



EHF  
CHAMPIONS  
LEAGUE

DELO WOMEN'S EHF Champions League  
Season 2019/20

# Regulations

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## I. Introduction

The official name of the competition is the DELO WOMEN'S EHF Champions League 2019/20 and the DELO WOMEN'S EHF FINAL4 2020. With regards to the latter, the wording "DELO WOMEN'S EHF FINAL4" shall solely be used and written in capital letters and without a space between the letters and the number "4". The use of the wording "Final Four" is not permitted in any event (i.e. it is not allowed to use the word "four" instead of the numeral "4" and/or the wording "Final Four" in a stand-alone format. However, the use of the wording "EHF FINAL4" is allowed).

Any abbreviations refer to the official names mentioned above.

The official logo of the DELO WOMEN'S EHF Champions League is shown below:



### 1 General information

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

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

- DELO WOMEN'S EHF FINAL4 Regulations
- IHF Rules of the Game
- EHF Advertising on Clothing Regulations
- EHF Rules on Safety and Security Procedure
- Arbitration Agreement and the EHF Code of Conduct
- EHF Legal Regulations
- EHF List of Penalties
- EHF Catalogue of administrative sanctions
- Rules of Arbitration for the EHF Court of Arbitration
- EHF Regulations for Anti-Doping and Wada Anti-Doping Code
- Floor Installation Manual
- Corporate Identity Guidelines based on the Online Design Guide
- Match of the Week Manual
- Electronic Advertising Board System Manual (EABS Manual)
- Host Broadcaster Manual
- EHF Coaches Licensing Implementation Manual
- RINCK Convention Manual (2010 edition)

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

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

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

The EHF transfers the use of the complete media and advertising rights for the 2019/20 season to EHF Marketing GmbH (short EHFM) and entitles it to undertake the respective organisational measures with regards to the usage of these rights.

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

A club earns the right to participate in the Forum Club Handball with the qualification for the Group Matches. This right is valid for the season in which the club participates in the DELO WOMEN'S EHF Champions League.

## 2 Fair play

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

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

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

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

## 3 Awards

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

## 4 General Timetable

12.06.2019	Deadline for final registration incl. all requested documents
25.06.2019	Official publication of the DELO WOMEN'S EHF Champions League participants
26.06.2019	Draw of the 2019/20 DELO WOMEN'S EHF Champions League Qualification tournaments.
27.06.2019	Draw of the 2019/20 DELO WOMEN'S EHF Champions League Group Matches.
August 2019	EHF Information: 2019/20 Online Design Guide 2019/20 Match of the Week Manual 2019/20 Floor Installation Manual 2019/20 Host Broadcaster Manual 2019/20 EABS Manual
06.- 08.09.2019	Qualification Tournaments
10.-11.09.2019	Club Workshop

04.- 06.10.2019	Group Matches - round 1
11.- 13.10.2019	Group Matches - round 2
18.- 20.10.2019	Group Matches - round 3
01.- 03.11.2019	Group Matches - round 4
08.- 10.11.2019	Group Matches - round 5
15.- 17.11.2019	Group Matches - round 6
24.- 26.01.2020	Main Round - round 1
31.1- 02.02.2020	Main Round - round 2
07.- 09.02.2020	Main Round - round 3
21.- 23.02.2020	Main Round – round 4
28.2- 01.03.2020	Main Round – round 5
06.- 08.03.2020	Main Round - round 6
03.- 05.04.2020	Quarterfinals – 1st leg
10.- 12.04.2020	Quarterfinals – 2nd leg
14.04.2020	Draw for the DELO WOMEN'S EHF FINAL4
09.- 10.05.2020	DELO WOMEN'S EHF FINAL4

## **5 EHF events**

### **5.1 DELO WOMEN'S EHF Champions League draw**

All clubs are obliged to be present with at least 1 representative at each draw of the competition phase in which the club is participating. The club representative shall have a management function within the club. Upon request of EHF/EHFM one key player of each team is asked to join the draw event as it is combined with media activities.

### **5.2 Participation in workshops**

Clubs taking part in the DELO WOMEN'S EHF Champions League are obliged to participate (at least one representative per club) in coordination meetings and workshops relating to the competition. Club representatives participating in Club Workshops shall either have a management function within the club or a function related to the core topic of the event.

The club workshop will be held on 10 and 11 September 2019. Further details will be communicated by EHFM in good time prior to the event.

#### **5.2.1. DELO WOMEN'S EHF FINAL4 workshop**

A workshop is held upon qualification for the event with four participating teams. The EHF will coordinate the colours of shirts and shorts (including goalkeeper) as well as other organizational matters at this workshop. Therefore each team has to bring their two sets of playing clothing in different colours (one dark and one light colour) to the DELO WOMEN'S EHF FINAL4 workshop.

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

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

## **II. Competition**

### **1 Structure of the competition**

#### **1.1 Frequency**

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

#### **1.2 Announcement and deadlines**

##### **1.2.1 Playing periods**

All playing periods for DELO WOMEN'S EHF Champions League matches shall be specified by the EHF and notified to the participating teams and National Federations with the announcement of the DELO WOMEN'S EHF Champions League.

##### **1.2.2 Individual fixtures**

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

Matches can be played on Fridays, Saturdays and Sundays.

All final decisions regarding fixtures lie with the EHF.

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

### **2 Entry conditions**

#### **2.1 Eligibility to enter**

The National Federations are permitted to register those clubs to the DELO WOMEN'S EHF Champions League which follow the respective national legislation.

##### **2.1.1 National Champion**

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

##### **2.1.2 Recognition by EHF**

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

##### **2.1.3 Ranking list**

The participating teams in the DELO WOMEN'S EHF Champions League are determined by the EHF Ranking list, which is drawn up prior to each season. According to this ranking list the National Federations ranked 1 – 24 are entitled to participate in the DELO WOMEN'S EHF Champions League.

##### **2.1.4 Winner of the DELO WOMEN'S EHF Champions League 2018/19**

If the defending champion does not finish its domestic competition on a top position and is therefore neither directly qualified nor has the National Federation the chance to ask for this club for an upgrade from the EHF Cup to the DELO WOMEN'S EHF Champions League 2019/20, the National Federation shall have the right to request an additional place for the DELO WOMEN'S EHF Champions League 2019/20 for this particular club.

### 2.1.5 Restrictions

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 If a club does not make use of its right to participate in the DELO WOMEN'S EHF Champions League 2019/20, its registration in one of the following two seasons is subject for a particular consent and confirmation by the EHF. The open place reverts back to the EHF who will distribute it as an additional place. The national federation concerned may not register an alternative team.

## 2.2 Non-admittance of clubs to the DELO WOMEN'S EHF Champions League

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

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

## 2.3 Pledge of commitment

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

## 2.4 Registration system

A correct registration of clubs for the DELO WOMEN'S EHF Champions League includes the fulfillment of the respective technical or organisational or administrative requirements. Such a correct registration consists of:

- Correct and fully completed registration documents, which are signed by a person/representative being legally entitled to commit the club (declaration concerning official signing of entitlements to be attached upon request)
- Presentation of all required information, documents and declarations being due as a part of a correct entry within the deadline stipulated. The registering club together with the National Federation concerned are to be held responsible for the completeness and correctness of the presented documents.
- A playing hall which is confirmed by the EHF for the DELO WOMEN'S EHF Champions League 2019/20
- Payment of the deposit of € 15,000,--  
The registering club together with the National Federation concerned are to be held responsible for the completeness and correctness of the presented documents.

- 2.4.1 The teams' registrations for entry in the DELO WOMEN'S EHF Champions League and the signed Code of Conduct and the signed arbitration agreement shall be received by the EHF Office not later than 12 June 2019.

- 2.4.2 A deposit of € 15,000 shall be transferred to the EHF Bank account by 12 June 2019.

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

- 2.4.4 Clubs shall be entered by their national Member Federation by name, on the basis of their performance in the competitions of the past season. Their qualification to enter the competition shall be officially documented.
- 2.4.5 After the closing date for entries, the EHF office shall draw up a list of all teams entered and communicate this list to the clubs and their national Federations.
- 2.5 Request for an upgrade to the DELO WOMEN'S EHF Champions League**
- 2.5.1 All Federations have the right to apply for an upgrade from the EHF Cup resp. Challenge Cup in the DELO WOMEN'S EHF Champions League. The eligibility for the 2019/20 European Cup must be given. If a National Federation would like to request an upgrade in the competition, the request can be presented to the EHF Office by the resp. National Federation with the official application form one day after the end of the national championship. Following this request, the resp. club has to fulfil all requirements (see chapter II, point 2.4) as well as a detailed strategy/vision of the club for the upcoming DELO WOMEN'S EHF Champions League season by 12 June 2019.
- 2.5.2 The EHF Executive Committee is entitled to award teams with an upgrade in the DELO WOMEN'S EHF Champions League. The awarding of an upgrade is decided following the evaluation of the resp. criteria as laid down in the catalogue of criteria:
- 2.5.2.1 Venue  
This criteria awards points by considering the overall standard of the venue for the matches. Important is not only the capacity of the venue, but also issues like court area, spectator's area, availability and standard of media facilities, VIP areas, etc. A better standard of the venue including the availability of the necessary facilities earns more points.  
The points are jointly provided by the EHF Competitions and the EHF Marketing based on the situation of the venue and the experience around the carrying out of matches in this venue throughout the season.
- 2.5.2.2 TV  
This criteria awards points by considering the situation of the TV-market for the club and its country. Relevant is the income from TV-rights including the respective situation regarding the production of the TV-signal. A better TV market with a good potential for broadcast and income earns more points.  
The points are provided by the EHF Marketing based on contracts and information from market analysis.
- 2.5.2.3 Ranking in the domestic league  
This criteria awards points by considering the ranking of the club in the domestic league. It therefore considers the sports performance in the domestic competition. A better ranking earns more points.  
The points are provided by the EHF based on the domestic ranking of the club at the end of the season.
- 2.5.2.4 Spectators  
This criteria awards points by considering the number of spectators at matches of EHF-club competitions of this club in the past three seasons (17/18, 16/17 and 15/16). Important is that it is not defined simply by the number of the spectators, but also by the hall capacity. The points are provided by the EHF based on the information available about the number of spectators.

### 2.5.2.5 Performance in the past EHF club competitions

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

The points are provided by the EHF based on the performance of the club over the past three seasons (18/19, 17/18 and 16/17).

### 2.5.2.6 Sponsoring potential

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

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

### 2.5.2.7 Implementation of duties and regulations

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

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

### 2.5.2.8 Media

This criteria awards points depending on the efforts of the club in the area of social media, on line appearance and media presentation of the club. Important is not only to simply have a home page and a facebook page, but to keep it updated and interesting for fans and media. A more active and interesting internet and social media presence earns more points. The points are provided by the EHF (Media & Communication) based on the appearance of the club in internet and social media as well as the EHF Media's contacts, co operation and experience with the club concerned throughout the season.

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

## 2.6 Integrity of the competition

### 2.6.1 Clubs are obliged to guarantee the integrity of the competition in every respect -this including an independent ownership, leadership/management, administration and/or sporting performance from all other handball clubs in the respective competition or a competition which is linked to the respective competition. no individual or legal entity of the club may have control or influence over any other club participating in the respective competition or a competition which is linked to the respective competition – this including ownership, leadership/management, administration and/or sporting performance.

### 2.6.2 Together with the registration, clubs are obliged to provide the EHF with any information on individuals or legal entities within the club having control or influence (ownership, leadership/management, administration and/or sporting performance) over other clubs participating in the respective competition or a competition which is linked to the respective competition.

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

### 2.6.4 Clubs which do not fulfil the integrity requirements or do not have signed the respective documents shall not be admitted to the DELO WOMEN'S EHF Champions League.

### 2.7 Entry fees

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

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

	Amount	Date
Qualification tournaments	€ 375,--	01.08.2019
Group Matches (total)	€ 3.750,--	01.10.2019
Main Round (total)	€ 3.750,--	01.01.2020
Quarterfinals	€ 1.500,--	01.04.2020
DELO WOMEN'S EHF FINAL4	€ 4.500,--	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 "CL participation fee – Round X".

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

An invoice will only be sent upon written request.

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

- 2.8.1 By entering the DELO WOMEN'S EHF Champions League, a club agrees to enter all rounds resulting from the match system.
- 2.8.2 A withdrawal shall result in the match/es being scored as lost with 0:10 goals and 0:2 points.
- 2.8.3 Any withdrawal after the official entry date of the competition (June 12 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.
- 2.8.4 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).
- 2.8.5 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.

### 2.9 Drawing

- 2.9.1 The draw for the Qualification, Group Matches and FINAL4 shall be held at the venue named by the EHF on the date scheduled in the announcement.
- 2.9.2 Seeding  
Teams are seeded after their participation is confirmed by the EHF ExeC.

Teams shall be seeded based on the EHF Seeding list for the DELO WOMEN'S EHF Champions League. This is valid for the draw of the qualification as well as for the draw of the Group Matches.



2.9.3 The National Champions of the Federations ranked 1 to 10 of the EHF Seeding list for the 2019/20 season will have a place in the Group Matches.

2.9.4 In the DELO WOMEN'S EHF Champions League qualification tournaments, teams of the same country shall play against each other.

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

The right to host the groups of the Qualification Tournaments will be decided by a draw of lots. An organiser of a Qualification Tournament of the DELO WOMEN'S EHF Champions League 2018/19 shall receive the last right in its group to host the tournament. The use of the right to host a group includes the fulfilment of the respective requirements set by the EHF

### 2.10 Playing system for the DELO WOMEN'S EHF Champions League

#### 2.10.1 Qualification tournaments

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

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

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

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

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

2.10.1.3 Matches the qualification round can be played in a format of first and second legs (K.O. format).

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

The teams losing these matches are entitled to participate in the EHF Cup round 2 resp. round 3.

#### 2.10.2 Group Matches

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

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

round 1: 1 – 3 and 2 – 4

Round 2: 4 – 1 and 3 – 2

Round 3: 2 – 1 and 4 – 3

Round 4: 1 – 2 and 3 – 4

Round 5: 3 – 1 and 4 – 2

Round 6: 1 – 4 and 2 – 3

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

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

2.10.2.4 Those teams ranked 1st, 2nd and 3rd in each group after the completion of the Group Matches qualify for the Main Round. Those teams ranked 4th in each group after the completion of the Group Matches are entitled to participate in the EHF Cup. They enter the EHF Cup Group Phase (played according to EHF Cup Regulations).

### 2.10.3 Main Round

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

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

2.10.3.3 The three teams coming from the same group take along their results (points and goals) from the matches against each other. Each team plays a home and an away match against those 3 teams qualifying from the parallel group.

2.10.3.4 Basically the Main Round of the DELO WOMEN'S EHF Champions League shall be played in accordance with the schedule set out below.

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

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

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

2.10.3.5 The teams ranked 1 to 4 in each group after the completion of the Main Round qualify for the Quarterfinals.

### 2.10.4 Quarterfinals

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

2.10.4.2 The matches of the quarterfinals are not drawn by lots, they result from the final standings of the Main Round.

4th placed team Group 2 vs. 1st placed team Group 1  
4th placed team Group 1 vs. 1st placed team Group 2  
3rd placed team Group 2 vs. 2nd placed team Group 1  
3rd placed team Group 1 vs. 2nd placed team Group 2

There is no protection from teams of the same country.

The EHF has the right to switch the home right of a quarter final pairing if the home team of the 2nd leg does neither provide a suitable playing hall at the foreseen dates nor at an alternative date defined by the EHF. Additionally the EHF has the right to switch the home right of a quarter final pairing if the home team of the 2nd leg refuses to carry out its home game on the date defined by the EHF.

2.10.4.3 The winning teams of the Quarterfinals qualify for the DELO WOMEN'S EHF FINAL4.

2.10.5 DELO WOMEN'S EHF FINAL4

The semifinal matches of the DELO WOMEN'S EHF FINAL4 are drawn by lots.

For the DELO WOMEN'S EHF FINAL4 additional regulations apply complementing the DELO WOMEN'S EHF Champions League Regulations 2019/20.

### 2.11 Delegation list and player/club information

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

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

Qualification tournaments: 15 August 2019

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

Group Matches: 1 September 2019

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

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

2.11.4 The participating teams in the DELO WOMEN'S EHF Champions League have the duty to provide the player's information sheets (form prepared by EHF/EHFM) to the EHF by the respective deadline.

2.11.5 The participating teams in the DELO WOMEN'S EHF Champions League have to upload the club logo, a team photo and a photo of each player at the EHFamily and to complete the players information of each player within the given deadline.

2.11.6 Players are eligible to play in the DELO WOMEN'S EHF Champions League if they are eligible to play for the participating club in the National Championship at the time of the match.

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

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

2.11.9 The member federation of a participating team shall immediately announce to the EHF all national transfers from and to a DELO WOMEN'S EHF Champions League participating team.

### 2.12 Late entries

- 2.12.1 In cases in which a player is not recorded on the delegation list submitted within the prescribed deadline (see chapter II, point 2.11.2) but should become eligible to play in the DELO WOMEN'S EHF Champions League at a later date, the player may be named as a late entry only if points 2.12.4 - 2.12.5 (chapter II) is not applicable.
- 2.12.2 Each late entry of a player shall be communicated to the EHF only through the National Federation and shall be confirmed on the official EHF late entry form by the National Federation. For each player entered late a fee of EUR 75 shall be payable to the EHF. Evidence of payment shall be enclosed with the late entry
- 2.12.3 Late entries of players are not possible during the playing period of each individual phase of the competition. The following deadlines apply for the late entry of a player for the respective phase:

Qualification tournaments:	Wednesday, 04 September 2019
Group Matches:	Tuesday, 01 October 2019
Main Round:	Tuesday, 21 January 2020
Quarterfinals:	Tuesday, 31 March 2020
DELO WOMEN'S EHF FINAL4:	Tuesday, 05 May 2020

- 2.12.4 After 01 October 2019 (deadline for the late entry for the Group Matches), a late entry of a player is not possible, in the case of the player affected participated in a match during the running competition with another club participating in the DELO WOMEN'S EHF Champions League excluding the qualification rounds.
- 2.12.5 If a player changes the club after 31 January 2020 - national or international transfer - she shall be able to get eligibility to play for the new club in the DELO WOMEN'S EHF Champions League via a late entry only if she has not played in any official club match (national or international) for another club between 31 January 2020 and the date on which she changed the club. Points 2.12.1 to 2.12.4 (chapter II) of these Regulations is to be observed.
- 2.12.6 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).
- 2.12.7 Non-registration of team officials  
Not providing the team officials on time will result in sanctions.

### 2.13 Participation in the match

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

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

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

#### 2.13.1 Qualification tournaments:

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

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

### 2.14 Suspended players

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

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

### 2.15 EHF coaches licensing

#### 2.15.1 Registration

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

Qualification tournaments:	15 August 2019
Group Matches	1 September 2019

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

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

#### 2.15.2 Late registration

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

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

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

#### 2.15.3 Non registration

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

## 3 Players' clothing

- Each team shall have two sets of playing clothing in different colours (one dark colour and one light colour). These shall be in line with the EHF's current advertising on Clothing Regulations. A photo of both sets of playing clothing (front and back side) has to be sent to the EHF office together with the players' lists.
- Both sets shall have players' shirts with short sleeves.

- Each player has the obligation to have his name on the back of the shirt above or under the number. The minimum dimension is of 10 cm height, the type of writing has to be Latin letters, in order to make the names clearly visible for the spectators in the playing hall as well as for TV matters.
- The players must wear numbers that are at least 20 cm high on the back of the shirt and at least 10 cm on the upper part of the front of the shirt. The numbers used must be from 1 to 99. The colour of the numbers must contrast clearly with the colours of the shirts.
- A player must wear the same number in the DELO WOMEN'S EHF Champions League matches of the entire season. This number is not allowed to be used by any other player.
- Should playing clothing of the guest team get lost, the home club shall offer reserve uniforms.
- Advertising on players' match and training clothes is allowed in DELO WOMEN'S EHF Champions League matches in accordance with the Advertising on Clothing Regulations.
- 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.
- Each club has the obligation to inform all other clubs of the DELO WOMEN'S EHF Champions League by 01 August 2019 of any restrictions or bans regarding advertising on players' playing clothing in the home country of that particular club.

### **3.1 Change of players' kits / official clothing**

If the referees believe that two teams' playing clothing may cause confusion, the visiting team shall change its playing clothing at request of the EHF officials (delegate, referees) the team officials A-D must change the colour of his/her clothing. The colour of the team officials must be announced at the Technical Meeting.

## **4 Scoring of matches and ranking**

### **4.1 General information**

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

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

The matches shall be scored as follows:

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

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

### **4.2 Qualification tournaments**

If a semifinal match or the final (place 1/2) ends in a draw, there will be a five minutes break followed by one extra time of 2 x 5 minutes, there will be a one minute half-time break at the half time for the changeover of teams. If the placement match (place 3/4) ends in a draw, there shall be no extra time, the match will be decided directly by penalty throws. In the semifinals and/or final (place 1/2), if there is no winner after the extra time, the match will be decided by penalty throws.

### 4.3 Group Matches and Main Round

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

During the matches of the group:

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

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

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

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

- a) number of points in matches of all teams directly involved;
- b) goal difference in matches of all teams directly involved;
- c) higher number of plus goals in matches of all teams directly involved;
- d) goal difference in all matches of the group;
- e) higher number of plus goals in all matches of the group;
- f) higher ranking in Group Matches (Main Round only)
- g) greater number of points in Group Matches (Main Round only)

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

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

### 4.4 Quarterfinals

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

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

### 4.5 Rules for execution of penalty throws

- Only players (incl. goalkeepers) who are listed on the match report and are not suspended or disqualified at the end of the playing time are entitled to participate at the penalty throws
- Prior to penalty throwing, each team shall name five players by handing the referees a list of numbers. These players shall then take one throw each until a decision (a winner) is reached, alternating with their opponents. Each team is free to determine the sequence in which throwers will take their throws
- The goalkeepers may be freely selected from the match report and exchanged in accordance with the Rules of the game. Goalkeepers may take throws and throwers may play as goalkeepers.
- The referees shall choose the goal at which throws are taken. The team taking the first penalty throw shall be determined by the referees by drawing lots. The team winning the draw may choose whether it wishes to throw first or last.

- If scores are equal after the first round of penalty throwing, it shall be continued until a decision is reached. In the second round, the other team shall start. Again five players shall be named who are eligible to play (the players named before may be named once again).
- In the second round, a decision (a winner) is reached when a goal difference arises after both teams have taken one throw each.
- Serious infractions committed during penalty throwing shall be sanctioned by disqualification. If a thrower is disqualified or suffers an injury, an eligible substitute player shall be named supplementary.
- While the throws are being taken, only the player taking the throw, the current goalkeeper and the referees may enter the respective half of the playing area.
- If the number of eligible players falls below five, players may be named to take a second throw in the same round.



## **III. The venue**

### **1 General information**

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

Matches of the DELO WOMEN'S EHF Champions League can only be carried out in venues that have been approved by the EHF.

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

### **2 Requirements**

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

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

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

In order to install the official flooring system, the EABS and branding of the arena according to the given guidelines, the playing hall must be available at least 24 hours prior to the respective match. Exceptions to this duty are subject for approval by the EHF. Additional costs arising due to a delay in the availability of the hall have to be covered by the home club.

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

2.3.1 The home club shall provide the visiting team the opportunity to hold a training session of at least one hour at a reasonable time on the match day in the playing hall. In addition, the home club shall provide the visiting team the opportunity to hold a training session of at least one hour on the day before the match, again preferably in the playing hall.

2.3.2 If the playing hall should not be available for this purpose on the day before the playing day, the home club shall offer another playing hall within a distance of not more than 25km/45 min from the playing hall of the match. These training facilities shall be offered free of charge.

2.3.3 Training facilities for a training session on the day before the match shall be requested by the visiting team not later than 10 days before the day of the match. In the case a team does not request this training session within the time period stipulated, training on the day prior to the match can be granted only on mutual consent.

#### **2.4 Availability of playing court**

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

#### **2.5 Equipment**

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

##### **2.5.1 Playing hall outdoor surroundings**

- Parking area (incl vip parking)
- Parking area (TV: oB van, sng, 4 additional trucks)

#### 2.5.2 Playing hall

- Hall capacity: min. 2000 spectators
- Grand stands on both long sides
- Playing court (size: 40m x 20m)
- Base area (minimum size: 44m x 24m)
- Chairs (for exactly 16 persons per team)
- Seats for suspended players in the spectator area with easy access from the playing court
- Separate locker rooms for clubs: minimum of 30 m<sup>2</sup> equipped with showers, benches, lockers and a massage table; availability of water in closed bottles (minimum 1 litre / person)
- One locker room for referees (at least 15 m<sup>2</sup> equipped with shower, chairs, and water in closed bottles – minimum 1 litre/person)
- Electronic scoreboard (min. 2 electronic scoreboards)
- Timekeeper's table: size approx. 3 x 0,70m (number of persons: 4)
- The timekeeper's table shall not exceed a maximum length of 4 m and shall be positioned at least 0,5m away from the substitution lines. It should be placed on a level 30 to 40cm above the playing court, to ensure clear visibility.
- Laptop with respective digital match report software, internet connection and power access at the timekeepers table
- Space for the following people shall be arranged at the timekeeper's: EHF delegate, timekeeper, scorekeeper and the announcer. The scorekeeper, the timekeeper and the announcer shall be provided by the home club.
- In case a second EHF delegate is nominated, the hall announcer shall be seated behind the table.
- Timekeepers' equipment: electronic timekeeping machine and reserve clock
- In all DELO WOMEN'S EHF Champions League matches, two electric clocks shall be available that is easy to read from the timekeeper's desk and can be operated by the timekeeper; it shall run from 0 to 30 minutes. If in full working order, this device shall be authorised for official timekeeping.
- A reserve clock (with a diameter of 25cm) displaying seconds and minutes shall be available.
- Catch nets (20 x 7 m in black) behind the goals and behind the advertising boards have to cover the entire outer goal line (fixed to the advertising boards minimum 3m to the left and right of the goals; the photographers' positions have to be taken into account).
- Min. one reserve goal
- Heating (minimum temperature 18°)
- Central air Conditioning
- Lighting system appropriate for TV broadcasts (minimum 1.000, optimum 1.200-1.500 lux)
- Sound system, area for equipment
- Press seats on tribune: min. number of seats with good visibility on the playing court: 15 resp. 20
- Press conference room
- Mixed zone / Flash zone
- Photographer working area behind the goal
- EABS System
- Static board system of 1 m height (short side barrier board and back-up system for long side)
- TV camera platforms/positions (Host broadcaster decides the best position; spectators have to be informed by the club management about limited view related to camera positions in time/before season starts!)
- Internet connection at the OB truck

- Technical requirements for internet connection (digital match reporting on the timekeeper's table)
- Working station for scouting containing of a table with chairs (for at least 2 people), power access and internet connectivity
- Commentary position(s) 4 (max. 8) pax.
- Radio commentary positions
- VIP tribune: minimum seating requirements: 25 VIP seats for EHF sponsors and dedicated seats for 1-2 EHF representatives; the VIP tribune must be clearly identifiable (sign posting in local and English language) and easy to access;
- VIP room for at least 50 people
- 1 room for the official EHF Delegate, EHF Representatives and Marketing supervisor (if nominated): minimum 15m<sup>2</sup>; high speed internet access and easy access to printer
- Branded venue sign posting in the hall and surroundings
- Dedicated area for merchandise and promotion stands
- Area for medical staff (close to the playing court)
- Barrier free access for disabled people
- Emergency exits
- Arena access (secure access for players, team officials, EHF officials, etc.)
- Public toilets
- Medical service (first aid and stretcher)

### **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 a further check during the event ensures the smooth running of the operations in each area of the organisation. A reporting system guarantees a steady improvement for forthcoming seasons.

#### **3.1 Duties of the home club**

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

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

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

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

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

### **4 DELO WOMEN'S EHF Champions League floor**

#### **4.1 General information**

The Qualification tournaments of the DELO WOMEN'S EHF Champions League shall be played on floors with handball lines only. Starting with the Group Matches, each club participating in the DELO WOMEN'S EHF Champions League has to play its home matches on the official DELO WOMEN'S EHF Champions League floor produced by Gerflor (colours: blue-lagoon and black).

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

The Floor Installation Manual is provided to the clubs with all relevant floor related information.

#### **4.2 Rent or purchase model**

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

##### **4.2.1 The rent model**

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

##### **4.2.2 The purchase model**

EHFM gives the home club the opportunity to either buy a new or a used floor. Availability of used floors is limited. The buying price of a floor depends on shipment costs and the condition of the floor. Exact prices are communicated by EHFM upon request. Payment conditions are worked out by EHFM in close cooperation with the home club. The club may choose from different options regarding shipment and installation offered by the EHFM. Once the floor is club property it is the home club's responsibility to organize appropriate material in time (recommendations are given in the Floor Installation Manual). EHFM does not take on material orders, but will of course support the home club with relevant information.

#### **4.3 Production and transport**

The official DELO WOMEN'S EHF Champions League floor is produced by the EHF floor partner Gerflor and shipped to the home club in good time prior to the respective match of the DELO WOMEN'S EHF Champions League. In case the home club is located outside of the European Union, it is the club's responsibility to prepare all documents needed for custom clearance together with EHFM. After having received the official EHF Champions League floor, the club is obliged to fax or e-mail all existing custom documents to EHFM.

#### **4.4 Floor installation**

Each installation should be carried out by at least 6 people from the home club. Detailed technical instructions are provided in the official EHF Floor Installation Manual. On the occasion of the 1st installation, technical assistance may be provided by a Gerflor technician sent by EHFM. The first installation is generally done with double-sided tape. EHFM advises the home club not to use single-sided tape for the installation, especially if the floor is installed for more than one match. EHFM does not take the responsibility for the stability of the floor. In case the area that surrounds the floor is coloured in a way, that has a negative impact on the appearance on TV, the home club is obliged to cover this surrounding in a more decent colour (preferably carpet with anthracite colour).

#### **4.5 Floor maintenance**

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

#### **4.6 Storage**

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

before storage. If the home club rents the floor and drops out of the DELO WOMEN'S EHF Champions League, a possible storage facility close to the playing hall has to be communicated to EHFM. The final decision of the storage facility will be taken by EHFM after having analysed each case individually.

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

Starting with the Group Matches, all participating clubs shall provide an EABS (LCD or LED) according to the EABS Manual. It is to be used on the long side of the playing court during all DELO WOMEN'S EHF Champions League home matches. Technical specifications of the EABS and the minimum operating requirements, as defined in the EABS Manual, together with the requirements for the animations, have to be sent to EHF/EHFM by 15 August 2019 at the latest. Only EHF/EHFM approved EABS can be used for DELO WOMEN'S EHF Champions League matches. The home club is responsible for the setup, removal and operations of the EABS (see chapter VII).

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

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

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

### **2 Tickets and accreditations**

#### **2.1 General information**

The issuance of tickets and the implementation of an accreditation system are within the competence of the clubs. An accreditation system for team members, press/media/TV representatives, the EHF sponsor partners, court personnel and EHF officials shall be introduced. Only people with the respective authorisation are allowed to access certain areas of the venue. Access controls shall prohibit an uncontrolled movement of unauthorised people. Special access control shall be provided for the playing court. Only EHF officials, the team members, the club's officials, the ceremony/event staff, the official photographer, the medical and security staff as well as a specific number of camera men/technical TV support, press representatives and other personnel having the approval of the EHF are allowed to be present next to the playing court during the match. The accreditations with access to the playing court level have to be implemented in the official DELO WOMEN'S EHF Champions League design (as provided in the Online Design Guide). Only official DELO WOMEN'S EHF Champions League lanyards have to be used in combination with these accreditations.

The design for tickets is recommended in the Online Design Guide, but is not mandatory.

#### **2.2 Accreditations and invitations for the guest club**

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

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

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

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

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

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

- 2.4.1 For each Group Match, Main Round match and quarter final match, an allocation of max. 50 admission tickets (thereof max. 25 VIP tickets) shall be made available to the EHF on request (not later than 7 days prior to the respective match), free of charge. Contingents not needed will be returned in due time. All 25 VIP tickets shall be of the highest ticket and service standards available and shall be located in the same area of the arena or areas of equal standard. No difference in service or ticket standards shall be made between the VIP guests of a club and EHF VIP guests. Prizes of VIP tickets must be communicated to EHFM at the beginning of the season.
- 2.4.2 In addition, the EHF shall have the right, on request, to buy 10% of all admission tickets at the customary local price. The request shall be made within a reasonable period of time after the respective draw (not later than 10 days before the respective match).
- 2.4.3 Accreditation and VIP tickets requested by EHF/EHFM have to be prepared and sent by the home club according to the information provided by EHF/EHFM.
- 2.4.4 The EHF and/or its marketing partners shall have the right to organise events, banquets, sponsor and hospitality receptions, etc. At the venue in connection with DELO WOMEN'S EHF Champions League matches. Any rooms and resources required for this purpose shall be made available by the organiser/home club against payment of any additional costs that may occur. Some parking spaces right next to the playing hall should be available for these partners/sponsors.
- 2.4.5 The EHF and/or its marketing partners shall have the right to integrate guests into VIP events, other events / receptions (including food service) organised by the local organiser/home club on the occasion of DELO WOMEN'S EHF Champions League matches, etc. and/or to expand the scope of such events against payment of the additional costs occurred.
- 2.4.6 The EHF and/or its marketing partners shall have the right to organise incentive and hospitality trips along with onsite services in connection with DELO WOMEN'S EHF Champions League matches. Available options and requirements have to be discussed with the home club.
- 2.4.7 Any additional events to be held locally shall also be announced to the organiser/home club in good time; any additional costs incurred in that respect shall be borne by the EHF and/or its partners.

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

The home club has to invite local and international media to the event. This shall be done in cooperation with the EHF/EHFM Media and Communications Department. Accreditations for TV and radio can only be granted by EHF/EHFM. For other media representatives the club has the right to grant the accreditations. The home club has to provide all accepted media representatives with the necessary accreditations, which give them access to the media working room, the press conference room, the mixed zone and the press seats on the tribune.

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

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

### **2.6 Accreditations and invitations for TV staff**

The home club shall issue the required accreditations for the host broadcaster. The number of accreditations has to be agreed upon with the host broadcaster in good time prior to their arrival. Venue permits for all other TV representatives and ENG crews are subject to approval and have to be confirmed by the EHFM before each game. All TV representatives other than the host broadcaster have to ask for authorization from EHFM.

Starting with the DELO WOMEN'S EHF FINAL4 the EHF is responsible for all media accreditation dealings in close cooperation with the participating clubs.

### **2.7 Accreditations and invitations for EHF officials and staff**

The home club shall grant the EHF as well as its marketing partners (not exceeding 20 persons) free access and movement to all indoor premises and outdoor areas of the competition venue. Upon request all area access accreditations shall be handed out to the EHF upon the arrival.

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

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

## **3 Transport**

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

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

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

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

A list of approved airports for each club will be provided by the EHF by 15 August 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 obligated, upon issuance of an invitation for a required visa for the EHF officials as well as for the guest team, to grant all compulsory guarantees of the respective embassies. Furthermore, the home club is obligated to send, within 48 hours after the receipt of the request, the respective invitation. The home club is obliged to provide a bus of an international standard for a minimum of 40 persons for the local transport of the guest team. The bus must be equipped with a heating resp. an air-condition. The bus must be at the disposal of the guest team starting with the moment of arrival at the respective airport and finishing with the moment of departure at the respective airport, however, for a maximum of 96 hours only.

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



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

### **3.3 EHF officials**

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

### **3.4 EHF representatives**

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

### **3.5 EHF sponsors and media representatives**

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

## **4 Board and lodging**

### **4.1 Guest club**

The guest club is responsible for the organisation and the payment of its stay at the away match. This includes all aspects of accommodation, food as well as additional activities of the guest team.

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

The guest club is therefore free to define the number of 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 held responsible for any dispute or discussions about financial issues between the clubs resulting from individual agreements between clubs.

### **4.2 EHF officials**

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

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

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

### **4.3 EHF representatives**

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

### 4.4 EHF sponsor partners and media representatives

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

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

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

## 5 Organisational staff

### 5.1 General information

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

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

Further personnel placed under the authorities of the responsible:

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

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

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

### 5.2 EHF key contact/person

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

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

### 5.3 Person responsible for the guest club

The person who is responsible for the guest club is informed about the travel schedule of the guest club and organises the pick-up at the airport and the transfer to the hotel. In case of direct arrival by bus, he/ she is in charge of giving the necessary direction to assure a convenient arrival at the hotel. In case of any problems during the journey (flight cancellations, bad weather, etc.) he/ she will be a close contact to the representative of the guest club and the EHF.

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

The person who is responsible for the guest club accompanies the team representatives to the technical meeting and the team to training sessions, potential sightseeing tours as well as to the match. He/she supervises the locker rooms, makes sure that water is available and remains at the disposal of the guest club during the complete stay.

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

### 5.4 Person responsible for EHF officials

EHF delegates, referees, referee delegates and other official EHF representatives count as EHF officials.

The clubs are informed about the travel schedules of the EHF officials and organise the pick-up at the airport and the transfer to the hotel. In case the EHF coordinates the local transport and accommodation, the clubs will be informed accordingly in due time.

Moreover, he/she is liable for arranging local transport as well as the booking of the hotel rooms. He/she makes sure that the hotel rooms meet the requirements of the EHF and also reserves the restaurant for relevant lunch/dinner.

He/she supervises the availability respectively the equipment of the EHF delegate's and representative's room (internet access, fax and telephone) as well as the meeting room. They accompany the EHF delegate, referees and the referees delegate to the Technical Meeting as well as to the match, where they supervise the locker rooms and makes sure that water is available. Furthermore they are in charge of the timekeeper and the scorekeeper who are positioned on the timekeeper's table assisting the EHF delegate.

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

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

### 5.5 Person responsible for floor/protocol procedures

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

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

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

In case any of the technical devices or rooms (e.g. VIP room, press room, etc.) does not meet the requirements or does not exist in the playing hall, the person who is responsible for the

floor/protocol procedures is liable for instructing the hall personnel to carry out the renewal or installation of the facilities following the amendments of the EHF.

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

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

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

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

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

#### **5.6 Person responsible for marketing**

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

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

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

#### **5.7 Announcer**

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

The announcer in charge should respect the following guidelines:

- The announcer shall be well prepared for the match (script; time schedule; background information concerning the competition, the teams; top scorer; etc.)

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

#### 5.8 Scorekeeper and timekeeper

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

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

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).

The following persons shall be seated at the timekeeper's desk in the following order:

EHF delegate, timekeeper, scorekeeper, official announcer

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

### 5.9 Person responsible for security

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

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

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

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

### 5.10 Person responsible for media/TV/statistics

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

Furthermore the media/TV/statistics responsible is in charge of the media team and is in overall charge of the media room/working area and makes sure that the necessary equipment, information and beverages are available. He/she is also in charge of the press conferences, which are compulsory for all teams as of the Group Phase.

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

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

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

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

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

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

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

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

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

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

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

## **6 Security**

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

The clubs and national Federations undertake to observe the provisions of the EHF rules on safety and security procedure before, during and after all matches. All safety and security measures shall be coordinated with the persons in charge of specific services and with the EHF delegate / EHF security delegate.

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

## **7 Video recordings**

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

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

## **8 Officials tags**

Starting with the Qualification Tournaments, each home club has to produce official's tags (official A, official B, official C, official D) in the respective DELO WOMEN'S EHF Champions League design and has to be used only in combination with the official DELO WOMEN'S EHF Champions League lanyards. These tags have to be provided to the EHF delegate at least 1 hour prior to the start of the match. The officials of both teams, which were announced at the Technical Meeting, have to wear these tags during the complete match.



## **V. Media**

### **1 Media management**

#### **1.1 Media room**

- 1.1.1 The home clubs shall provide to the EHF and/or the holders of rights the technical support required as well as access for technical staff.
- 1.1.2 The home club shall create good working conditions for media representatives (TV, radio, written media) by providing a media room/work room with the following features:  
The media room shall be located as close to the mixed zone as possible. It shall have a minimum of 50 m<sup>2</sup> and shall be opened at least 2 hours before the match until two hours after the match. It shall only be accessible for accredited journalists.

The following equipment must be available:

- Electric power points for all accredited media representatives to have access to electricity
- Minimum of 5 tables and 30 chairs in order to fulfil local needs
- Access to telephone: costs are to be paid by media representatives
- ISDN line for broadcast services must be arranged by media representatives through the local telecommunications company
- High speed internet access (WLAN or cable connection e.g. ISDN, ADSL - a line for internet access/ISDN or equivalent shall be provided by the club free of charge). This network should be only for the use of the media.
- Two computers (Operating system: Windows XP with Office 2000 or higher, English version, PC must have USB connection)
- Minimum of one printer
- One photocopier
- Mobile phone reception
- Information material (official programme, line-ups, previous match reports, player information, etc.)
- Official EHF information (press kit etc.)
- Beverages (water, coffee, non-alcoholic drinks) and light snacks
- Adequate heating / central air conditioning
- Separate smoking area away from the working area / No smoking policy in accordance with the governmental smoking regulations

#### **1.2 Media seats on the tribune**

In the playing hall the minimum number of 15 seats must be available during the Group Matches and 20 seats for Main Round and Quarter-finals must be available. All seats shall be equipped with working tables. The EHF reserves the right to request the installation of additional seats with working tables. The club shall be flexible according to the number of accreditation requests. If possible, the seats are to be situated in the middle of the seating area. In any case the seats have to permit clear visibility to the playing court.

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

High speed internet access (WLAN or cable connection e.g. ISDN, ADSL – a line for internet access/ISDN or equivalent) shall be provided by the club free of charge. This network should be password-protected only for the use of the media. Mobile phone reception shall be guaranteed.

### 1.3 Mixed zone

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

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

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

Adequate heating / air conditioning and sufficient light conditions shall be arranged to guarantee the best possible conditions for players and media.

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

### 1.4 Press conference

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

As of the Quarter-finals and upon request, the club must send a detailed listing of all press/media activities, which also includes date and time of press conferences, in the week preceding the matches to the EHF. This list must be finalised and confirmed with the EHF in order to ensure that media requirements and interests are met. The EHF has the right to call and stipulate that a press conference is to take place prior to the match.

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

The responsible person for media/TV/statistics (who may delegate responsibility to a secondary person from the media team) must ensure that the head coach and a player, who participated in the match, attend the post match press conference. The head coach and the players are to be informed of this duty before the start of the match, preferably at the technical meeting. The participants in the press conference should also be handed a copy of the official match report. There should be cold refreshments available to the coaches and players (see chapter VI point 2.4).

The press conference can be carried out in the language of the host team. A translation has to be produced for the guest team. The press conference has to be carried out in English upon request (at least 3 days prior to the resp. match) of EHF/M.

The press conference room has to be equipped with:

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

The press conferences shall be streamed live on the host club's social media channel(s)

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

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

It shall be forwarded to [newseditor@eurohandball.com](mailto:newseditor@eurohandball.com) and [championsleague@ehfmarketing.com](mailto:championsleague@ehfmarketing.com).

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

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

### **1.6 Official club website**

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

### **1.7 Quotes for official websites**

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

## **1.8 Social media**

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

## **1.9 DELO WOMEN'S EHF Champions League on club website**

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

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

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

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

## **2 Media bibs**

Beginning with the Group Matches EHFM provides all clubs with dedicated bibs. Each person, who is accredited by the club as a photographer, TV crew member or host broadcaster has to wear the corresponding bib.

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

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

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

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

## **3 Photographers**

### **3.1 Accreditation and bibs**

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

Photographers shall be able to take photos related to the respective match without obstructing the game, the visibility of perimeter boards or the view of spectators.

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

### 3.2 Basic guidelines

Photographers should be provided with benches behind the goals. Photographers are permitted to sit in front of the nets to the point where the net is fixed to the advertising/perimeter board system. The advertising/perimeter boards must be visible all times and must not be covered or blocked in any way. This area should be reserved for photographers and separated from the spectator area.

Photos can be taken during the line-up. An area must be defined prior to the match with the EHF delegate or marketing supervisor (if nominated). Photographers may stand in this position until the pre-match procedure is finished.

After the line-up, photographers must return to the dedicated area behind the goals on each of the short sides of the court. Photographers shall stay in this area and remain seated during play. A position should be identified in the tribunes where photographers can take photographs without disturbing spectators.

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

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

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

No strobe light photography is permitted during the entire match.

Special guidelines apply to the EHF photographers when officially sent to a DELO WOMEN'S EHF Champions League match.

### 3.3 Photographs for on- and offline publications

The EHF has the right to nominate special EHF photographers starting from the Main Round to the DELO WOMEN'S EHF Champions League. The home club has to provide the EHF photographers with "all access" accreditations including access to the court, changing rooms and VIP areas. From the qualification phase, and in case no EHF photographer is nominated, the media/TV/statistics officer shall provide the EHF with the contact to the home club's photographer. The club is obliged to upload to the EHF photo system – the details of uploading will be distributed to clubs in good time prior to the start of the season:

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

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

- Match pictures (action/emotions) with sponsor presence on barrier boards and floor stickers
- Goalkeepers in action
- Coaches in action
- Referees in action
- Team line-up
- Beauty shot of the arena showing the full playing court
- Team pictures before the match (changing room, on-court during warm up, etc.)
- Team Time-Out
- Ceremonies (EHF representatives + VIPs)
- Opening and awarding ceremony
- Fans emotion/close up
- VIP room (used in official VIP guide)

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

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

- Minimum resolution of at least 8 Mega Pixel per picture
- 300 dpi
- jpg file format
- Files have to be delivered without filters

## **4 TV and radio**

The EHF is the right holder of the TV and media rights relating to the DELO WOMEN'S EHF Champions League for the 2019/20 season and therefore exclusively entitled to market such rights to thirds parties.

### **4.1 General**

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

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

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.

- 4.2.1 In all matches of the Qualification Tournaments, Group Matches, Main Round and Quarterfinal matches played within the framework of the DELO WOMEN'S EHF Champions League, the exclusive rights relating to television recordings, internet recordings, radio recordings and film recordings (including video recordings) along with all other multimedia rights (including mobile rights and any further media and transmission rights not mentioned herein) shall be marketed by the EHFM. Clubs can find all necessary requirements of the host broadcaster in the EHF Host Broadcaster Manual, which is distributed to each club at the beginning of the season. Clubs interested to use TV footage or any match action on their homepage or on any club related media platforms shall inform EHFM in due time. It is not allowed to use TV footage or reproduce match actions in the playing hall at any time during a match without prior authorization of EHFM. If a club intends to use TV footage or reproduce match actions on the screens of its playing hall, a respective request shall be made in writing to EHFM. EHFM decisions in this respect are final. Match action replays prior to, during and after the respective match are not permitted and shall not be shown on screens in the arena as well as on the TV cube.
- 4.2.2 The EHF/EHFM has the option of using existing television and film footage for the production and broadcasting of a news magazine/programme at a later date (exploitation of secondary and third party rights) free of charge. The option of using additional cameras, microphones, etc. for broadcasting matters during the match (using microphones during time-outs) shall be decided by the EHF.
- 4.2.3 Each club has to guarantee the production of an international TV signal on the basis of the EHF Host Broadcaster Manual for each home match. This signal must be made available to the EHF/EHFM (or for its respective partners) free of charge at the EHFM chosen satellite. The broadcast rights stay with the EHFM in all territories and in respect the respective club.

- 4.2.4 A club is released from this duty by the EHF/EHFM, if a respective agreement with a TV partner is reached by EHFM. Clubs directly qualified for the Group Matches will be released by 30 August 2019 from this duty if a TV agreement is reached by EHFM.

Clubs qualified via Qualification tournaments will be released by 13 September 2019 from this duty if a TV agreement is reached by EHFM.

- 4.2.5 Should there be neither a TV agreement between the EHF/EHFM and a club participating in the Group Matches nor between the EHFM and a TV partner by 20 September 2019, EHFM takes over the organization of the production of the TV signal and the respective costs are to be covered by the club.
- 4.2.6 Clubs interested in using TV footage or any match action on their homepage or on any club related media platforms have to inform the EHF Marketing in due time. All media rights belong to the EHF and further usage by the club has to be approved by the EHF/EHFM.

### **4.3 TV meeting**

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

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

### **4.4 On-site support**

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

### **4.5 Accreditation/access of the host broadcaster**

The host broadcaster's access to the playing hall at least 12 hours before the match shall be guaranteed. The respective accreditations (see chapter IV, point 2.5 to 2.6) have to be issued to the TV representatives and staff.

### **4.6 TV and radio accreditation**

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

#### **4.7 Technical requirements**

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

- 4.7.1 A parking area large enough to fit the OB van, the SNG truck and up to 4 additional trucks (production, editing, graphics and technical devices) must be available directly next to the playing hall. The exact number of vehicles will be confirmed depending on the individual preparation of TV productions. A LAN internet connection should be available at the TV compound. This area must be under surveillance and without access to the general public.
- 4.7.2 The host broadcaster's access to the playing hall at least 12 hours before the match shall be guaranteed. The respective accreditations (see chapter IV, point 2.5 and 2.6) have to be issued to the TV representatives and staff.
- 4.7.3 Camera platforms or fixed camera positions for a minimum of 7 cameras shall be available and have to be provided to the host broadcaster. Spectators have to be informed about possible viewing restrictions.
- 4.7.4 The position of the main camera has to be in line with the center line of the playing court in the playing hall. The exact positions of all additional cameras – height, angle and distance to the playing court – will be decided by the host broadcaster in cooperation with EHFM. The final camera positions will be communicated to the clubs 14 days prior to the first home match of the DELO WOMEN'S EHF Champions League. The home club shall make the respective seats/area available to the host broadcaster for the positioning of cameras.
- 4.7.5 Power supply: 2 x 63 Amp, 3 x 32 Amp
- 4.7.6 Cables ways for all technical devices in the playing hall.
- 4.7.7 A working area for all technical devices in the playing hall.

#### **4.8 Multilateral feed production requirements**

The host broadcaster produces DELO WOMEN'S EHF Champions League matches. Dedicated people within the home club are therefore required to cooperate with the production crew. The recording may start with the teams' arrival at the arena to the settling down in the changing rooms. Short recordings in the changing rooms may be done prior to the match. EHFM in cooperation with the host broadcaster will schedule interviews with players and coaches for domestic and international TV stations. Players and coaches shall be available for such interviews until 45 minutes prior to and after the final whistle of the match.



## **VI. Branding**

### **1 General information**

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

The official DELO WOMEN'S EHF Champions League layout must not be changed or redesigned in any way. The home club must strictly comply with the given layout and templates. Starting with the qualification tournaments, any layouts showing the official Corporate Identity have to be sent to EHFM prior to production. This also includes any digital content shown on screens and/or EABS.

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

Prior to the start of the Group Matches EHFM provides each club with a basic set of branding items, which has to be used. Only official DELO WOMEN'S EHF Champions League sponsors, partners as well as specified and approved club sponsors have the right for logo presence on branded items.

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

### **2 Branding areas & setup**

#### **2.1 Playing hall**

A unified DELO WOMEN'S EHF Champions League branding implies that advertising, banners or signage other than those authorized in the present regulations and/or by EHFM and those related to security measures (e.g. exit signs) shall not be visible in the playing hall within the frame of DELO WOMEN'S EHF Champions League matches. Clubs shall therefore remove or cover any non-authorized advertising (e.g. club and/or arena partners), banners or other signage (e.g. letters, slogans, commercials) present in the playing hall with neutral branding or solid dark-coloured material (e.g. black molton).

In case EHFM provides neutral branding material this has to be positioned in the 2nd row areas, on the tribunes, in the substitution areas, or other areas that have to be branded or neutralized. The exact positions/areas are defined by EHFM depending on the competition stage and the local venue situation. The clubs are therefore obliged to follow the instructions given by EHFM and EHF marketing supervisor (if nominated) on site.

#### **2.2 Timekeepers' table banner**

The official table banner, provided by the EHFM, has to be affixed to the timekeepers' table.

#### **2.3 Branding upgrade package**

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

## **2.4 Press conference**

The official DELO WOMEN'S EHF Champions League press conference backdrop, provided by the EHFM, has to be positioned just behind the table where the participants of the press conference are seated. Backdrop presence is reserved to EHFM sponsors and partners only.

A table banner, provided by EHFM has to be fixed on the front side of the conference table.

Additionally two panels/backdrops can be positioned on each side of the press conference table, showing the EHFM approved club sponsors.

## **2.5 Mixed zone**

EHFM will provide each club with a mixed zone banner/backdrop according to the DELO WOMEN'S EHF Champions League Corporate Identity guidelines. For each home match, the home club shall position this backdrop in the mixed zone for interviews and photographs. After the end of the match, TV and radio right holders as well as non right holders (non right holders without any recording equipment) are permitted to conduct interviews in this designated area. Logo/brand presence in the mixed zone is reserved to EHFM sponsors and partners. The implementation a mixed zone is mandatory. Access for all media representatives which have a media accreditation has to be given. The mixed zone is an area that is easy to access for accredited media representatives and that is located at the exit of the playing court and/or in the arena next to the dressing rooms.

## **2.6 Flash zone**

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

## **3 Official sleeve badge on players' shirts**

Starting with the Group Matches, the official players' sleeve badge is an obligation for all teams. There is no obligation to print the official DELO WOMEN'S EHF Champions League players' sleeve badge for the Qualification matches.

The EHF will provide all clubs participating in the Group Matches of the DELO WOMEN'S EHF Champions League with the layout of the official players' sleeve badges in digital form and for download in the Online Design Guide. Detailed information about the exact position, size and other aspects of the official sleeve badge will be provided by the EHFM. The sleeve badge has to be printed on the left arm only. The indicated space around the sleeve badge has to be free from any advertisement or logo.

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

## **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.) have to be branded with the DELO WOMEN'S EHF Champions League letterhead which is available for download in the Online Design Guide.

## **5 Accreditations**

The accreditations for the official sectors (playing court, media, etc.) have to be designed in accordance with the DELO WOMEN'S EHF Champions League Corporate Identity. Layouts will be provided by EHFM in the Online Design Guide.

Only official DELO WOMEN'S EHF Champions League lanyards have to be used for accreditations with access to the court.

### **6 Tickets**

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

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

### **7 Official programme**

The production of an official programme is not mandatory, however if a club produces such a programme, the provided guidelines have to be adhered. The design of the official programme has to follow the DELO WOMEN'S EHF Champions League Corporate Identity. The DELO WOMEN'S EHF Champions League advertisement has to be positioned on the foreseen area in the inner of the programme. Minimum requirements are the foreword of the EHF president, the DELO Group advertisement and the layouts as provided by EHFM in the Online Design Guide.

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

Layouts have to be sent to EHFM for approval prior to production. Only approved programmes and folders are allowed to be present at DELO WOMEN'S EHF Champions League matches. Clubs are not entitled to produce a second programme in addition to the official programme.

### **8 Flags**

The EHF flag (4 x 2 m) and the DELO WOMEN'S EHF Champions League flag (4 x 2 m) have to be positioned in the playing hall. EHF/EHFM recommends to adapt the size of other flags in use to the official EHF resp. DELO WOMEN'S EHF Champions League flag.

### **9 Promotional material**

EHFM provides a general template for posters and flyers, which shall be customized by each home club. The use of the given template is mandatory. Templates and detailed instructions are provided in the Online Design Guide. Any other design is subject to approval by EHFM.

The use of inflatable and flying objects is allowed on condition that it will not show any club/area sponsor logos or club/arena sponsor claims on the object. Exceptions are subject to written approval by EHFM. The presence of inflatable and flying objects is not allowed within the international feed/TV signal. The use of inflatable and flying objects are subject for approval by EHF/EHFM. EHFM may provide inflatables for selected matches, which shall be positioned according to the instructions given prior to the match.

### **10 The official ball**

Select as the "official ball supplier of the DELO WOMEN'S EHF Champions League" will provide the official ball for all matches of the DELO WOMEN'S EHF Champions League. Starting with the Qualification tournaments EHF/EHFM provides each participating team with 10 balls. Eight additional balls are provided to the host of the tournament for use in the respective matches. Starting with the Group Matches, participating clubs are obliged to use the official ball in all matches as well as during the warm up of the DELO WOMEN'S EHF Champions League. The EHF/EHFM will make available 30 balls to each club participating in the Group Matches of the DELO WOMEN'S EHF Champions League

for training purposes. In addition; EHF/EHFM provides each club with 2 match balls per home game which must be made available without prior use on the occasion of each home game accordingly.

No signs or other marks shall be written or affixed on the official training and match balls provided to the clubs. It is not permitted modify the corporate identity of the official match ball. Any use of balls other than the official match balls within the frame of the DELO WOMEN'S EHF Champions League, including (without limitation) the half time break as well as pre- and post match activities in the playing hall, infringes the exclusivity rights granted to the official ball supplier and is therefore not permitted, unless expressly agreed otherwise by EHFM.

## **11 The official anthem**

### **11.1 EHF Champions League anthem**

The EHF will provide each team participating in the Group Matches of the DELO WOMEN'S EHF Champions League with a CD or audio file including the official Champions League anthem. The official EHF Champions League anthem is to be used according to the official entry ceremony procedure/rundown (see chapter X, point 6.1.8).

### **11.2 EHF Champions League song**

The EHF/EHFM reserves the right to introduce a specific EHF Champions League song to the competition. In such case EHF/EHFM will provide each team participating in the Group Matches of the DELO WOMEN'S EHF Champions League with a CD or audio file including the official Champions League song. The official EHF Champions League song is to be used according to the official entry ceremony procedure/rundown (see chapter X, point 6.1.8).

## VII. Marketing rights & duties

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

The EHF transfers the use of advertising rights for the 2019/20 season to EHF Marketing and entitles it to undertake the respective measures with regards to 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 two months prior to the start of the Group Matches.

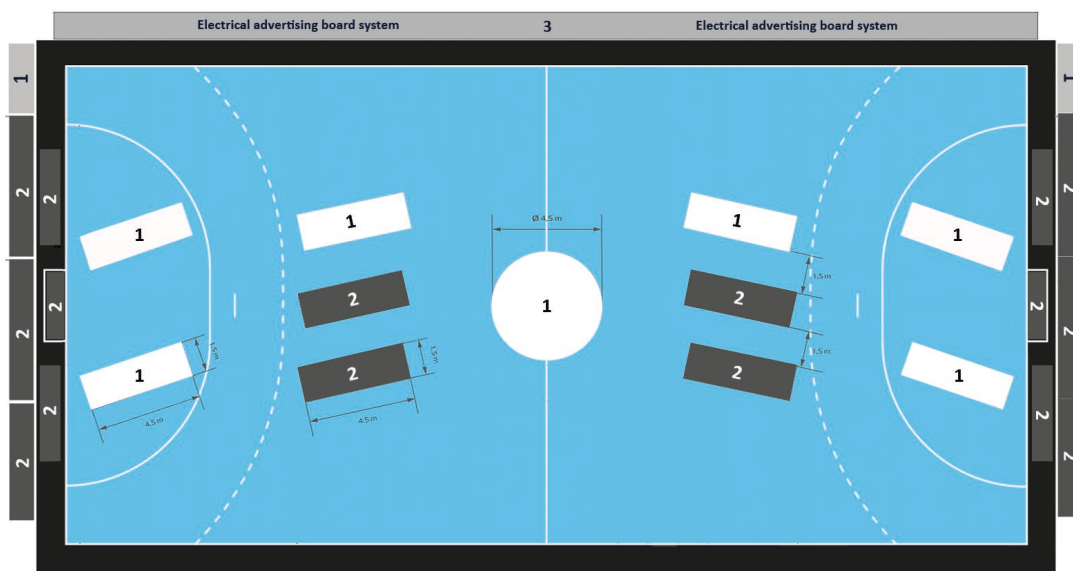
"EHF" under the present chapter refers also to EHF Marketing GmbH ("EHFM").

### 1 General information

With the beginning of the Qualification Tournaments to the Quarterfinals the number of floor advertisements during DELO WOMEN'S EHF Champions League matches shall be limited to 11 floor stickers on the playing court (including the centre circle) and a maximum of 6 floor stickers on the playing court surrounding area (next to and inside the goals).

Starting with the Group Matches, an EABS system on the long side of the playing court, fulfilling the minimum requirements, as defined in the EABS Manual, shall be set up for each match of the DELO WOMEN'S EHF Champions League, displaying animations of the official EHF/EHFM sponsors and selected club sponsors. A static barrier board system shall be set up on each of the short sides of the playing court. The use of an EABS on the short sides is subject for approval by EHFM.

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



- 1) EHF/M sponsors & partners
- 2) Club sponsors
- 3) EABS (EHF/M sponsors & partners; club sponsors)

For the Qualification Tournaments and as of the Group Matches, in the unlikely event that the EABS system cannot be set up, due to damages or other insolvable challenges, a static advertising board system shall also be used on the long side of the playing court (see chart under chapter VII, point 4).

### 1.1 Production and shipment

All floor stickers of EHFM sponsors and partners are produced and shipped by the EHFM. A club is responsible for the production of club sponsor stickers, any additional costs have to be covered by the home club.

### 1.2 Return of club advertisement rights

If the home club makes no use of the right to market one or several of the club's positions on the floor and/or on the static barrier board, the use to market these position(s) is passed on to the EHF/EHFM. The club has the obligation to inform the EHF/EHFM about those position(s) not later than one week prior to the respective match.

## 2 Distribution of board and floor advertising rights

### 2.1 Club rights

The following advertising rights from the Qualification Tournaments to the Quarterfinals are to be marketed directly by each home club: Three static board advertising positions on each short side as well as 4 floor advertisements on the playing court. The floor advertisements are to be positioned on the height of the 9m line and have to have the dimensions 4,5 m x 1,5 m.

The playing court surrounding area is to be marketed by the clubs. The number of advertisements allocated in the playing court surrounding area will be a maximum of three on each side. One sticker inside each goal (2,9 m x 0,95 m) and two stickers next to each goal (4 m x 0,8 m).

See chart under chapter VII, point 1 – positions number 2)

### 2.2 EHF/EHFM rights

The EHF has the exclusive right to use the upper 3 m x 1 m static board position on each short side.

In addition, the EHF has the right to exclusively use the center circle, two floor advertisements in each goal area (four in total) and one floor advertisement on the playing court, positioned on the height of the upper 9 m positions (one on each side, two in total) of a DELO WOMEN'S EHF Champions League floor setup. The center circle will have a diameter of max 4,5 m. No club sponsor advertisement may be positioned in these areas.

See chart under chapter VII, point 1 – positions number 1)

## 3 Electronic advertising board system (EABS)

Beginning with the Group Matches, an EABS shall be set up on the long side of the playing court, whereas on each of the short sides a static barrier board system of 1m height shall be used. A home club must set up and run an EABS at its own cost. The use of an EABS on the short sides is subject for approval by EHFM.

### 3.1 Distribution of rights

The EHF will market the right to advertise 40 min LED/LCD time.

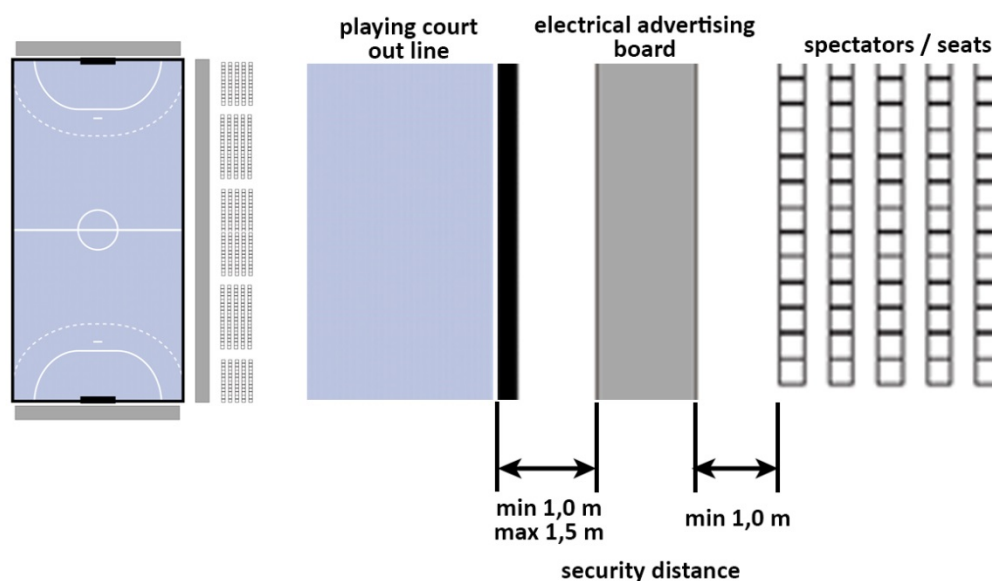
### 3.2 Setup of the EABS

An EABS must be set up on the long side with the dimension of min. of 40 m and a max. of 42 m total length and a min. of 80 cm and a max. of 110 cm total height. A combination of electronic and static boards on one side is not permitted. In any case the long side (40m) and both short sides (20m each) of the court have to be surrounded by a board system. Gaps or empty areas are not permitted (with exception of the corner of the playing court). Setup includes the correct installation and removal of the EABS as well as the proper fixing of the advertising banners onto static barrier boards on each of the short sides.

The final position of the EABS has to be approved by the EHF delegate resp. EHF marketing supervisor (if nominated).

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

The EABS must not be used as a storage space for jackets, drinks, promotional material, etc. The home club shall provide dedicated security people free of charge to ensure the above mentioned. The home club operates the EABS by itself and is responsible for the proper progress of the playlists, provided by EHFM. The operation has to start three hours before throw-off at the latest.



### 3.3 TV test of EABS

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

### 3.4 Production of animation and playlists

The EABS playlists for each competition phase will be generated by EHFM. The club will receive the playlists (pdf or excel file) at least three (3) days before the respective competition phase. Minute allocations as well as the exact position for every single animation will be defined in the playlists.

The home club is responsible to programme the EABS software according to the provided playlists. Animations of EHFM sponsors and partners will be generated and distributed by EHFM according to the EABS specifications, provided by the club prior to the season.

Any changes and/or updates to the provided specifications have to be communicated immediately to EHFM by the club. Costs arising through late or wrong information have to be covered by the home club. Any changes to the EHFM playlist are not permitted.

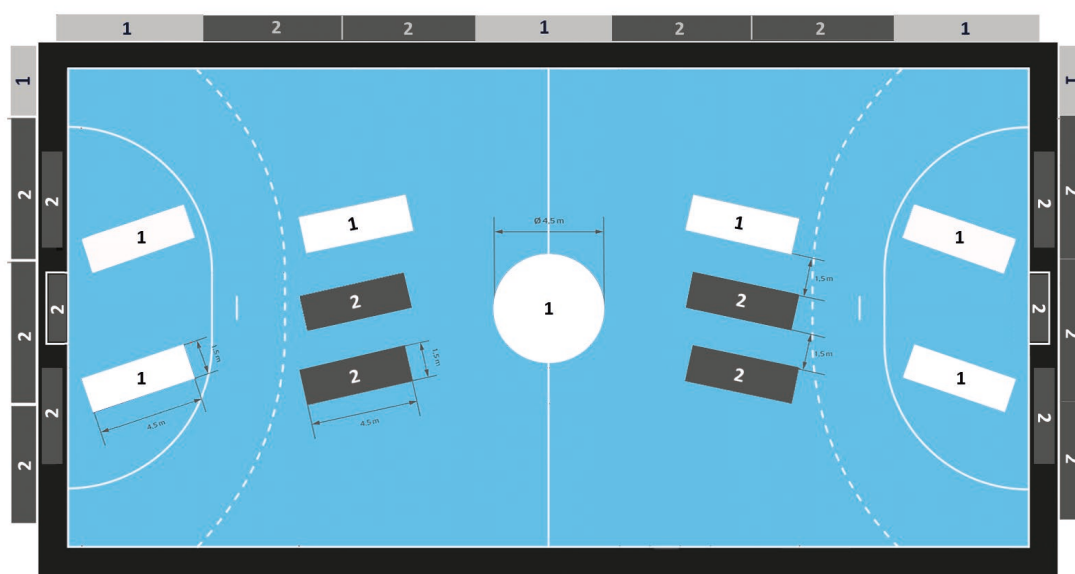
## 4 Static barrier boards

### 4.1 Setup with static barrier boards

If the EABS cannot be set up, due to damages or other insolvable challenges, a static barrier board system (42 m x 1 m on the long side and 20 m x 1 m on both short sides of the playing court) has to be installed. The final decision about the use of a static barrier board system on the long side of the playing court, is up to the EHFM, resp. the EHF delegate on site.

### 4.2 Distribution of rights

The home club has the right to position club sponsors on the following areas (see positions marked with number 2 in the chart below). The EHFM has the right to use three 6 m x 1 m barrier boards (one in each corner and in the middle) on the long side of the static barrier board.



- 1) EHF/M sponsors & partners
- 2) Club sponsors

## 5 DELO WOMEN'S EHF FINAL4

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

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



## **6 Placing of advertisement**

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

- The quality of advertisements used must not spoil the quality of TV coverage and TV production. Implemented advertisement which spoils the quality of TV coverage and TV production can be ordered to be removed or covered.
- The size of the boards and the placing of the advertisements should follow the EHF guidelines and also should allow a full visibility of the event from all angles on the TV screen.
- Advertisements which damage the quality of TV coverage and TV production can be ordered to be removed or covered.
- It goes with the responsibility of the home club to make sure that the advertisements used are in conformity with the given guidelines.
- Advertisement, which is 3-dimensional, luminescent or fluorescent is subject for approval by the EHF.
- The first row of advertising on the long side, opposite the main TV camera, should have a height of 100 cm above normal floor level.
- The first row of advertising on the goal lines (short sides) should have a height of 100 cm above normal floor level.
- In case of EABS all animations should have a duration of 30 seconds each and should be shown on the full length of the system. Specific guidelines for the creation of animations apply. In case of LED or LCD advertisements the animations should not disturb the flow of the match.

### **6.1 Press conference room**

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

### **6.2 VIP room**

Beginning with the Group Matches, the VIP room shall be free from any advertisement, which is not in compliance with the present regulations or not expressly agreed upon by the EHF (see chapter VIII). This included also large branding of any other objects.

## **7 Securing of advertising**

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

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

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

## **8 Branch exclusivity**

In respect of the advertising rights managed within the framework of these Regulations, the EHF has the right to branch exclusivity for their partners put on board resp. floor advertising areas within the complete range of the TV cameras. The respective sponsors shall be announced by the EHF to the clubs concerned in writing until 15 August 2019. Any advertising at the competition venue that violates industry exclusivity shall be removed if requested by the EHF. Industry exclusivity does not apply to the players' clothing.

## **9 Other advertising forms**

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

### **9.1 Referees'/officials' advertising**

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

### **9.2 Advertisement on player's kits**

#### **9.2.1. Qualification Tournaments**

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

#### **9.2.2. Group Matches - Quarterfinals**

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

### **9.3 Event staff**

The EHF has the exclusive right to market the clothing of the event staff (moppers, flag carriers, awarding hostesses, escorts kids). In case of a sponsorship the respective sponsor/s is/are to be announced by EHFM to the clubs concerning in writing until 15 August 2019 at the latest.

### **9.4 Fan-activation tools**

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

### **9.5 Sponsor promotion activities**

EHFM has a first right of refusal for any kinds of sponsor promotion activities organized within the frame of the DELO WOMEN'S EHF Champions League matches.

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

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

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

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

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

## **10 EHF sponsors**

### **10.1 Title sponsor**

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

### **10.2 Sponsors & partners**

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

- DELO WOMEN’S EHF Champions League premium sponsor
- DELO WOMEN’S EHF Champions League regional premium sponsor
- DELO WOMEN’S EHF Champions League official partner
- DELO WOMEN’S EHF Champions League official supplier

### **10.3 Club sponsors**

DELO WOMEN’S EHF Champions League club sponsors shall have the right to be present in home matches of the respective club during the Qualification Tournaments, Group Matches, Main Round and Quarterfinals following the advertising positions defined in detail within this document.

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

### **11.1 Production**

All advertising material in regard to EHFM sponsors and partners used in the DELO WOMEN’S EHF Champions League, including the production of animations for the EABS (for DELO WOMEN’S EHF Champions League sponsors) is in the responsibility of EHFM. Costs are borne by EHFM.

The production of club sponsors advertising material (e.g. floor stickers) and animations for the club sponsors are done by the home club (see chapter VII, point 1.1 and 3.4)

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

The entire advertising and branding material produced by EHFM is delivered to the home club in due time prior to the match. The person responsible for marketing of the home club shall confirm in writing the receipt of the advertising material to EHFM.

### **11.3 Fixing of floor stickers**

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

The positioning and fixing of floor stickers shall be completed by at least two persons, provided by the home club free of charge.

### **11.4 Removal**

After the match advertising banners, floor stickers and branding material have to be removed by the home club. Branding materials have to be removed carefully and shall be used for multiple seasons. Floor stickers are for one-time-use only. Should any advertising or branding material be damaged or lost, EHFM has to be informed immediately. In case some of the reusable material is damaged, additional costs for production and shipment of material have to be borne by the club.

### **11.5 Storage**

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

### **11.6 Return of advertising material**

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

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

## **VIII. VIP & hospitality**

VIP and hospitality programmes are vital in order to attract local authorities, politicians, executives, sponsors and sponsors' clients. VIP facilities, including a dedicated VIP room, shall be prepared and made available by each home club. VIP facilities shall be located in the playing hall of the respective DELO WOMEN'S EHF Champions League match, shall be easy to access from the tribune and clearly indicated by the signposting system in English language. The VIP room shall be opened at least 45 minutes before the match, during halftime break and 30 minutes after the match and has to be equipped with a buffet section, chairs and/or standing tables providing sufficient room for the number of VIP tickets sold for the respective match. All VIP equipment has to be of good standard and high quality. The buffet sections as well as the tables have to be covered with white table clothes. Table tags with sponsor branding for EHF sponsors have to be positioned in the VIP room.

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

### **1 VIP catering**

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

### **2 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 DELO WOMEN'S EHF Champions League matches, etc. and/or to expand the scope of such events against payment of the additional costs incurred.

### **3 Time schedule - requirements**

Any additional events (on-site promotions/sponsor stands) to be held locally shall also be announced to the organiser/home club in good time; on request, the home club shall place six separate spots of 20 m<sup>2</sup> in or near the playing hall at the disposal of the EHF. Broadband internet connections for the sponsor's stands shall be available. The cost shall be borne by the EHF and/or its partners.

## **IX. Technical services**

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

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

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

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

Deadlines:

Registration of scouts: 15.07.2019

Passing the training: 01.09.2019

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 Goal line technology**

The EHF reserves the right to implement goal line technology in matches of the DELO WOMEN'S EHF Champions League starting from the Qualification Tournaments. Any decision in connection with the possible use of goal line technology during the matches is in the responsibility of the referees and has the same status as any other decision taken by the referees on the court.

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

### **3 Goal light technology**

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

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

### **4 Instant replay technology**

The EHF reserves the right to install an instant replay technology in matches of the DELO WOMEN'S EHF Champions League starting from the Qualification Tournaments. Any decision in connection with the possible use of instant replay technology during the matches is in the responsibility of the referees and has the same status as any other decision taken by the referees on the court

### **5 Digital match report**

Starting with the Qualification Tournaments, the digital match report has to be used by the scorekeeper at the timekeepers' table in all DELO WOMEN'S EHF Champions League 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 digital match report and passed the respective training.

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

## **6 Players and ball tracking**

The EHF reserves the right to implement player and ball tracking in cooperation with clubs. Corresponding and defined live data will be available for clubs and media.

## **7 Electronic Team Time-Out**

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

### **7.1 Rules for the use of the Electronic Team Time-Out:**

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

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

Please note that the general rules regarding number of team time-outs apply and that a team time-out can obviously only be requested as long as ball possession is not changing.

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

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

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

- Red and blue card for the official who requested the TTO by pushing the button (8:10b)
- 7-meter throw for the team which was in ball possession
- Team that caused the faulty Team Time-Out will lose one (1) team time-out (total number of the team time-outs will be reduced by one)

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

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

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

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

## **8      Photos/film/video**

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

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.

## **9      Film footage rights**

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

## **10     Promotion clips**

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



## **X. Procedures and protocol**

### **1 Officials ceremonies**

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

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

### **2 Final inspection of the playing hall**

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

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

After the final inspection no activities on the playing court are allowed without the confirmation of the EHF delegate resp. EHF Marketing Supervisor (if nominated).

### **3 Technical meeting**

The technical meeting has to be carried out in a meeting room at the playing hall. At this Technical Meeting, both teams shall enter all players they intend to use (not more than 16) and officials (not more than 4), in the match report.

Additional matters for the technical meeting:

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

#### **3.1.1 Qualification Tournaments:**

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

#### **3.1.2 Starting with the Group Matches:**

Starting with the Group Matches, the technical meeting shall take place at 10:00 hrs. on the day of the match. In case the match is played before 13:00 hrs. The technical meeting shall take place on the evening before the match.

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

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

## **5 Playing eligibility**

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

## **6 Match procedure**

### **6.1 Pre-match procedure**

- 6.1.1 As the entry ceremony gives the first impression of the event for TV spectators and spectators in the playing hall it is important that all players of both teams respect and strictly stick to the timings fixed in the Technical Meeting for the entry ceremony and throw off.
- 6.1.2 **Ball display**  
EHFM will provide a branded ball display. This ball display must be used with a completely clean/unused official match ball
- 6.1.3 During the entry ceremony the players must wear identical clothing: either with the player's clothes (short shirts and trousers) or tracksuits.
- 6.1.4 The players can be accompanied by children during the entry ceremony. This right is valid until recalled by EHFM. Escort kids may be visible on TV. The following criteria have to be observed if the home club chooses to involve escort kids:
- Escort kids has to be used equally for both, home and away team
  - They have to be equally dressed for both teams
  - Escort kids may wear neutral t-shirts and pants (shoes are excluded) or club branded t-shirts and pants. T-shirts and pants branded with a nominated club sponsor, approved by EHFM, are permitted. There shall be no presence of further partners.
  - Layout/photos of branded clothing for escort kids have to be sent to EHFM for approval prior to use
  - The exact procedure has to be discussed in the technical meeting
- 6.1.5 Beginning with the Group Matches the following flags should be available in the playing hall at each Champions League match
- Flag of the clubs
  - Flag of the EHF (2 x 4 m) and DELO WOMEN'S EHF Champions League flag (2 x 4 m)
- 6.1.6 **Run-down**  
The official DELO WOMEN'S EHF Champions League anthem shall start exactly 3 minutes before the match. EHFM provides each club with a short clip giving detailed guidelines about the procedure. Until then individual team presentations have to be carried out and finished.  
The referees have to stand in the middle of the playing court, wearing the official referee shirts (no track suits). The EHF flag has to be positioned on the right side of the referees in the view of the main TV camera/judges table. The DELO WOMEN'S EHF Champions League flag has to be carried on the left side of the referees in the view of the main TV camera/judges table. Both flags have to be carried by four persons per flag.

6.1.7 Both teams have to line up in one line with the referees facing the main TV camera/judges table. The home team has to line up on the left side and the guest team on the right side (facing the main TV camera/judges table). This part of the official ceremony shall be accompanied by the official DELO WOMEN'S EHF Champions League anthem and the fair play text. After this part the players approach the middle line behind each other for the hand shake. The referees should be directing players to make the handshakes in the appropriate way. The club flags shall leave the court in the same way in which they entered during the march in. At the same time the EHF and DELO WOMEN'S EHF Champions League flags prepare to leave the playing court.

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

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

end of warm up

10:00-03:00 Start of the official entry ceremony

Walk in of EHF referees and flag carriers

Presentation of EHF referees and EHF delegate

Presentation of both teams / players line up

03:00-00:30 Playing of the official EHF Champions League anthem

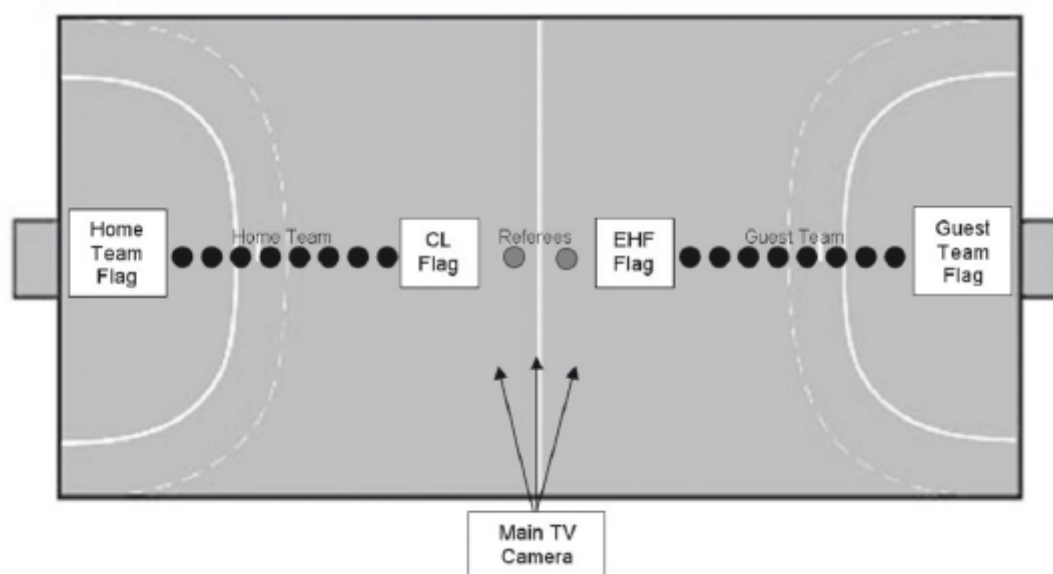
Fair play text (in local and English version by announcer) / Handshake

00:30 Players are ready for throw-off;

00:00 Throw-off (start-up signal of EHF delegate)

6.1.9 Chart entry ceremony

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



## **6.2 Post match procedure**

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

## **7 Flags**

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

## **XI. EHF**

### **1 Referees**

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

#### **1.1 Nomination**

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

#### **1.2 Non appearance**

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

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

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

### **2 Officials**

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

#### **2.1 Nomination**

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

#### **2.2 Responsibilites/duties**

2.2.1 The EHF delegate shall verify and ensure the orderly conduct of the event before, during and after the match and prevent any occurrences that may lead to a protest or a repetition of the match. The safety and security of players, referees, delegates and spectators shall be ensured. All measures shall be taken that are necessary to maintain safety and security. The provisions of the Rules on Safety and Security Procedure shall be implemented.

2.2.2 The EHF delegate shall observe and assess the referees' performance. A delegate is not a chief referee. Responsibility on the playing area rests solely with the referees. Nonetheless, the delegate shall interrupt the match if necessary and bring errors that may lead to a protest to the referees' attention. Errors in this context do not mean decisions made by the referees on the basis of their observation of facts. The delegate shall not take decisions but only make recommendations. When on duty, the delegate shall always carry a copy of EHF and IHF Regulations as well as the Rules of the Game.

2.2.3 If a referee delegate is present at the match, it is his duty to guide the referees during the entire stay from their arrival to their departure.

2.2.4 The officially appointed delegate shall always sit at the timekeeper's desk to have a good view of the substitution area at any time and to be able to intervene if necessary (see IHF Substitution Regulations).

### **3 Travel arrangements**

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

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

#### **3.1 Travel costs**

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

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

#### **3.2 Compensation**

- 3.2.1 Qualification Tournaments:  
Each referee gets :a daily allowance of € 60 per day and a match fee of € 90 per match.  
All other persons appointed by the EHF get a daily allowance of € 60 per day and a match fee of € 45 per match.
- 3.2.2 Group Matches and Main Round:  
Each referee gets :a daily allowance of € 60 per day and a match fee of € 285 per match.  
All other persons appointed by the EHF get a daily allowance of € 60 per day and a match fee of € 85 per match.
- 3.2.3 Quarterfinals:  
Each referee gets :a daily allowance of € 60 per day and a match fee of € 715 per match.  
All other persons appointed by the EHF get a daily allowance of € 60 per day and a match fee of € 135 per match.
- 3.2.4 DELO WOMEN'S EHF FINAL4:  
Each referee gets :a daily allowance of € 60 per day and a match fee of € 660 per match.  
All other persons appointed by the EHF get a daily allowance of € 60 per day and a match fee of € 140 per match.

## **4 Insurance**

### **4.1 Accident and health insurance**

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

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

### **4.2 Exclusion of liability**

The EHF shall not be liable for any third-party liability claims arising from the execution of single matches or any other events in connection with the DELO WOMEN'S EHF Champions League. The EHF shall be indemnified and hold harmless of and from any and all claims, causes of action, damages and judgments arising from any act or omission in connection with the execution of single matches or any other events in connection with the DELO WOMEN'S EHF Champions League by the club and its representatives concerned.

## **XII. Finances**

### **1 Disbursement of DELO WOMEN'S EHF Champions League marketing proceeds**

#### **1.1 Allocation**

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

#### **1.2 Taxes**

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

#### **1.3 Granted disbursements**

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

Group Matches: (total of three home matches)	€ 10.000,--
Main Round: (total of three home matches)	€ 20.000,--
Quarterfinals: (total of one home match)	€ 25.000,--
DELO WOMEN'S EHF FINAL4: basic amount	€ 50.000,--
additional bonus	tbd

##### **1.3.1. Additional disbursements**

The total of the additional proceeds of the 2019/20 season is to be paid to those clubs participating in the 2019/20 season according to the distribution keys as they are used for the general payments.

#### **1.4 Dates of payments**

The marketing proceeds specified in connection with the joint marketing of the DELO WOMEN'S EHF Champions League shall be disbursed to the participating clubs by 31 July 2019 at the latest.

#### **1.5 Additional advertising arrangements**

1.5.1. Any income from the advertising on barrier boards and other types of advertising or from sponsors that according to the present DELO WOMEN'S EHF Champions League Regulations is not managed by the EHF/EHFM as well as the income from the ticket sales shall not be subject to the distribution principle and shall belong directly to the respective home club.

1.5.2. The proceeds from advertisement areas that are marketed by the EHF/EHFM according to the present regulations shall not be subject to the distribution principle and shall belong to the EHF/EHFM.

Separate regulations and arrangements apply for the DELO WOMEN'S EHF FINAL4.



## **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 DELO WOMEN'S EHF Champions League unless stipulated otherwise in the present section.

### **1 Protests and Disciplinary Procedures**

#### **Definition**

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

#### **Exclusion of Protests**

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

- scheduling of and drawing for matches
- nomination of 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 DELO WOMEN'S EHF Champions League Qualification/Tournament Phase.**

##### **1.1.1 Protests**

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

Protests shall be handed over in writing to the responsible EHF delegate within one (1) hour after the end of the relevant match.

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

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

The reasons for the protest as well as any relevant statement and document shall be submitted by the claimant in writing and in English to the responsible EHF delegate no later than 9.00 am local time the day after the relevant match.

The EHF delegate takes a decision on the protest no later than 12.00 pm (noon) local time the day after the relevant match. Such decision is announced to the relevant parties.

##### **1.1.2 Appeals**

Any decision taken by an EHF delegate according to the present section may be appealed to the EHF Court of Appeal, acting as an ad hoc body consisting of at least three (3) members. Unless otherwise provided in the decision of the EHF delegate, an appeal shall be filed with the EHF Office and shall be requested to the EHF delegate in writing and in English no later than 8.00 pm local time the same day the EHF delegate's decision is announced to the relevant parties.

- 1.1.3 Moreover an appeal fee of € 1,000 shall be paid by the appellant to EHF. Such amount shall be paid directly to the EHF delegate or shall be transferred to the EHF bank account at the same time the appeal is filed/requested. A written proof of payment of the appeal fee within the defined deadline shall be deemed sufficient.
- If the appeal is fully granted, the appeal fee is refunded to the appellant; otherwise it is forfeited to the credit of the EHF.
- The appeal request will be transferred to the EHF Court of Appeal. The Court of Appeal takes a decision by simple majority following an express procedure no later than 12.00pm (noon) local time the day following the filing of the appeal. The decision is communicated in writing to the relevant parties.
- The EHF Court of Appeal Ad Hoc Commission consists of at least three (3) members of the EHF Court of Appeal nominated by the President of the EHF Court of Appeal before the beginning of each DELO WOMEN'S EHF Champions League qualification phase. They may be challenged in accordance with the EHF Legal Regulations.
- The EHF delegate having decided on the protest at first instance shall not be part of the Ad Hoc Commission examining the protest in appeal.
- 1.1.4 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 DELO WOMEN'S EHF Champions League Qualification/Tournament phase, violations of the present Regulations and/or any other EHF regulations applicable to the DELO WOMEN'S EHF Champions League Qualification by any team, individual and/or EHF Official are examined, decided upon and sanctioned by the EHF delegate and the EHF Court of Appeal ad hoc commission (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.
- 1.1.5 Protests and disciplinary/legal proceedings arising at the end of a qualification/tournament phase
- Unless deemed necessary by the EHF to ensure the proper running of a DELO WOMEN'S EHF Champions League qualification/tournament phase, any protest, dispute, disciplinary and/or legal adjudication arising from matches played on the last day of the respective qualification/tournament phase or from the last match of the respective team shall be settled through the regular EHF legal system, i.e. the EHF Court of Handball in first instance, the EHF Court of Appeal in second instance and eventually the EHF Court of Arbitration. Regarding protests, conditions set forth below in Article 1.2 shall be applicable.
- 1.2 DELO WOMEN'S EHF Champions League (starting from the Group Matches)**
- 1.2.1 Protests
- Protests related to matches of the DELO WOMEN'S EHF Champions League shall be settled at first instance by the EHF Court of Handball unless they refer to matters of administrative nature defined in the Catalogue of Administrative Sanctions. In these cases, they shall be settled by the EHF Office.
- Protests shall be communicated in writing and in English to the EHF Office with any relevant statement and documents no later than twenty-four (24) hours after the end of the relevant match.

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

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

**1.2.2 Appeals**

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

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

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

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

**1.2.3 Eligibility to play**

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

**1.3 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.

**2 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.

**3 Arising costs**

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

**Exclusion of liability**

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

## XIV. Anti-doping

### 1 General

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

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

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

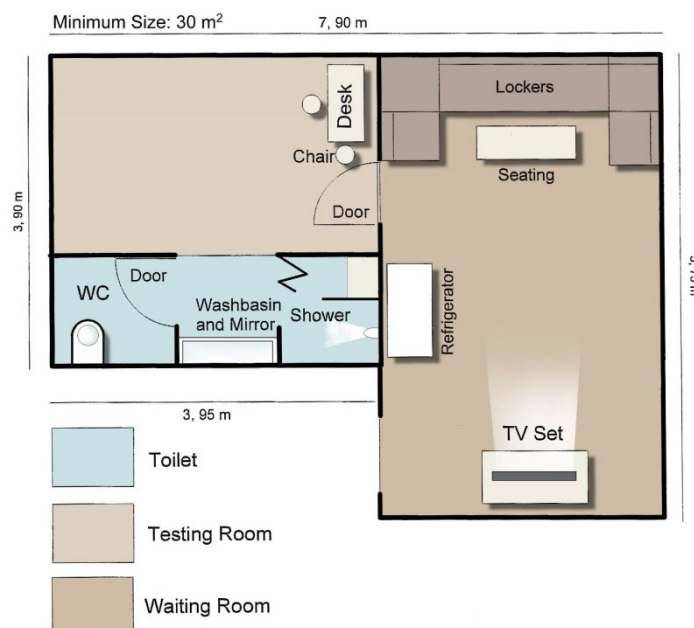
In case of anti-doping rule violations, EHF will initiate disciplinary proceedings against the perpetrators and take the appropriate disciplinary measures in accordance with the EHF Legal Regulations, the EHF List of Penalties and the EHF Regulations for Anti-Doping. This may include the imposition of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

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

### 2 Anti-doping infrastructure

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

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



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

## **XV. Enclosures**

### **1 Check list – security briefing**

- Welcome and introduction by the EHF delegate
- Check of list of participants by the EHF delegate
- Who is who?
- Explanation of preparatory measures by the home club
- Security concerns: the guest club representative provides information about potential sources of danger and special characteristics of the guest club fans and announces the end chosen
- Presentation of the safety and security plan by the club responsible
- Information about access and escape routes, routes for referees and clubs, past problems and incidents, etc. provided by the playing hall responsible
- Information about the number and strategic deployment of police forces inside and outside the playing hall, control of the entrance area and the emergency plan provided by the police officer in charge
- Information about the number, training and deployment of staff in the playing hall, controls in the entrance area and accessibility of steps and stairways provided by the security/tickets responsible
- Information about the number, training and location of staff provided by the Security/tickets responsible
- Information about the number, training and location of staff provided by the Officer in charge of fire fighters
- Explanation of organisational details of the competition and how to deal with problem situations (including references to past experience) provided by the home club responsible
- Information about the number of spectators expected and provision of a map of the playing hall by the home club responsible
- Who is seated where? (fans of home club and guest club, VIPs, press, Additional members of the guest club delegation) – sketch
- Information about traditions and ceremonies in connection with the match
- Additional problem areas
- The EHF delegate highlights potential problem areas (objects being thrown onto the playing court, bengal fire sticks, clashes among spectators, smoke bombs, invasion of the playing court, assaults on referees, etc.) and optimises the safety and security plan in consultation with the officers in charge
- Finally, the operating plan is approved
- The EHF delegate shall announce where they will be positioned during the match
- Communication aids, equipment, pagers, walkie-talkies
- Strategy for “worst case scenario/emergency plan”

### **2 Check list – venue set-up**

Technical set-up / equipment:

- Flooring set-up in general
- Size of base area; size of playing court
- General condition of the surface
- Positioning of the playing court
- Security spaces
- Handball line-markings respectively colour areas in case of floorings without lines
- Check of areas (6m, 9m), tape markings
- Correctness of measurements

- Dimensions of substitution areas
- Check of substitution area, positioning of benches/chairs (to be tied together in order to avoid moving), tape markings
- Assembly of the goal
- Lighting
- Working places for photographers behind the goal
- Overall conditions of infrastructure and overall appearance of the event site flags (EHF, participants, EHF - Officials, clubs), banners, event identification, venue dressing, etc.
- Set-up advertising (overall appearance, correct application of EHF advertising)
- Fixing of the catch nets behind the goals at the advertising boards
- Dressing rooms – size, massage table, routing, signposts on the doors, water;
- Medical room
- Reserve goal
- Table size and position (three persons – EHF delegate-timekeeper-scorekeeper, approximate size 3m x 0,8m)
- Positioning of the speaker – most suitable behind the table (an alternative can be at the timekeepers - table;
- Material for the work at the table (timekeeping apparatus, reserve clock, TV clock – if TV transmission, - team time-out cards, cards for 2 minutes suspension, etc.)
- Routing system throughout the hall – arrow signposts, door signs, etc.
- EHF delegates' office – sufficient technical infrastructure (match report handling and distribution)
- Places for statistics (scouting) – if necessary
- Check flash/mixed zone – infrastructure
- Working places with desk for the press in the arena
- Arena accesses/exits
- Position/number of score boards
- Availability of air-conditioning/heating
- VIP places in the arena
- VIP lounge

### **3 Media/press/TV:**

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

### **4 Check list – technical meeting**

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

- Playing hall
- Information on the playing court and the substitution area
- Safety and Security measures concerning clubs and officials
- Hall capacity
- Information on the ticket sales
- Entrance control
- Technical equipment, TV, marketing
- DMR (Laptop, Power Supply, Internet connection, training scorekeeper)
- Safety and Security measures concerning spectators and first aid
- Questions by home/guest clubs
- Accompanying programme
- Miscellaneous
- Closing

## **5 Check list – TV meeting**

### **Time schedule**

Briefing 2 hours before the throw-off of the match

Feedback meeting – 30 minutes after the end of the match

### **Duration**

Briefing before the match: max 10 minutes

Feedback meeting: max. 10 minutes

### **Place**

All participants shall be informed about in good time prior the meeting by the home club representative – meeting should take place in the playing hall (meeting room)

### **Participants**

- Marketing supervisor (leads the meeting)
- EHF delegate (if no marketing supervisor nominated leads the meeting)
- Representative of home club
- TV producer / Editorial responsible on site
- Representative of guest club (upon request of the marketing supervisor / EHF delegate)
- ENG Crews

### **Agenda for Briefing (before the match)**

- Presentation of participants

Information given by the club representative / marketing supervisor:

- General schedule of event (throw-off time , expected crowd)
- Detailed run down: 60 min before match until throw-off; half-time programme and schedule after the - match (to be handed to all participants – see point 2, chapter 10 of the DELO WOMEN’S EHF Champions League Regulations)
- Special arrangements / side event
- Injuries / comebacks / new players, etc.
- Up-to-date team line-ups (place/time of delivery or pick up)
- Names of EHF referees
- Name of EHF delegates/representatives
- Name of VIPs
- Attitudes in case of unforeseen incidents (injuries, problems with fans, etc.)
- Interviews to be carried out in the mixed zone



Information given by the TV representative:

- Programme schedule of today's match (live/delayed)
- TV set-up (n° of cameras, general set-up, use of mobile cameras during time-break, etc.)
- Interest in interviews (time/place/player to be defined)
- Use of DELO WOMEN'S EHF Champions League Graphics (intro/ outro/ statistics)

Miscellaneous and synchronisation of watches

**Agenda for Feedback meeting (after the match):**

- Feedback given by the TV representative
- Feedback given by the club representative
- Feedback given by the EHF representative
- Handing over of the DVD/Video tape
- Closing