an EHF referee delegate is present at the match, it is her/his duty to guide the referees during the entire stay from their arrival to their departure. Detailed instructions are to be followed.
- 2.2.5 In case of direct disqualifications or any major incidents, the referees have to write an additional detailed report and send it to the EHF Office immediately after the end of match.
- 2.2.6 EHF delegates as well as additional persons nominated by the EHF act on behalf of the EHF. They supervise the run down of the EHF Cup events following the requirements of the EHF. They provide the

EHF with event reports in order to inform about the correct implementation of technical requirements, procedures and organisation. These reports of the EHF officials are basis for possible disciplinary procedures or sanctions toward the clubs. Notwithstanding the foregoing, the absence of report on incident or violation of regulations does not prevent the initiation of proceedings by the EHF.

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

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

3 Arrangements for EHF officials

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

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

Starting with the Group Stage (except the Men's EHF Cup FINALS), the cost of officials (representatives, delegates, referees, office staff, etc.) appointed by the EHF shall be borne equally by the clubs.

3.1 Travel costs

Starting with the Group Stage (except the Men's EHF Cup FINALS), the cost of officials (representatives, delegates, referees, office staff, etc.) appointed by the EHF shall be borne equally by the clubs as follows:

- Travel by train/bus/boat:
Reimbursement of the cost of one first-class ticket each for travel to and from the venue by train/bus/boat,
- Air travel:
Reimbursement for the cost of one economy class ticket each;
- Travel by car (allowed up to a maximum distance of 600 km one way):
Reimbursement of the cost of one first-class ticket each for travel to and from the venue by train/bus/boat or economy ticket by plane,
- Expenses for taxi during the trip:
(E.g. home-airport-home, between airports, etc.) to be reimbursed against receipt;
- Travelling by car (e.g. home-airport-home, etc.):
Reimbursement may be claimed at a rate of € 0,50 per kilometer.
- Any costs incurred outside or inside the host country in connection with the matches
- The cost of accommodation, meals and transport during the stay at the venue.
- All additional expenses during the trip (parking, visa, etc.) are to be reimbursed against receipt

3.2 Remuneration

Starting from the Group Phase the travel arrangements will be handled by the EHF

3.2.1 Qualification round 1 to 3

Each referee gets: a daily allowance of € 60 per day and a match fee of € 100 per match.

All other persons appointed by the EHF get a daily allowance of € 60 per day and a match fee of € 60 per match.

3.2.2 Group Phase

Each referee gets: a daily allowance of € 60 per day and a match fee of € 185 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.

3.2.3 Quarterfinals

Each referee gets: a daily allowance of € 60 per day and a match fee of € 185 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.

3.2.4 Women's EHF Cup Semifinals and Final matches

Each referee gets :a daily allowance of € 60 per day and a match fee of € 200 per match.

All other persons appointed by the EHF get a daily allowance of € 60 per day and a match fee of € 150 per match.

3.2.5 Men's EHF Cup FINALS

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.

4 Insurance

4.1 Accident and health insurance

4.1.1 Teams entering the competition shall arrange accident, health and other insurance for their players and officials at their own expense for the entire season. Neither the EHF as the administrator nor the respective home clubs can be held liable in this regard.

4.1.2 Health and accident insurance for the appointed EHF officials for the duration of their nominations is arranged by the EHF

4.2 Organiser's insurance

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

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

4.3 Exclusion of liability and indemnification

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

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

XII. Finances

1 Men's EHF Cup

1.1 Disbursements of income from TV and marketing rights

1.1.1 Disbursements

€ 185.000 (total amount) shall be paid to the four participating teams. The exact distribution of the amount (for the Winner, 2nd, 3rd and 4th ranked team) will be announced at the workshop (28 November 2019) at the very latest.

1.1.2 Further disbursements

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

1.1.3 Taxes

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

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

1.1.4 Dates of payment

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

1.1.5 Additional advertising arrangements

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

2 Women's EHF Cup

2.1 Women's EHF Cup final matches

The advertising rights of the Women's EHF Cup Final matches are passed on to those clubs that are qualified for the final matches (home and away club).

The following compensation is to be paid by the respective clubs for obtaining these rights:

Women's clubs: € 5,000 per club by 01 May 2020

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 EHF Cup unless stipulated otherwise in the present section.

1 Protests and disciplinary procedures

Definition

Under the present chapter, “protest” shall mean any match-related claim which may have an impact on the result of an EHF Cup match.

Exclusion of protests

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

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

1.1 EHF Cup Qualification Round 1 and 2 – only “double matches”.

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 double matches of the qualification round 1 and 2 of the EHF Cup.

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 the EHF Cup round 1 and 2. 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 EHF Cup round 1 and 2 double matches, violations of the present Regulations and/or any other EHF regulations applicable to the EHF Cup 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 2nd leg match of a double match

Unless deemed necessary by the EHF to ensure the proper running of a EHF Cup double match, any protest, dispute, disciplinary and/or legal adjudication arising from 2nd leg match of a double 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 EHF Cup (starting from Qualification Round 1)

1.2.1 Protests

Protests related to matches of the EHF Cup 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.

1.3 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.

5 Exclusion of liability

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

XIV. Anti-doping

1 General

Anti-doping controls may take place before, during and after a match of the EHF Cup 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 EHF Cup 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 EHF Cup (incl. Qualification Rounds) shall be available in all EHF Event venues/arenas. Such infrastructure shall include without limitation:

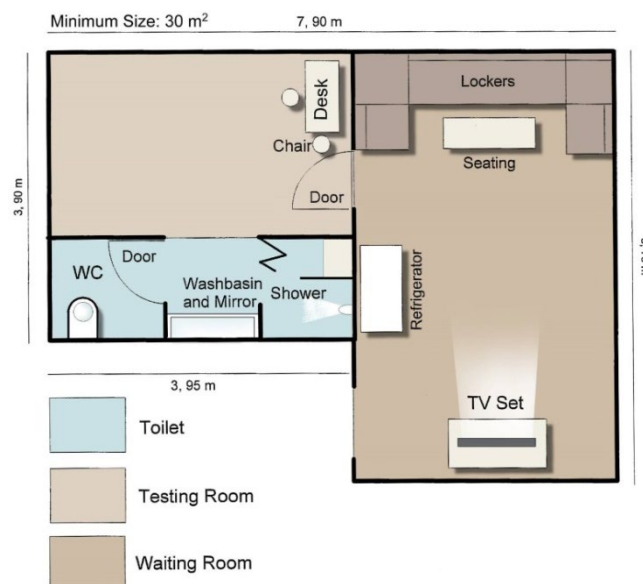
An anti-doping room with working infrastructure (2 tables, 4 chairs, control equipment, etc.) for the anti-doping control staff

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

2.1 Technical set-up/equipment:

- Flooring set-up in general
- Size of base area
- Size of playing court
- General condition of the surface
- Positioning of the playing court
- Security spaces
- Handball line-markings respectively colour areas in case of floorings without lines
- Check of areas (6m, 9m), tape markings
- Correctness of measurements
- Dimensions of substitution areas
- Check of substitution area, positioning of benches/chairs (to be tied together in order to avoid moving), tape markings
- Assembly of the goal
- Lighting
- Working places for photographers behind the goal
- Overall conditions of infrastructure and overall appearance of the event site flags (EHF, participants, EHF officials, clubs), banners, event identification, venue dressing, etc.
- Set-up advertising (overall appearance, correct application of EHF advertising)
- Fixing of the catch nets behind the goals at the advertising boards
- Dressing rooms – size, massage table, routing, signposts on the doors, water;
- Medical room
- Table size and position (three persons – EHF delegate-timekeeper-scorekeeper, approximate size 3m x 0,8m)
- Positioning of the speaker – most suitable behind the table (an alternative can be at the timekeepers table;
- Material for the work at the table (timekeeping apparatus, reserve clock, TV clock – if TV transmission, team time-out cards, cards for 2 minutes suspension, etc.)
- Routing system throughout the hall – arrow signposts, door signs, etc.
- EHF delegates' office – sufficient technical infrastructure (match report handling and distribution)
- Places for statistics (scouting) – if necessary
- Working places with desk for the press in the arena
- Arena accesses/exits
- Position/number of score boards
- Availability of air-conditioning/heating
- VIP places in the arena
- VIP lounge

2.2 Media/press/TV:

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

3 Check list - technical meeting

- Welcome words by the EHF delegate
- Who is who
- Introduction and explanations by a representative of the home club
- Explanations on relevant points in the Regulations and information on the competition
- General Timetable (side events etc.)
- Procedure before, during and after the match
- Check of the players' clothing
- Check of delegation lists
- Check EHF Licensed Coach
- Playing hall
- Digital Match Report
- 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