






**CHAMPIONS LEAGUE SEEDING LIST  
and  
DATES**



	Qualification K.O. round	Group Matches	Main Round	1/4 Finals	1/2 Finals	Finals	
		16 teams	8 groups with 4 teams	4 groups with 4 teams	8 teams	4 teams	2 teams
	<b>06./07.09.08</b> first leg	<b>01.-05.10.08 (1)</b> <b>08.-12.10.08 (2)</b> <b>15.-19.10.08 (3)</b> <b>05.-09.11.08 (4)</b>	<b>11.-15.02.09 (1)</b> <b>18.-22.02.09 (2)</b> <b>25.02.-01.03.09 (3)</b>	<b>25.-29.03.09</b> first leg	<b>22.-26.04.09</b> first leg	<b>23./24.05.09</b> first leg	
<b>NATION</b>	<b>13./14.09.08</b> second leg	<b>12.-16.11.08 (5)</b> <b>19.-23.11.08 (6)</b>	<b>04.-08.03.09 (4)</b>	<b>01.-05.04.09</b> second leg	<b>29.04.-03.05.09</b> second leg	<b>30./31.05.09</b> second leg	
<b>DRAWS:</b>	<i>July 1, 2008</i>	<i>Friday, July 4, 2008 in Gothenburg</i>	<i>November 25, 2008</i>	<i>March 10, 2009</i>	<i>April 07, 2009</i>	<i>May 05, 2009</i>	

1	Def. Champ.		BM Ciudad Real	<b>1st and 2nd placed team from each group</b>			
2	GER 1		THW Kiel				
3	HUN 1		MKB Veszprem KC				
4	FRA 1		Montpellier HB				
5	SLO 1		Celje Pivovarna Lasko				
6	DEN 1		FCK Handbold A/S				
7	RUS 1		Chehovskie Medvedi				
8	CRO 1		Croatia Osiguranje				
9	ESP 2		F.C. Barcelona				
10	GER 2		SG Flensburg-Handewitt				
11	HUN 2		Pick Szeged				
12	FRA 2		Chambery Savoie HB				
13	SLO 2		RK Cimos Koper				
14	DEN 2		GOG Svendborg TGI				
15	ESP 3		Reale Ademar				
16	GER 3		HSV Hamburg				
17	ESP 4		Portland San Antonio				
18	SUI 1		ZMC Amicitia Zürich				
19	UKR 1		ZTR Zaporozhje				
20	POL 1		Wisla Plock SA				
21	SWE 1		Hammarby				
22	BIH 1		HC Bosna Sarajevo				
23	SVK 1		Tatran Presov				
24	NOR 1		Drammen HK				
25	GER 4	Rhein-Neckar-Löwen	<b>8 winners of the qualification round go to the group matches</b>				
26	ROU 1	Steaua Bucuresti					
27	MKD 1	HC Metalurg					
28	AUT 1	A1 Bregenz					
29	ISL 1	Haukar					
30	GRE 1	A.S.E. Doukas					
31	BLR 1	HC Meshkov Brest					
32	ITA 1	Italgest Casarano					
33	SRB 1	Crvena Zvezda					
34	LTU 1	HC "Granitas-Karys"					
35	EST 1	Põlva Serviti					
36	CYP 1	Cyprus College					
37	TUR 1	Izmir BSB SK					
38	POR 1	Sport Lisboa Benfica					
39	BEL 1	KV Sasja HC					
40	LUX 1	HB Dudelange					
			<b>1st and second placed team of each group</b>	<b>1st and second placed team of each group</b>	<b>1st placed team of each group</b>	<b>2 Winners of ChL Round 6</b>	

<b>8 Losers of ChL qualification go to EHF Cup Round 2</b>	<b>eight 3rd placed of group matches go to Cup Winners' Cup Round 4</b>	<b>4 groups with 4 teams</b>
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## **2008/2009 ID numbers**

Whenever payment is sent to the EHF, this number and the reason for payment must be stated "CL participation fee – Round X"





## ***2008/09 Men's Champions League***

AUT	A1 Bregenz	5154
BEL	KV Sasja HC	10252
BIH	HC Bosna Sarajevo	6450
BLR	HC Meshkov Brest	7056
CRO	HC Croatia Osiguranje	1811
CYP	Cyprus College	1901
DEN	FCK Handbold A/S	1767
DEN	GOG Svendborg TGI	1814
ESP	BM Ciudad Real	4354
ESP	FC Barcelona	1816
ESP	Portland San Antonio	4230
ESP	Reale Ademar	3066
EST	Põlva Serviti	8404
FRA	Chambery Savoie HB	4290
FRA	Montpellier HB	1824
GER	HSV Hamburg	6517
GER	Rhein-Neckar Löwen	11148
GER	SG Flensburg-Handewitt	1903
GER	THW Kiel	2003
GRE	A.S.E. Doukas	3075
HUN	MKB Veszprém KC	1832
HUN	Pick Szeged	1954
ISL	Haukar	3277
ITA	Italgest Casarano	11663
LTU	HC "Granitas-Karys"	2113
LUX	HB Dudelange	3690
MKD	HC Metalurg	4956
NOR	Drammen HK	1968
POL	Wisla Plock S.A.	1847
POR	Sport Lisboa e Benfica	2106
ROU	Steaua MFA Bucuresti	2532
RUS	Chehovskie Medvedi	2534
SLO	Celje Pivovarna Lasko	1853
SLO	RK Cimos Koper	8389
SRB	RK "Crvena Zvezda" Beograd	2075
SUI	ZMC Amicitia Zürich	1975
SVK	Tatran Presov	1940
SWE	Hammarby	10240
TUR	Izmir BSB SK	13471
UKR	ZTR Zaporozhye	1862



# EHF MEN'S CHAMPIONS LEAGUE

## REGULATIONS

effective from 1 July 2008



EUROPEAN HANDBALL FEDERATION





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## **I. INTRODUCTION**

### **1 GENERAL**

In accordance with the EHF Statutes, the following regulations and manuals shall form an integral part of these regulations:

- the EHF Regulations for Advertising on Clothing
  - the EHF Rules on Safety and Security Procedure
  - the EHF Arbitration Regulations
  - Rules of Arbitration for the EHF Court of Arbitration (ECA)
  - the IHF Anti-Doping Regulations
  - the Corporate Identity Manual
  - Floor Installation Manual
  - the Host Broadcaster Manual
- 
- In accordance with its statutes, the European Handball Federation (EHF) conducts the EHF Men's Champions League within the framework of its European Cup competitions.
  - The EHF Member Federations are legally and financially accountable towards the EHF in respect of the clubs entering the EHF Champions League.
  - The official name for the Champions League is EHF Champions League (abbr. CL). In any case of subsequent talk about Champions League in handball, the EHF Champions League is meant.
  - The EHF transfers the use of the complete media rights and advertising rights for the 2008/2009 season to EHF Marketing GmbH (abbr. EHFM) and entitles it to undertake the respective organisational measures with regards to the usage of these rights.

## **2 FAIR PLAY**

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

- Observe the Rules of the Game and the Regulations governing the competition
- Respect all participants (players, officials, spectators, media representatives, etc.)
- Promote the spirit of sportsmanship and pursue the cultural mission.

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

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

## **3 AWARDS**

The winner of the EHF Champions League shall receive the EHF Champions League trophy. Engraving on the trophy shall include the name of the competition and the season as well as the winners of previous years.

The winner of the EHF Champions League shall receive the EHF Champions League trophy for the period of one year. The original trophy must be returned to the EHF in due time prior to the finals of the next season. At the same time, the club will receive a replica of the trophy.

In case of any club winning the competition 5 times or 3 times in a row, the original trophy will remain in possession of the club.

## 4 GENERAL TIMETABLE

- December 2007**      Announcement EHF competitions  
The National Federations are provided with the 2008/2009 ranking list
- June 2008**            EHF Information (mailing of the following registration forms):  
Competition registration form  
2008/2009 Regulations in digital version
- EHF Information (mailing of the following registration forms):  
Venue/Hall information form  
Marketing/Sponsor information form  
Player information form
- 16.06.2008**            Deadline for final registration  
By returning the completed and signed registration form, the requested information sheets as well as signed arbitration agreement, the club agrees to the regulations and the implementation of the event guidelines established.
- June 2008**            Site inspection (1)  
Site inspections can be carried out at clubs already qualified for the 2008/2009 EHF Champions League as well as at clubs playing the qualification round upon a decision of the EHF and will be announced by the EHF in written form at least 10 days prior to the inspection.
- 01.07.2008**            Draw of the 2008/2009 EHF Champions League qualification round 1
- 04.07.2008**            Draw of the 2008/2009 EHF Champions League Group Matches  
The draw will be carried out in form of an official event, which will take place in Gothenburg.

<b>August 2008</b>	EHF Information 2008/2009 EHF Men's Champions League Regulations in print 2008/2009 Corporate Identity Manual 2008/2009 Floor Installation Manual 2008/2009 Host Broadcaster Manual (for TV partners and clubs only)
<b>Aug./Sept. 2008</b>	Site inspection (2)/Audit (optional) Following the official reports the progress and implementation of the recommendations from the 1st inspection is assessed in a second audit.
<b>06./07.09.2008</b>	Qualification Round 1st leg
<b>13./14.09.2008</b>	Qualification Round 2nd leg
<b>15.09.2008</b>	EHF Champions League Workshop An invitation will be sent to all clubs participating in the EHF Champions League in advance specifying the timetable and agenda of this meeting.
<b>20.-21.09.2008</b>	Men's Champions Trophy
<b>01.- 05.10.2008</b>	Group Matches Round 1
<b>08.- 12.10.2008</b>	Group Matches Round 2
<b>15.- 19.10.2008</b>	Group Matches Round 3
<b>05.- 09.11.2008</b>	Group Matches Round 4
<b>12.- 16.11.2008</b>	Group Matches Round 5
<b>19.- 23.11.2008</b>	Group Matches Round 6
<b>25.11.2008</b>	Draw for the EHF Champions League Main Round
<b>11.- 15.02.2009</b>	Main Round 1
<b>18.- 22.02.2009</b>	Main Round 2
<b>25.02.- 01.03.2009</b>	Main Round 3



<b>04.- 08.03.2009</b>	Main Round 4
<b>10.03.2009</b>	Draw for the EHF Champions League quarter-finals
<b>25.-29.03.2009</b>	EHF Champions League quarter-finals – 1st leg
<b>01.-05.04.2009</b>	EHF Champions League quarter-finals – 2nd leg
<b>07.04.2009</b>	Draw for the EHF Champions League semi-finals
<b>22.- 26.04.2009</b>	EHF Champions League semi-finals – 1st leg
<b>29.04.- 03.05.2009</b>	EHF Champions League semi-finals – 2nd leg
<b>05.05.2009</b>	Draw for the EHF Champions League finals
<b>23./24.05.2009</b>	EHF Champions League finals – 1st leg
<b>30./31.05.2009</b>	EHF Champions League finals – 2nd leg

## **5 EHF EVENTS**

### **5.1 EHF Champions League Draws**

All clubs are obligated to be present at each draw of the competition phase in which the club is participating.

### **5.2 EHF Champions League Workshop**

Clubs taking part in the 2008/2009 EHF Champions League are obligated to participate (at least one representative per club) in coordination meetings and workshops relating to the competition organised by the EHF. The 2008/2009 club workshop is held on 15 September 2008.

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

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

## **II. COMPETITION**

### **1 STRUCTURE OF THE COMPETITION**

#### 1.1 Frequency

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

##### 1.2.2 Individual fixtures

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

Matches can be played on Wednesdays, Thursdays, Saturdays and Sundays. Matches on Fridays are only possible in the case of an exceptional situation and following a decision of the EHF.

All final decisions regarding fixtures lie with the EHF.

Playing dates as well as the exact playing time of any match are only valid after the official announcement by e-mail by the EHF resp. EHF.M.

### **2 ENTRY CONDITIONS**

#### 2.1 Eligibility to enter

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

- 2.1.1 Eligibility to enter the 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. The registration of teams can only be made by the National Federation on the basis of the clubs' sporting achievement in the last season.
- 2.1.2 The participating teams in the EHF Champions League are determined by the EHF ranking list, which is drawn up prior to each season. According to this ranking list the National Federations ranked 1 to 31 are entitled to participate in the EHF Champions League with the respective number of teams.
- 2.1.3 The winner of the EHF Champions League shall automatically enter the same competition in the subsequent season.
- 2.1.4 Nations ranked 1 to 2 in the EHF ranking list shall have the right to enter 3 teams. Nations ranked 3 to 6 in the EHF ranking list shall have the right to enter 2 teams. Nations ranked 7 to 31 in the EHF ranking list shall have the right to enter 1 team. In addition, the National Federation of the EHF Champions League winner has the right to register an additional team in the following season. However, should the respective federation already have the right to register 2 or more teams, the EHF will take a separate decision about the allocation of this place.
- 2.1.5 The National Federations have the right to register their team(s) for the 2008/09 EHF Champions League season according to the EHF ranking list, which is enclosed with the present regulations.
- 2.1.6 Per club only one team of the same gender is entitled to participate in the European Cup. It is the responsibility of the Member Federations to take this into consideration during the registration process.

2.1.7 After the closing date for entries, the participating clubs are assigned by the EHF to the EHF Champions League in accordance with the seeding list. If one or several teams fail to register, the EHF has the right to enter the next teams on the ranking list or to award “wild cards” for free places.

Eligibility to enter the competition is conditional upon the availability of sports facilities conforming to the Rules of the Game, to the EHF Champions League Regulations and the respective Manuals. Responsibility in this regard rests with the respective Member Federation.

## 2.2 Non-admittance of clubs to the EHF Champions League

The EHF is entitled not to admit clubs to international competitions which do not fulfil the respective technical or organisational or administrative requirements. The competence for decision taking relating to such matters shall be with the EHF Competitions Commission regarding technical questions and with the EHF Office regarding organisational, administrative and financial issues.

## 2.3 Pledge of commitment

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

## 2.4 Registration System

2.4.1 The teams' registrations for entry in the 2008/09 EHF Champions League and the signed arbitration agreement shall be received by the EHF Office not later than 16 June 2008.

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

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

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

## 2.5 Entry fees

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

	MEN'S COMPETITIONS	
	Amount	Date
Qualification round	EUR 375,--	31.07.2008
Group Matches (total)	EUR 3.750,--	30.09.2008
Main Round (total)	EUR 3.750,--	31.12.2008
Quarter-final	EUR 1.000,--	15.03.2009
Semi-final	EUR 1.500,--	15.04.2009
Final	EUR 3.000,--	15.05.2009

<b><u>ACCOUNT NUMBER:</u></b> 640 000 204, BANK AUSTRIA
<b><u>BANK CODE:</u></b> 12000
<b><u>SWIFT-CODE:</u></b> <b>BKAUATWW</b>
<b><u>IBAN-CODE:</u></b> AT46 1200 0006 4000 0204 AM HOF 2, 1010 WIEN/AUSTRIA

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"

2.5.2 If payment is not received by the due date, the entry fee will be doubled automatically.

2.5.3 If payment for round 1 has not been received in the EHF account by 15 August, the entry will be cancelled automatically, which will be deemed a forfeit (withdrawal) and, in accordance with the EHF's List of Penalties, carry a fine of EUR 5,000. This clause shall apply to all rounds analogously, in each case 15 days after the deadline for payment has passed.

## 2.6 Withdrawal (forfeit)

2.6.1 By entering the EHF Champions League, a club agrees to enter all rounds resulting from the match system as well as the Champions Trophy.

2.6.2 Any withdrawal after the official publication of the competition (June 23 at the latest) is to be regarded as a forfeit and shall carry the following sanctions:

a) The club shall pay a fine of EUR 10,000.

b) The club shall be banned from entering any European Cup competitions in the two subsequent seasons.

2.6.3 Failure to play a match or late arrival at the venue of a match through a team's provable fault shall render the defaulting team liable for damages and payment of all costs arising thereof to its opponent as well as the EHF and in particular their contractual partners.

## 2.7 Drawing

### 2.7.1 Dates and venues

The draw for each round shall be held at the venue named by the EHF on the date scheduled in the General Timetable (chapter I.).

### 2.7.2 Seeding

Teams shall be seeded based on the EHF seeding list for the EHF Champions League. This is valid for the draw of the qualification round as well as for the draw of the Group Matches. In the EHF Champions League qualification round and in the EHF Champions League Group Matches teams from the same country shall not play against each other.

Teams from the same country which won their group in the Group Matches, shall not play against each other in the Main Round.

If a current European Cup champion (Cup Winners' Cup and EHF Cup) in the following season participates in the EHF Champions League, it will be seeded after the top-seeded teams except the National Federation is placed higher in accordance with the EHF seeding list.

## 2.8 Playing system for the EHF Champions League

### 2.8.1 Qualification round

Prior to the Group Matches, one qualification round shall be played in the form of first and second legs (k.o. format). The winning teams from this qualification round as well as the teams directly qualified shall have the right to enter the EHF Champions League Group Matches.

The teams losing in the qualification round are entitled to participate in the EHF Cup round 2 (played according to European Cup Regulations).

### 2.8.2 Group Matches

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

2.8.2.2 Basically the Group Matches of the EHF Champions League shall be played in accordance with the schedule set out below.

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

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.

2.8.2.3 Those teams ranked 1st and 2nd in each group after the completion of the Group Matches qualify for the Main Round. The respective results from the matches against the opponent which also go through the Main Round remain valid for the ranking of the Main Round.

Those teams ranked 3rd in each group after the completion of the Group Matches qualify for the Cup Winners' Cup. They enter the Cup Winners' Cup in Round 4 (played according to European Cup Regulations).

### 2.8.3 Main Round

2.8.3.1 The matches of the Main Round shall be played in four groups of four teams each, with each team playing each of the other teams, except the team from the same group of the Group Matches, once at home and once away.

2.8.3.2 The matches of the EHF Champions League Main Round shall be played in accordance with the basic schedule set out below.

Those two matches between the teams, that were together in the same group during the Group Matches will be cancelled.

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

.....Note: Two of the six matches will be cancelled!

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.

2.8.3.3 The 1<sup>st</sup> and the 2<sup>nd</sup> ranked team of each group after completion of the Main Round qualifies for the quarter-finals.

#### 2.8.4 Quarter-finals

2.8.4.1 The matches of the quarter-finals shall be played as first and second leg matches.

2.8.4.2 The matches for the quarter-finals shall be drawn by lots. The 2<sup>nd</sup> ranked teams of the Main Round play the first match at home against a winner of a group of the Main Round except against the winner of the same group of the Main Round. There is no protection from teams of the same country.

2.8.4.3 The winning teams of the quarter-finals qualify for the semi-finals.

#### 2.8.5 Semi-finals and finals

2.8.5.1 Semi-finals and finals shall be played as first and second leg matches.

2.8.5.2 The matches for the semi-finals shall be drawn by lots. There is neither any seeding nor any protection from teams playing against each other.

2.8.6 Playing both matches in only one country is not permitted for any matches of the EHF Champions League starting from the Group Matches.

#### 2.9 Home right in the final

A team that had the home right in the second game of its last appearance in a Champions League final will automatically have the home right at the first leg at its next appearance in a Champions League final by considering the order of the years. For the Champions League finals of the 2008/2009 season, the seasons 2007/08 (BM Ciudad Real – THW Kiel), 2006/2007 (SG Flensburg – THW Kiel) and

2005/2006 (Portland San Antonio – BM Ciudad Real) are taken into consideration in this respect in this particular order.

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

#### 2.10 Champions Trophy

By entering the EHF Champions League, the winning team of the EHF Champions League undertakes (as also provided in the EC Regulations for the winners of the Cup Winners' Cup and the EHF Cup) to enter the Champions Trophy. This duty includes that the line-up has to be adequate to the teams' normal line-up at the time of the event.

The participation in the Champions Trophy is based on a sporting qualification and the invitation by the EHF.

#### 2.11 Player lists

2.11.1 The National Federation of those teams participating in the EHF Champions League qualification round shall communicate to the EHF Office a players list (using the official EHF form), signed and stamped by the National Federation, by 1 August 2008.

The National Federation of those teams participating in the EHF Champions League Group Matches shall communicate to the EHF Office a players list (using the official EHF form), signed and stamped by the National Federation, by 1 September 2008.

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

2.11.3 The participating teams in the EHF Champions League have the duty to provide the player information sheets (form prepared by EHF) to the EHF by the respective deadline.

## 2.12 Participation in the match

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

2.12.2 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 banned from being registered for entering the EHF Champions League (from being named on the players list) at the respective point of time.

## 2.13 Late entries

2.13.1 In cases in which a player is not recorded on the players list submitted within the prescribed deadline (see 2.11.1, chapter II) but should become eligible to play in the EHF Champions League at a later date, the player may be named as a late entry only if point 2.13.1 (chapter II) is not applicable.

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

2.13.3 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 Round:	Wednesday, September 03, 2008
Group Matches:	Tuesday, September 30, 2008
Main Round:	Tuesday, February 10, 2009
Quarter-finals:	Tuesday, March 31, 2009
Semi-finals:	Tuesday, April 21, 2009
Finals:	Tuesday, May 19, 2009

2.13.4 After September 30, 2008 (deadline for the late entry for the Group Matches), a late entry of a player is not possible, if the player affected participated in a match during the running competition with another club participating in the EHF Champions League excluding the qualification round.

2.13.5 If a player changes club after 02 February 2009 - national or international transfer- he shall be eligible to play for the new club in the EHF Champions League via a late entry only if he has not played in any official club match (national or international) for another club between 02 February 2009 and the date on which he changed the club. Points 2.13.1 to 2.13.4 (chapter II) of these regulations are to be observed.

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

In cases in which a player not eligible to participate is used, this is regarded as serious unsportsmanlike behaviour, further punishments including a monetary fine up to EUR 15,000 (cf. clauses 1.1. and 1.5. of List of Penalties) and a suspension of the club until the end of the running season may be awarded.

### 3 PLAYERS' CLOTHING

- Each team shall have two sets of playing clothing in different colours (one dark colour and one light colour). These shall conform with the EHF's current Regulations for Advertising on Clothing. A photo of both sets of playing dresses (front and back side) has to be sent to the EHF Office by 1 September 2008 ([championsleague@eurohandball.com](mailto:championsleague@eurohandball.com)).
- Each player has the obligation to put 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 front. The numbers used must be from 1 to 99. The colour of the numbers must contrast clearly with the colours of the shirts.
- A player must wear the same number in the Champions League matches of the entire season.
- If the referees believe that the two teams' playing clothing may cause confusion, the guest club shall change its playing clothing.
- At the request of EHF Officials (Delegate, Referees) the team officials A-D must change the colour of his/her clothing.
- Should playing clothing of the guest team get lost, the home club shall offer reserve uniforms.
- The wearing of thermo-trousers is permitted provided they are of a matching colour.
- Advertising on players' match and training clothes is allowed in EHF Champions League matches in accordance with the "Regulations for Advertising on Clothing".
- The home club shall inform its opponents in good time of any restrictions or bans regarding advertising on players' playing clothing.

## 4 SCORING OF THE MATCHES AND RANKING

### 4.1 General

4.1.1 All matches of the EHF Champions League shall be played in 2 x 30 minutes with a half-time break of 10 minutes.

The EHF reserves the right to extend the half-time break in special circumstances to 15 minutes.

4.1.2 The matches shall be scored as follows:

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

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

### 4.2 Group Matches and Main Round

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

4.2.1.1 During the Group Matches and Main Round:

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

4.2.1.2 After completion of the Group Matches and Main Round:

- a) number of points in matches of all teams directly involved;
- b) goal difference in matches of all teams directly involved;
- c) greater number of plus goals in matches of all teams directly involved;
- d) goal difference in all matches of the group;
- e) greater 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 no ranking can be determined, a decision shall be obtained by drawing lots.

Lots shall be drawn by the EHF, if possible in the presence of a responsible of each club.

#### 4.3 Qualification round, quarter-finals, semi-finals, finals

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

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

#### 4.4 Rules for execution of penalty throws

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



- While the throws are being taken, only the player taking the throw, the current goalkeeper and the referees may enter the respective half of the playing court.
- If the number of eligible players falls below five, players may be named to take a second throw in the same round.

## **5 MATCH ADMINISTRATION**

### 5.1 Rules of the game

EHF Champions League matches shall be played in accordance with the IHF's Rules of the Game (valid since 1 August 2005).

### 5.2 Transmission of the match report

5.2.1 The home club has the obligation to arrange for the match result (including half-time and number of spectators) to be transmitted to the EHF Office in Vienna not later than 15 minutes after the end of the match by SMS (+43-664-4105243).

5.2.2 The home club has the obligation to arrange for the match report to be transmitted to the EHF Office in Vienna not later than one hour after the end of the match by fax (No. +43-1-80-151-149).

5.2.3 If the 2008/09 Champions League will utilise online match reports, the respective duties will be defined in the respective instructions.



## **III. THE VENUE**

### **1 REQUIREMENTS**

#### 1.1 Availability of the playing hall

##### 1.1.1 Availability on playing dates

It is the responsibility of the participating clubs to reserve 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.

##### 1.1.2 Availability for floor set-up

As the EHF is going use of the right to put a unique EHF Champions League floor in all venues the playing hall must be available at least 24 hours before the beginning of the match. Exceptions to rule are subject to approval by the EHF.

##### 1.1.3 Availability for training of the guest club

1.1.3.1 The home club shall provide the guest club the opportunity to hold a training session of at least one hour at a reasonable time in the playing hall on the day prior to the playing day. If the playing hall is not available for this purpose on the day before the playing day, the home club shall offer another playing hall within a distance of not more than 25km / 45 min from the playing hall of the match. These training facilities shall be offered free of charge.

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

1.1.3.3 Training facilities for a training session on the day before the match shall be requested by the guest club not later than 10 days before the day of the match. A copy of this request shall be sent to the EHF.

In the case a club does not request this training session within the time period stipulated, training on the day prior to the match can be granted only by mutual consent.

#### 1.1.4 Availability of playing court

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

### 1.2 Equipment

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

#### 1.2.1 Playing hall outdoor surroundings

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

#### 1.2.2 Playing hall

- Hall capacity:
  - o to be defined adequately from the Group Matches to the semi-finals
  - o Minimum capacity of 5.000 spectators for the Champions League final matches
- Playing court (size: 40m x 20m)
- Base area (minimum size: 44m x 24m)
- Benches (for exactly 14 players and 4 officials)
- 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
- 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 40 cm above the playing court, to ensure clear visibility.
- The following persons shall be seated at the timekeeper's table in the following order: EHF delegate, timekeeper, scorekeeper and the announcer.

The scorekeeper, the timekeeper and the announcer shall be provided by the home club.

- Timekeepers' equipment: electronic timekeeping machine and reserve clock
- In all EHF Champions League matches, an electric clock shall be available that is easy to read from the timekeeper's desk and can be operated by the timekeeper; it should run, if possible, from 0 to 30 minutes. If in full working order, this device shall be authorised for official timekeeping.
- A reserve clock (with a diameter of 25cm) displaying seconds and minutes shall be available.
- Catch nets behind the goals and behind the advertising boards (minimum 3m to the left and right of the goals; the photographers' positions have to be taken into account)
- Heating (minimum temperature 18°)
- Central Air Conditioning
- Lighting system appropriate for TV broadcasts (minimum 1.000, optimum 1.200-1.500 lux)
- Sound system, area for equipment
- Press seats on tribune: minimum number of seats with good visibility: 10;
  - o Press participation as well as the selected tribune area is subject for EHF approval (especially finals and semi-finals)
- Press room: minimum of 50 m2
- Press conference room
- Mixed zone / Flash zone (final matches)
- Photographer working area behind the goal
- TV camera platforms/positions (Host broadcaster decides the best position; Spectators have to be informed about limited view related to camera positions in time/before season starts from the club management!)
- Technical requirements for internet connection (digital match reporting on the timekeeper's table)
- Commentary position(s)
- Places for statistic assistants (if requested)
- VIP tribune: minimum seating requirements: 30 EHF / EHF sponsors VIP guests, 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
- Meeting room (1 table, chairs)
- EHF delegate, EHF representative and Marketing Supervisor room: minimum 15m<sup>2</sup>; computer with internet access (e-mail), printer, fax and telephone
- Branded venue sign posting in the hall and surroundings
- Spectators' area with food and beverage facilities
- Spectators' area with merchandising area/stands (on request)
- Area for medical staff (close to the playing court)
- Area for disabled people
- Emergency exits
- Arena access (secure access for players, team officials, EHF officials, etc.)
- Public toilets

## **2 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.

### **2.1 Duties of the home club**

The home club has to be represented by the club's EHF Champions League responsible involved in the club's business. In case of no fluent English knowledge a translator has to be present. Furthermore, the club is responsible for organising local transport and (eventually) accommodation for the inspecting EHF representative. For the first site-inspection the cost of travel expenses as well as the daily allowance of the inspection is borne by the EHF, the cost for local transport and board and lodging (if necessary) of the EHF official has to be borne by the home club. In case of a

second inspection (audit) all costs are to be borne by the home club. Moreover, the presence of local persons in charge for the individual areas (playing hall, press/TV and marketing) for the complete duration of the inspection has to be secured by the club.

## 2.2 Site inspection (1)

The site inspection is normally carried out in one day, if necessary the duration can be of 2 days. After the site inspection a meeting with all parties involved will be held to summarise the feedback of the EHF representative(s). An official report (see enclosures) which decides if the venue can be accepted for EHF Champions League matches will be signed by the venue inspector and the home club responsible. Three possible results can be achieved:

- **Approved:** the venue facilities are in good condition and can be accepted without further remark by the EHF.
- **Approved under condition:** some of the venue facilities do not correspond to the standards set for EHF Champions League and have to be improved. Amendments and possible solutions are presented by the EHF. A timetable for implementation is set by the parties involved and a date for a 2nd inspection (audit) is agreed upon.
- **Not approved:** there is an important lack of technical standards, facilities or security standards. An improvement of the situation cannot be achieved due to the time factor or budgetary problems of the club. The venue cannot be accepted for EHF Champions League matches. As a consequence the club has to propose another venue able to meet the standards without any further delay. A timetable is set up by the parties involved and a date for an inspection of the new venue is agreed upon.

## 2.3 Site inspection (2) – Audit (optional)

There are the same requirements with regards to the organisation as for the 1st inspection. The result of this inspection can be:

- **Approved:** which means that the venue is accepted or
- **Not approved:** in case the amendments stated in the 1st inspection have not been implemented. As a consequence the club has to propose another venue able to meet the standards without any further delay. In case a club cannot

meet the venue standards set up by the EHF its participation in the EHF Champions League can be rejected.

### **3 THE EHF CHAMPIONS LEAGUE FLOOR**

#### **3.1 General**

Each club participating in the 2008/2009 Champions League has to play its home matches, starting with the Group Matches, on the official EHF Champions League floor produced by Gerflor (blue-lagoon, black CL design).

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

#### **3.2 Rent or purchase model**

The EHFM will offer two possibilities for Champions League participants who have already bought the official Champions League floor: the rent and the purchase model.

##### **3.2.1 The rent model**

EHFM provides the official floor to the home club for a rental fee of € 2.500 for each EHF Champions League match played on the floor. The floor stays in EHFM property. Material and shipment costs are covered by the rental fee. Material order and shipment are organized by EHFM in good time prior to the event. Cleaning products and storage are within the club's responsibility.

##### **3.2.2 The purchase model**

EHFM gives the home club the opportunity to either buy a new or a used official floor (if possible). The floor price depends on shipment costs and the condition of the floor. Payment conditions are worked out by EHFM in close cooperation with the home club. The buying price of the floor includes material and technical support during the first installation (no installation tools included). Thereafter it is the home club's responsibility to organize appropriate material in time (recommendations are given in the Floor Installation Manual). EHFM does not take on material orders, but will of course support the home club with relevant information.

#### **3.3 Production and transport**

The official EHF Champions League floor is produced by the EHF floor partner Gerflor and transported to the home club in good time prior to the 1st home match of



the EHF Champions League. The cost for transport and 1st installation assistance is borne by the EHFM.

In case the home club is located outside of the European Union, EHFM will prepare a proforma invoice for custom clearance and send this proforma invoice to the home club.

After having received the official Champions League floor, the club is obliged to fax all existing custom documents to EHFM, especially if the club rents the floor from EHFM.

#### 3.4 Floor installation

Each installation should be carried out by at least 6 persons from the home club. Detailed technical instructions will be provided to the home club before the beginning of the 2008/2009 EHF Champions League by the EHF respectively the official floor supplier. On the occasion of the 1st installation prior to the Group Matches technical information is carried out by the floor supplier. All necessary information and installation guidelines will be provided in the “EHF Champions League Floor Installation Manual” published by the EHF and its floor partner.

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

#### 3.5 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.

#### 3.6 Storage

As long as the floor is in EHFM property the home club is responsible to store the official EHF Champions League carefully following the instruction given by the floor supplier and the club is also liable for all damages caused during that time. Floor stickers have to be removed and the floor has to be cleaned before storage. If the home club drops out of the EHF Champions League, a possible storage solution (close to the home club) has to be communicated to EHFM. The final

decision of the storage location will be taken by EHFM after having analyzed each case individually.

### 3.7 Further use

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

### 3.8 EHFM floor contact

EHFM contact for information and requests concerning floor matters:

Marianne Überlacher

[ueberlacher@ehfmarketing.com](mailto:ueberlacher@ehfmarketing.com) or [championsleague@ehfmarketing.com](mailto:championsleague@ehfmarketing.com)

tel: +43 1 80151 211

fax: +43 1 80151 219

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

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

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

### **2 TICKETS AND ACCREDITATIONS**

#### 2.1 Introduction

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

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

The accreditations have to be implemented in the official EHF Champions League design (see chapter VI and the CI Manual). EHF Champions League tickets are recommended, but not obligatorily to be produced following the EHF Champions League Corporate Identity (CI) indications.

The exact place of allocation of tickets/accreditations has to be clear to spectators, press/media/TV representatives, sponsor partners, VIP guests and EHF officials and has to be accessed easily due to appropriate sign posting.

## 2.2 Accreditations and invitations guest club

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

## 2.3 Accreditations and invitations of VIPs

VIP accreditations have to be given out to local and EHF VIPs and special guests. Excellent visibility is a basic requirement for VIP accreditations and for normal tickets handed out for invited EHF guests. Contingents not needed will be returned in due time.

2.3.1 For each group match, Main Round match and semi-final match, an allocation of max. 80 admission tickets shall be made available to the EHF upon request (not later than 10 days prior to the respective match), free of charge. At least 50 must be VIP accreditations, the other 30 have to be of premium category. For final matches a minimum allocation of 150 admission tickets has to be made. At least 100 must be VIP accreditations, the other 50 have to be of premium category.

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

2.3.3 Upon EHF request the accreditations shall either be sent directly to the sponsor partner or made available at the accreditation counter of the home club. The accreditations have to be handed out in envelopes showing the company names as well as the visitor's names.

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

#### 2.4 Accreditations and invitations for media representatives

The home club officially invites local and international press (in cooperation with the corporate communication department of the EHF) to the event and provides them with the necessary accreditations which gives them access to the press room, the press conference room, the mixed zone and the press seats on the tribune.

The journalists accompanying the guest club must apply for an official accreditation 3 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 accreditations have to meet the EHF Champions League branding requirements (see CI Manual) and have to be given out starting one day before the event in the club's facilities or at the venue hall. Press/media representatives shall be informed about the exact place of allocation. Accreditation requests from international media can only be denied with the approval of the EHF.

If possible, a number of parking areas shall be reserved for press/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 press/media representatives themselves.

#### 2.5 Accreditations and invitations of TV staff

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

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

TV representatives and ENG crews venue permits are subject to approval and have to be confirmed by the EHF Marketing before season starts and new requests have to be forwarded to EHF in due time. All TV representatives not coming from the Host broadcaster or the respective EHF TV Partner have to ask for authorization from EHF.

The Marketing Supervisor has to be informed by the club about accredited media representatives.

Starting with the semi-finals the EHF is responsible for all media accreditation dealings in close cooperation with the home club.

#### 2.6 Accreditations and invitations of EHF officials

EHF officials – representatives, delegates, referees, office staff, etc. - have to be provided with an accreditation upon their arrival.

#### 2.7 Accreditations and invitations of EHF

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

### **3 TRANSPORT**

#### 3.1 Duties of the guest club

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

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

The local transport starting and ending at this airport is covered by a bus,

which is provided by the home club.

Airports of arrival and departure, which are unusually far away from the venue of the match, are subject for approval by the EHF.

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

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

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

The home club is obliged to provide a bus of an international standard for a minimum of 40 persons for the local transport of the guest team. The bus must be equipped with a heating resp. an 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 as well as during the site inspections. The arising costs are to be covered by the home club.

### 3.4 EHF President

Whenever the EHF President or an Executive Committee member representing the EHF attends the EHF Champions League competition an adequate car with an English speaking chauffeur 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 cost is covered by the home club.

### 3.5 EHF Sponsor Partners and Media Representatives

On EHF request the home club has to organise local transport facilities for EHF Sponsor or Media partners. The arising cost is borne by the EHF.

## **4 BOARD AND LODGING**

### 4.1 Guest club

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

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

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



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

#### 4.2 EHF Delegate / EHF Referees / EHF Representatives

Single rooms in a hotel at international level (minimum 3 stars) have to be booked for the EHF referees, the EHF delegate, the marketing supervisor as well as for any other EHF representatives nominated. The delegate/referee(s)/etc. pay any further cost related to personal matters (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 lodging and boarding of all EHF representatives is borne by the home club.

The delegation of the EHF is to be accommodated in a separate hotel independent from the guest club and the fans of the guest club.

#### 4.3 EHF President

A Single room in a 4-star hotel has to be booked for the EHF President.

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 cost for lodging and boarding is borne 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 cost for lodging and boarding of the EHF Sponsor partners and Media representatives is borne 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 introduction

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

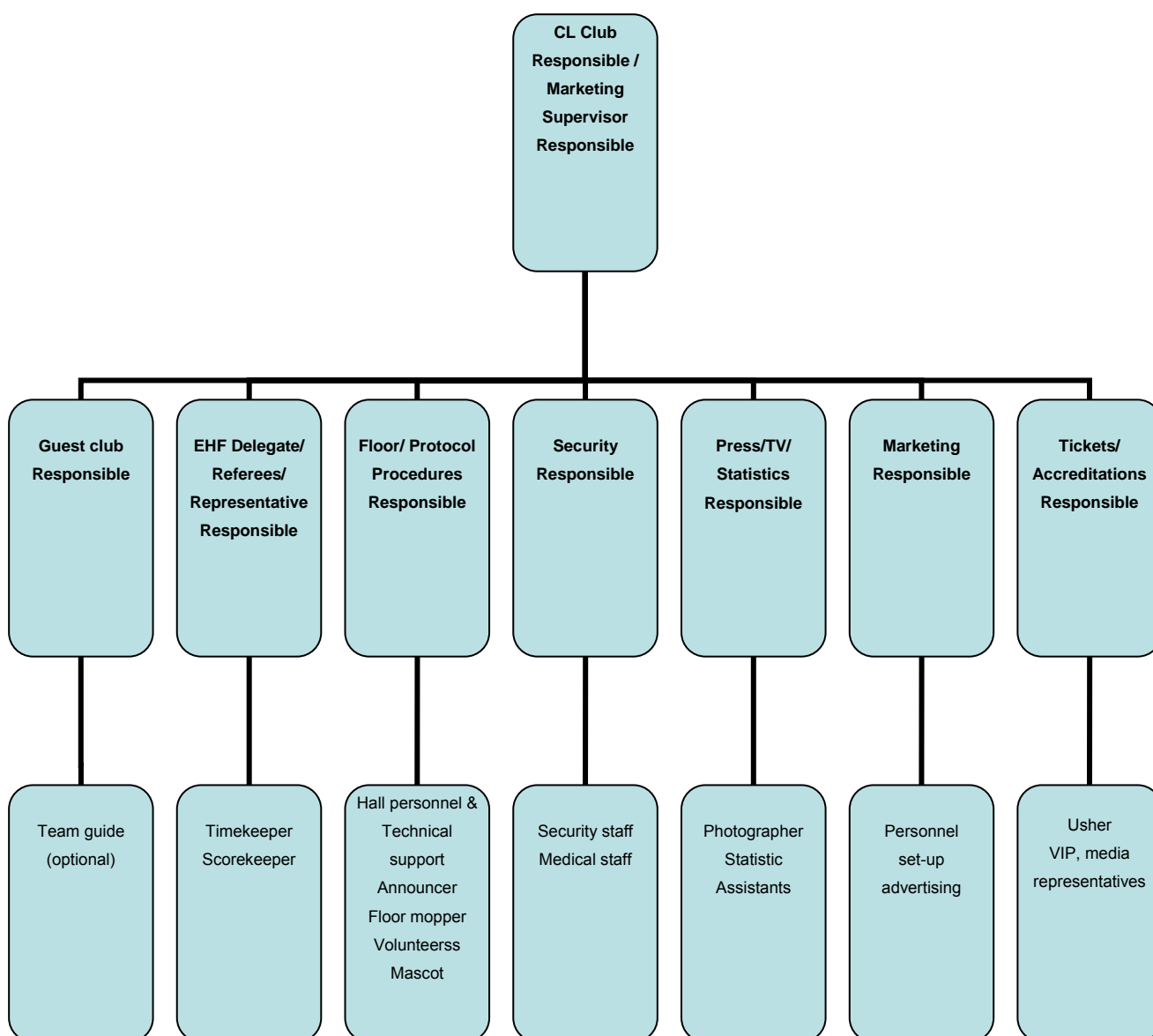
- Guest club
- EHF Delegate/Referees/Representative
- Floor/ Protocol Procedures
- Security
- Press/TV/Statistics
- Marketing
- Tickets/ Accreditations

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)
- Etc.

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

During the event the responsible persons are in charge of the personnel in their area. In the following the EHF provides some guidelines for the structure of personnel responsible for a EHF Champions League event:



## 5.2 Club CL Responsible / Marketing Supervisor Responsible

They are informed about all duties of the different responsible persons in the structure. They supervise the whole event in all terms of reference.

They should also be responsible for the Marketing Supervisor (if nominated). They should get in contact with the nominated Marketing Supervisor in good time prior to the event. They should always be available for the Marketing Supervisor. They should be able to communicate in English.

### 5.3 Guest Club Responsible

They are informed about the travel schedule of the guest club and organise the pick-up at the airport and the transfer to the hotel. In case of direct arrival by bus, they are in charge of giving the necessary direction to assure the good arrival at the hotel. In case of any problems during the journey (flight cancellations, bad weather, etc.) they 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 they make sure that the guest team is informed about possible side events (common dinner with the home club, etc.) and assists the delegation accordingly. He/she is the contact person for any change in official events.

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

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

### 5.4 EHF Delegate/Referees/Representative Responsible

They are informed about the travel schedules of the EHF delegate, the EHF referees as well as the marketing supervisor and EHF representative (in case of nomination) by the EHF and organises the pick-up at the airport and the transfer to the hotel. In case of any problems during the journey (flight cancellations, bad weather, etc.) they will be in close contact to the EHF.

Moreover, the EHF delegate/referees/representative responsible is liable for arranging local transport as well as the booking of the hotel rooms. They make sure

that the hotel rooms meet the requirements of the EHF and also reserves the restaurant for relevant lunch/dinner.

The EHF delegate/referees/representative responsible 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 and the referees 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 they are responsible for the respective organisation. During site inspections the EHF delegate/referees/representative responsible remains at the disposal of the EHF representative and coordinates the other responsible persons for the meetings.

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

#### 5.5 Timekeeper and Scorekeeper

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

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

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

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

#### 5.6 Floor / Protocol Procedures Responsible

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

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

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

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

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

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

Moreover, he is responsible for the protocol procedures. They recruit and instruct the two floor moppers (one positioned on each side of the playing court). The floor/protocol procedures responsible is positioned next to the playing court throughout the complete duration of the match.

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

He/she instructs the personnel involved in the entry ceremony: 8 volunteers carrying the EHF/CL flags; at least 2 volunteers carrying club flags, etc.. They take part in the technical meeting in order to be able to clarify any open point concerning the entry ceremony. During the match they supervise the carrying out of the entry ceremony and makes sure that EHF requirements are fulfilled. In the final they are also responsible for the awarding ceremony.

They always make sure that the adequate protocol procedures are respected and sets up the seating plan of the VIP area together with the marketing supervisor in the final.

#### 5.7 Announcer

The announcer provided by the home club shall have public speaking experience, good knowledge of the game and should be able to make all announcements also in the English language. The announcer can be enthusiastic, but shall in any case be neutral in their statements and must not push the crowd towards unsportsmanlike

behaviour against the guest club or the referees. In any case the instructions of EHF officials must be followed by the announcer.

The announcer in charge should be aware that the following guidelines should be followed:

- 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 (see point 2, chapter X). The given time schedule before the match shall be controlled by the announcer
- Rules of fairness shall prevail also in the official entry and closing ceremony by presenting the home and guest club in the same way.
- The announcer shall be informed about the names of players, the names and nation of referees, EHF delegate, EHF representatives, the names and functions of special VIP guests, etc. Please ensure proper pronunciation!
- The announcer shall call the competition by its full name ("EHF Champions League presented by ..." – see point 4.1, chapter VII)
- 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 EHF Champions League homepage ([www.ehfCL.com](http://www.ehfCL.com)) in order to view player's information, latest results, background stories, interviews, etc.
- The announcer shall be informed about events planned before, in the break and after the event
- The announcer shall be familiar with emergency procedures
- The announcer shall have the latest player information of the home and guest club (injuries, comebacks, anniversaries, etc.)
- A sound check has to be carried out before the match. The best position in the playing hall to avoid echo and interferences of the microphone should be located. In case the announcer takes seat on respectively next to the timekeeper's table, it has to be in accordance with the EHF delegate.
- The announcements shall be made clearly and in harmony with the music concept



- The announcer shall not speak during match actions
- The announcements shall charge the good atmosphere in the playing hall and shall calm down the crowd in case of unsportsmanlike behaviour against the referees, the guest club or their supporters. Examples for unsportsmanlike behaviour are disrespectful shouts/songs, political or racist slogans, booing, throwing objects on the playing court, quarrels with supporters of the guest club, etc.
- In case referee whistles or horns are used the announcer shall ask the spectators to stop using these instruments
- The announcer shall not misuse their influence for the purpose to gain advantage for any club
- After the end of the match the announcer shall inform about further upcoming matches of the EHF Champions League

#### 5.8 Security Responsible

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

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

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

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

### 5.9 Press/TV/Statistics Responsible

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

Furthermore, the press/TV/statistics responsible is in charge of the media team and is in overall charge of the press room/working area and makes sure that the necessary equipment, information and beverages are available. They are also in charge of the press conferences, which are compulsory to all teams as of the group phase. The post-match press conference takes place 15 minutes after the end of the match to allow for flash/mixed zone interviews. The head coach and one player, who played in the match, must attend the post-match press conference. The post-match press conference should be held in English as the first language or should be translated into English to ensure that it is open to the international media. The press/TV/statistics responsible ensures that the teams attend at the correct time, translation is available and that the conference room is correctly equipped for a press conference. The press/TV/statistics responsible should inform the press representatives accordingly and act as a chairman of the press conference.

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

Shortly after the match they make 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 press/TV/statistics responsible makes sure that the interviews are carried out in front of the EHF

Champions League backdrop. This area should be supervised by security that is given clear instructions.

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

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

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

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

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

#### 5.10 Marketing Responsible

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

material sent by the EHF respectively its partners.

Moreover, the marketing responsible is in charge with the organisation of production and implementation of the EHF 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 (backdrops), etc. Together with the press/TV/statistics responsible, they prepare a competition programme to satisfy the needs of the on-site spectators.

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

#### 5.11 Ticket/Accreditations Responsible

The tickets/accreditations responsible is liable for the allocation of tickets and promotion of tickets pre-sale campaign. In cooperation with the marketing responsible and the press/TV/statistics responsible they allocate any kind of necessary accreditation (VIP club, Press, TV, etc.) and instruct the ushers. Together with the floor/protocol procedures responsible an accreditation plan concerning seating and parking availability has to be developed. Furthermore, they assist the marketing supervisor and the floor/protocol procedures responsible in positioning the VIP guests on the VIP tribune.

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

## **6 SECURITY**

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

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

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

## **7 VIDEO RECORDINGS**

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

All clubs participating in the EHF 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 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.



## **V. MEDIA**

### **1 PRESS**

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

Media coverage is not only essential for the promotion of the sport, but also provides publicity for the players, attracts spectators, sponsors and partners. Although different countries may have different ways and standards in terms of communication and media management, the main goal remains the same: reach the desired target group with your message. Professional staff and media facilities are the basis to successfully promote the EHF Champions League on a local and global scale. The home club is therefore committed to playing an active role in motivating the local press and media (newspapers, magazines, radio, etc.) by providing them with information on a regular basis.

Each Champions League club must name and give contact details for a person responsible for media management. This person should be able to speak fluent English and have experience in working with the local and international press. The responsibility on a local level and the cost for press/media management lies with the home club.

#### **1.1 Media room/Work room**

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

##### **1.1.1 An adequate number of work stations shall be made available for press and media representatives**

- The home club shall create good working conditions for media representatives (TV, radio, print media) by providing the media room with the following features:

The press room shall have 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 (all accredited media representatives should have access to electricity. This is essential.)
- Tables (minimum 5) and chairs (minimum 15-30) in order to fulfil local needs
- Telephone (international line – to be paid by press/media), fax possibility (to be paid for by press/media)
- Internet access - if possible high speed: min. 520 k (WLAN or cable connection e.g. ISDN, ADSL- to be paid by press/media)
- Two computers (Operating system: Windows XP with Office 2000 or higher, German or 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.)
- EHF Champions League backdrop and official EHF information (press kit etc.)
- Beverages (water, coffee, non-alcoholic drinks) and light snacks
- Adequate heating / central air conditioning
- Separate smoking area away from the working area / No smoking policy in accordance with the governmental smoking regulations

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

## 1.2 Press seats on the tribune

In the playing hall the minimum number of seats set must be available to: Group Matches (10), Main Round (15) and further rounds semi-final (25) and final (50). The club must be willing to be flexible according to the number of accreditation requests. The seats – if possible – are to be situated in the middle of the seating area. In any



case the seats have to permit clear visibility to the playing court.

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

A line for internet access/ISDN or equivalent should be provided by the clubs if requested. The cost is to be borne by the individual or media organisation. The request must be made in writing (preferably on the accreditation form) to the club. The press/media representatives must be made aware of the fact that they bear the cost. Mobile phone reception in the hall is essential.

### 1.3 Mixed zone

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

Spectators, court personnel, etc. should not have access to this area. Access shall only be granted to the host broadcaster as well as to the media (radio) and press representatives (journalists). A backdrop with the Champions League brand has to be located in the mixed zone (see point 1.5, chapter VI). All interviews have to be done in front of this backdrop in order to secure the presence of local and EHF sponsor partners.

#### 1.4 Press conference

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

As of the semi-finals, the club must send a detailed listing of all press 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 coaches of the clubs, a player, the person responsible for press/TV/statistics acting as a chairman (or another qualified person) and a translator (if necessary). The seating arrangements at the press conference have to be as follows (from left to right): Translator (if necessary), player guest team, trainer guest team, chairman, trainer home team, player home team. The chairman must announce the start of the press conference to all media representatives in the pressroom. The chairman interviews the parties involved – asking them to give a statement on the match and the floor is then given to press/media representatives for questions.

The responsible person for press/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 15 minutes after the match. 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 during the conference. There should be adequate refreshments available to the coaches and players.

The press conferences should ideally take place in a separate room from the press working room, if this is not possible it should be divided off. The press conference room or area has to have a minimum of 30 - 50 m<sup>2</sup> and has to be equipped with:

- Minimum of 2 tables and 6 chairs at the front of the room
- CL backdrop (including sponsor partners) – see point 1.4 (chapter VI)
- CL table banner – see under point 1.4 (chapter VI)
- Microphones (branded with EHF CL mike flags) on the table – see point 1.4 (chapter VI)
- 1 portable microphone
- EHF CL table flags
- Name plates
- Beverages (water, etc.) on the tables
- Towels
- Minimum of 20-30 chairs for press/media representatives

#### 1.5 Media Handouts (reports and press releases)

Before and after each EHF Champions League match an official press release has to be edited for the local press. The press release should also be available in English or an official EHF language and forwarded to [championsleague@ehfmarketing.com](mailto:championsleague@ehfmarketing.com) (e.g. for publication on EHF Champions League website).

As of the Main Round the person responsible for press/TV/statistics provides the EHF with a short media report (information on the press/media representatives on site: number, type of media, e-mail contact etc., and a collection of press clippings in order to monitor the coverage in the national press) within 1 week after the match.

All press releases have to be printed on official EHF Champions League press sheets (see point 1.6, chapter VI). Basic information should be made available as standard for each accredited media representatives in the press 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 press/TV/statistics officer should ensure that the match report and statistics are also distributed along the designated media seats and TV commentary positions in the arena.

## 2 PHOTOGRAPHERS

### 2.1 Basic guidelines

The photographers shall be accredited and shall have access to the playing court as well as the press facilities. They must be allowed to do their job without obstructing play or the advertising boards, to avoid devaluation of the sponsors. As of the semi-finals the photographers should be provided with a bib for ease of recognition, which will help the work of the security staff. Each photographer must receive a copy of the EHF Rules for Photographers and sign a list that they will adhere to the rules. This should be completed when the accreditation is collected from the press officer.

At the start of the season all clubs will be provided by the EHF with special branded bibs for all photographers and ENG Crews and respective TV Host broadcasters.

Here are the basic guidelines:

- Photos can be taken during the line-up. An area must be defined prior to the match with the EHF Marketing Supervisor. The photographer may stand in this position until the pre-match procedure is over. After the line-up, the photographer must go to the seats behind the advertising boards at the end of the court. The photographer (other than the official photographer of the club or EHF) is not permitted to access the court at any other time.
- The accreditation must be worn at all times.
- During the match, all photographers should be at the end of the court where seats are available behind the advertising boards.
- There are strict routing systems for changing ends during the playing half. If a photographer wishes to change ends during the half, they must follow this routing system.
- Photographers are not allowed behind the player seats or on the opposite side of the court to the players.
- Photographers should remain seated and cannot change seat during play.
- Photographers are allowed to sit in front of the nets after the point where it is fixed to the advertising borders.
- Photographers are not allowed to obstruct the view of the advertising boards.
- No strobe light photography is permitted

## 2.2 EHF photographer

A professional photographer is a necessity for providing high quality pictures of the EHF Champions League matches. The press/TV/statistics officer has to provide the EHF with the contact to a local photographer. After the event, the photographer/club is required to send 5 pictures to the EHF Office ([championsleague@ehfmarketing.com](mailto:championsleague@ehfmarketing.com)) for immediate use on the official EHF Champions League website free of charge.

On request a CD-ROM with at least 50 pictures must be sent to EHF one day after the event by post. These should be of print quality with DPI of 300. The pictures will be used on the EHF Champions League website (photo gallery and articles) as well for EHF Champions League and EHF promotional purposes, these costs will be covered by the EHF.

The photographers taking pictures for use by the EHF should be aware that the following scenes are of interest for promotional purposes:

- Match (action) pictures with the ball being involved (single players, groups, goalkeepers, etc.)
- Atmosphere in the arena (spectators, team celebrations, etc.)
- Fair Play Acting (support to players of opposing team, support spectators)
- Moving moments (happy, unhappy)
- Team Time-Out
- Referees in Action
- Coaches in Action
- Delegates/Table in Action
- Team Line-up
- EHF Champions League CI (as background)
- Flags in and outside the arena
- Ceremonies (EHF representatives + VIPs)
- Opening, Awarding Ceremony
- Photos of the arena, the surrounding area
- Various pictures with ball
- Children
- Medical Assistance

### 3 EHF CHAMPIONS LEAGUE FINAL

Clubs reaching the final matches have to take into consideration the dimension of the event and undergo special preparations and regulations. In all instances, final arrangements have to be defined and approved by the EHF in agreement with the parties involved. Generally all mentioned standards have to be adapted to the fact that more people will be involved in the media process, before, during and after a final match.

Please take note of the most important points:

- All media requests have to be arranged in cooperation with the EHF
- Media / working room for at least 40 media representatives (written press and photographers) with all requirements mentioned in point 1.1 (chapter V)
- Press room shall have a minimum of 80 m<sup>2</sup> (appropriate facilities such as more work stations)
- press conference room of at least 50 m<sup>2</sup> (if the media and press conference room are to be combined, the room must be at least 100 m<sup>2</sup>)
- Special media service – media support
- In the playing hall a minimum of 50 work stations for press and media representatives has to be guaranteed. The places should have access to electricity and internet access should be available upon request.
- Specified space for 10 ENG Crews around the playing field and enough working space for 40 photographers
- Mixed zone and flash zone (situated in the hall by the players exit; the flash zone is kept separate from the mixed zone and is reserved exclusively for the TV right holders. The necessary security should be provided to ensure the safety of the players and the TV right holders).
- Media room, press conference room, mixed and flash zone shall be branded with the EHF Champions League CI (see chapter VI).
- Official press releases before and immediately after the final match
- Official EHF TV crews and Official EHF photographers will be appointed which will have the exclusive right to enter in the ceremony area and other essential areas (EHF media officials will be provided with special badges).

- Additional press activities and the option of a press conference one or two days prior to the match.
- The post match press conference will take place after the awarding ceremony of the final match.

## **4 TELEVISION & RADIO**

### 4.1 General

Joint marketing of the rights of the EHF Champions League in connection with television, radio, film, video and internet 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 rights

4.2.1 The EHF transfers the use of the complete Media rights for the 2008/2009 season to EHF Marketing GmbH and entitles it to undertake the respective measures with regards to the usage of these rights.

4.2.2 The television-, radio-, film-, internet- and video rights for the qualification round shall be marketed according to the EC Regulations.

4.2.3 In all Group Matches, Main Round matches, semi-final and final matches played within the framework of the EHF Champions League, the exclusive rights relating to television recordings, internet recordings, radio recordings and film recordings (including video recordings) along with multimedia rights shall be marketed by the EHF.

Clubs can find all necessary requirements of the Host broadcaster in the EHF Host Broadcaster Manual which is a part of this regulation booklet.

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

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

4.2.4 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 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.

4.2.5 TV Signal / Guarantee of the production

Each club has to guarantee the production of a TV signal on the basis of the EHF Host Broadcaster Manual for each home match. This signal must be made available to the EHF (or for its respective partners) free of charge at OB van. The broadcast rights are not included.

4.2.6 A club will be released from this duty by the EHF, if a respective agreement with a TV partner is reached.

4.2.7 Should there be no TV agreement between the EHF and the respective club until 30 days prior to the Group Matches, the EHF is responsible for the organisation of the production of the TV signal and the costs of this are to be borne by the club.

4.3 Technical requirements

In the sense of optimising high quality TV exposure, irrespective of the event's location throughout Europe, the home club shall guarantee a proficient collaboration as well as excellent working conditions for the host broadcaster and other TV right holders. In principle only the host broadcaster's cameras are permitted in the playing hall. The home club is not authorised to grant on-site accreditations to any



broadcaster or other TV crew without the prior approval of the host broadcaster and the EHF. The restriction also includes access for news coverage.

- 4.3.1 A parking area for the OB van, the national SNG truck, the international SNG truck and (possibly) 4 additional trucks (production, editing, graphics and technical devices) must be available directly next to the playing hall. The exact number of vehicles will be confirmed depending on the individual preparation of TV productions. This area must be under surveillance and without access to the general public.
- 4.3.2 Access to the playing hall at least 12 hours before the match shall be guaranteed for the host broadcaster. The respective accreditations (see point 2.4, chapter IV) have to be given out to the TV representatives and staff.
- 4.3.3 Camera platforms or fixed camera positions for a minimum of 5 cameras shall be available and have to be provided to the Host broadcaster. Spectators have to be informed about possible viewing restrictions.
- 4.3.4 The position of the main camera has to be in a centralised position in the playing hall. The exact position - height, angle and distance to the playing court – will be decided by the host broadcaster.
- 4.3.5 Power supply: 2 x 63 Amp, 3 x 32 Amp
- 4.3.6 Cables for all technical devices in the playing hall.
- 4.3.7 A working area for the statistic supplier must be made available (as soon as official EHF statistics are implemented by the EHF)
- 4.3.8 The installation of at least two commentary positions must be possible. Position on the same side of the main camera as well as good visibility to the

playing court has to be guaranteed. The commentary position must fulfil international standards: TV monitor (statistics channel – if available), one table, two chairs, ISDN connection, etc.

The commentary position has to be big enough to ensure good working conditions for the commentators and producers. Security personnel have to ensure that there is no interference from the public.

4.3.9 Depending on the local facilities a mixed zone for interviews just after the match on the player's route to the dressing rooms shall be available (see point 1.3, chapter V).

4.3.10 Depending on the local facilities the implementation of a TV studio shall be made available either on the courtside or the tribune

#### 4.4 TV meeting

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

- Pre-match run down (entry ceremony - exact timings; awarding ceremony in case of the final - see also point 2.1 (chapter X) – to be prepared in written form by the home club. Detailed event schedule (before the match, half-time programme, after the match, expected number of spectators, side events, etc.) - to be prepared in written form by the home club
- Team line-ups (to be prepared in written form by the home club) have to be provided to all media representatives and have to be sent to transmitting TV channels before the match via fax or e-mail
- Information regarding Injuries/comebacks/new players, etc.

- Information about position of the mixed zone (for interviews before/after the match)
- TV set-up, interest in interviews, TV schedule, implementation of EHF Champions League intro/outro/graphics (information given by the TV representative)
- Names of EHF officials/ referees (information given by the EHF delegate)



## **VI. PRODUCT AND BRANDING**

### **1 THE EHF CHAMPIONS LEAGUE BRANDING**

A unique EHF Champions League branding throughout Europe is one of the main requirements to successfully promote and develop a product. The Corporate Identity (CI) manual has therefore to be studied carefully and the necessary arrangements have to be made by the home club. The usage of the official EHF Champions League CI is binding and has to be implemented in all tools described in this chapter with exception of the tickets where the implementation of the EHF Champions League design is recommended but not obligatory.

The material will be provided in digital form together with the CI manual in September 2008. The official EHF Champions League layout must not be changed or re-designed in any way. The home club must strictly comply with the layout and respect the panel's size. Panels must be of rigid material and shall be easy to clean. In cooperation with a local advertising agency or specialists at the disposal of the club the implementation has to be carried out. Before the branding material is going to be produced, samples of the different materials have to be sent by email to the EHF ( [championsleague@ehfmarketing.com](mailto:championsleague@ehfmarketing.com) ) at least 2 weeks before the beginning of the respective competition phase. Within 3 working days the EHF will approve the layout or make comments for revision. Should changes in the layout have to be made, a new sample has to be sent within 3 working days by the club. The final confirmation of the basic layout is given by the EHF accordingly. Please note that in the layout there are areas specially defined for club sponsors in the group phase. For instructions, dimensions, etc. see the CI manual and the corresponding Corporate Design CD.

Starting with the Main Round the EHF provides the home clubs with several new branding items (see overview). Only official EHF Champions League sponsor partners as well as EHF club sponsor partners are then able to be present on the branding items.

The marketing supervisor will again check the following branding tools on site. A proper storage of these materials is an obligatory requirement to be reused for further matches.

## 1.1 Playing court

### 1.1.1 Centre board

The centre board as described in the EHF Champions League CI Manual has to be positioned centred on the 42m long barrier board system on the length side of the playing field.

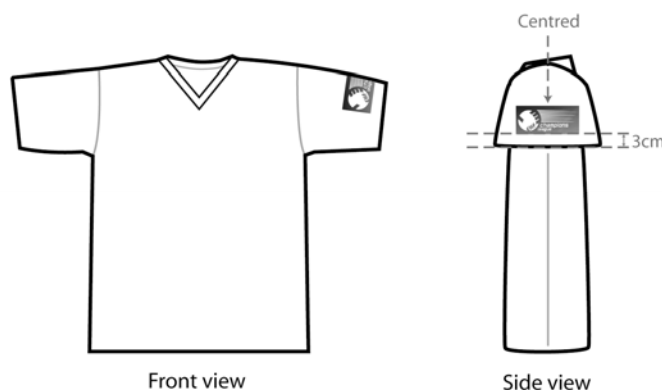
## 1.2 Playing hall

One table banner in accordance with the EHF Champions League CI has to be affixed to the timekeeper's desk.

EHF Champions League banners have to be positioned in the 2nd row areas, on the tribunes, in the substitution areas, etc.. The exact positions/areas will be defined by the EHF respective to the different competitions stages and based on the local venue instructions.

## 1.3 Player's shirts

The EHF will provide all clubs participating in the Group Matches of the EHF Champions League with the layout of the EHF Champions League t-shirt badges (15x7cm) in digital form which is ready to be printed on the shirts. The fixing of this logo is an obligation; the exact position is defined as follows. Nevertheless, the badge has to be fixed only on the left arm.



#### 1.4 Press conference

##### 1.4.1 Backdrop

One backdrop has to be positioned just behind the table where the participants of the press conference are seated.

##### 1.4.2 Panels

Two panels are to be positioned on the left and right hand of the table.

In case that there are separate sponsor panels beginning with the Main Round the EHF has to inform you 14 days before the respective match.

##### 1.4.3 Table banner

One table banner has to be put on the front side of the table.

##### 1.4.4 Table tags

Four table tags have to be positioned on the table.

##### 1.4.5 Mike flags

Three mike flags have to be positioned on the microphones used.

#### 1.5 Mixed zone / Flash zone

One interview backdrop has to be positioned where the mixed or flash zone in the playing hall is foreseen. The flash zone is reserved for EHF CL right holders.

#### 1.6 Press information / Official information sheets

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

#### 1.7 VIP room

Two neutral CL panels as well as one sponsor panel have to be positioned in the main corners of the VIP room. On request, tables have to be branded with table cards (Sponsor Company's name).

### 1.8 Accreditations

The accreditations for the official sectors (playing court, media, VIP, etc.) have to be designed in accordance with the EHF Champions League CI.

### 1.9 Tickets

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

### 1.10 Official programme

The design of the official programme has to follow the EHF Champions League CI. The EHF Champions League advertisements as well as other sponsor ad's have to be positioned on the foreseen areas on the inner page(s) of the programme.

### 1.11 Promotional materials

Posters, flyers, etc. can be individually designed by the home club. Nevertheless, the background has to show the EHF Champions League design following the CI Manual.

### 1.12 Signposting system

The signposting system in the playing hall must be designed following the EHF Champions League layout.

### 1.13 Personnel

In case the EHF makes use of the right defined under point 3.3 (chapter VII), the event staff will be equipped with t-shirts/tops by the EHF.

At the start of the season all clubs will be provided by the EHF with special branded bibs for all photographers, ENG Crews and respective TV Host broadcasters.

### 1.14 Flags

All flags mentioned under point 2.1.4 (chapter X) have to be positioned in the playing hall.

### 1.15 EHF & team hotels

One large flag has to be positioned outside the hotels.



### 1.16 Official cars

Stickers with the EHF Champions League design have to be positioned on the official cars used during the event.

### 1.17 Podium / Winner's banner

The winners' podium provided by the home club has to be branded.

For the awarding ceremony of the EHF Champions League final, a banner situated in front of the podium has to be produced in EHF Champions League CI. The EHF Champions League winner shall position behind this banner when the winner's pictures are taken.

### 1.18 Production obligations:

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

	Group Matches	Main Round - Finals
Playing court (centre board)	-	EHF
Playing hall (1 timekeeper's table banner)	Home club	EHF
Playing hall (2nd row banner, spectator's area banner, etc.)	Home club	EHF
Player's shirts (badges)	Home club	Home club
Press conference (1 back drop)	Home club	EHF
Press conference (2 panels)	EHF	EHF
Press conference (1 table banner)	Home club	EHF
Press conference (3 mike flags)	EHF	EHF
Press conference (3 table tags)	-	EHF

Mixed / Flash zone (1 back drop)	Home club	EHF
Press information	Home club	Home club
VIP Room (2 panels)	EHF	EHF
VIP Room – entrance (1 panel)	-	EHF
VIP Room (table tags)	Home club	Home club
Accreditations	Home club	Home club
Tickets (recommended)	Home club	Home club
Official programme	Home club	Home club
Promotion material (posters, flyers, etc.)	Home club	Home club
Signposting system	Home club	Home club
Official car sticker	EHF	EHF
CL winner’s board	-	EHF
Podium	-	EHF/home club

## 2 OFFICIAL SPORTS EQUIPMENT



### 2.1 The EHF Champions League ball

adidas as the “Official match ball supplier of the EHF Champions League” will provide the official ball for all matches of the 2008/2009 EHF Champions League.

Participating clubs are obliged to use the official adidas ball in all matches as well as during the warm-up of the 2008/2009 EHF Champions League (as of the Group Matches).

The EHF partner adidas will make available 20 balls to each club participating in the Group Matches of the 2008/2009 EHF Champions League for training purposes. In addition adidas provides each club with 2 match balls per home game which must be made available without prior use on the occasion of each home game accordingly.

The trainings and match balls will be shipped in good time prior the beginning of the EHF Champions League season. The shipment cost will be borne by the EHF.

## **VII. MARKETING AND ORGANISATION**

### **1 USE OF ADVERTISING**

The EHF transfers the use of the advertising rights for the 2008/2009 season to EHF Marketing GmbH and entitles it to undertake the respective measures with regards to the usage of these rights.

#### **1.1 Qualification round**

The marketing rights in the qualification round are carried out according to the 2008/09 EC Regulations.

#### **1.2 Limitation of floor advertisements**

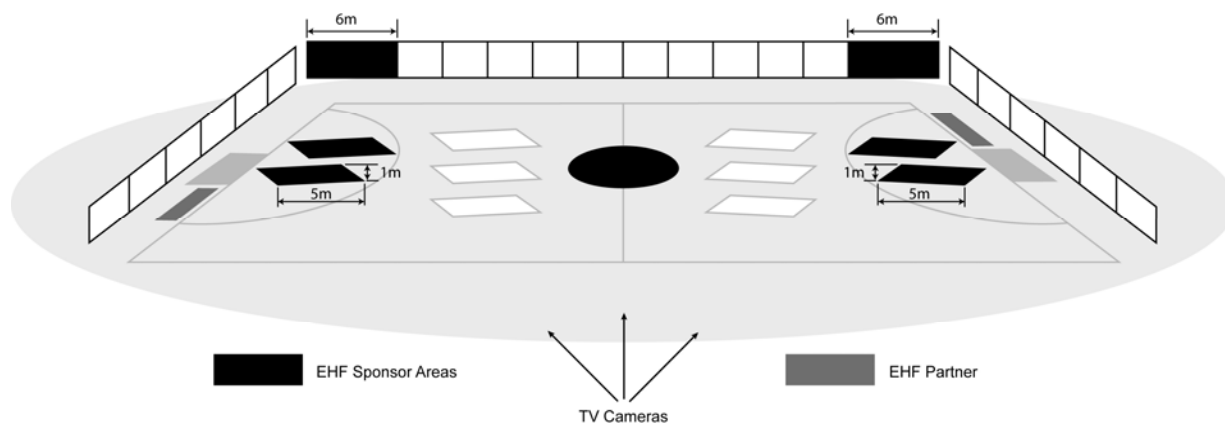
With the beginning of the Group Matches the number of floor advertisements is limited to 11 floor stickers (including the centre circle).

Additionally, 2 floor stickers of an official EHF Champions League partner may be positioned next to the goals outside the playing court.

#### **1.3 Group Matches**

1.3.1 The following advertising rights in the Group Matches are to be marketed directly by each home club: entire board advertising (except point 1.3.2, chapter VII) as well as 6 floor advertisements on the playing court. The advertisements are to be positioned on the height of the 9m line and have to have the dimensions 5m x 1m (see chart – white positions).

1.3.2 The EHF will market the right to advertise on two 6m x 1m barrier boards on each corner of the long side barrier, within the range covered by the main TV cameras. (see chart – black positions).



1.3.3 Furthermore the EHF has the right to exclusively use the goal areas and the centre circle, no club sponsor advertisement may be positioned in the said areas. The number of advertisements allocated in the goal areas will be of maximal 2, the dimensions are 5m x 1m. The centre circle will have a diameter of 5m.

1.3.4 The EHF has the right to promote, on behalf of the clubs, the marketing of additional board advertising for all Group Matches played within the framework of the EHF Champions League for the 2008/2009 season. In case EHF reaches a respective agreement for the marketing of additional advertising spaces, the clubs concerned must be informed in good time prior the respective matches.

1.3.5 Starting with the Group Matches, the EHF shall have the right for the use of the two goals (net, floor area in the goal, goal posts and bar) for marketing and branding activities.

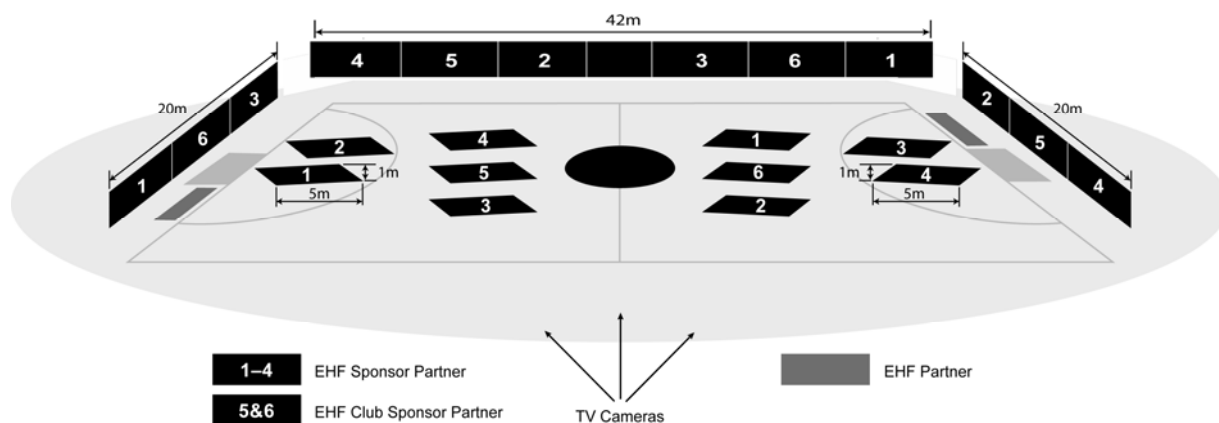
#### 1.4 Placing of advertisements

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

- 1.4.1 The quality of advertisements used by the home club in the Group Matches must not spoil the quality of TV coverage and TV production.
- 1.4.2 Advertisements implemented in the Group Matches which spoil the quality of TV coverage and TV production can be ordered to be removed or covered.
- 1.4.3 All 3-dimensional, luminescent or fluorescent advertisements are subject for approval by the EHF.
- 1.4.4 In case of the use of a rotating system in the Group Matches all advertisements should rotate at the same time and only vertically. Every rotation frequency should have duration of minimum 30 seconds.
- 1.5 Main Round/  $\frac{1}{4}$  Final/  $\frac{1}{2}$  Final/ Finals
- 1.5.1 As indicated in the graph on the next page, the advertising rights for the Main Round, quarter-finals, semi-finals and finals are divided into 6 advertising packages. Package 1-4 are marketed centrally by the EHF. Package 5 and 6 are available for EHF club sponsor partners observing the given exclusivity rules.
- For this purpose the halls in which these matches are played shall be provided free from any advertisement 24 hours before the match. Exceptions are subject for approval by the EHF.
- 1.5.2 Beginning with the Main Round the room where the press conference takes place shall be free from any advertisement that is not in line with the given advertising concept.
- 1.5.3 Beginning with the Main Round the VIP room shall be free from any advertisement that is not in line with the given advertising concept.

1.5.4 The rights include board advertising on the length side of the playing court (42m x 1m) as well as board advertising on the goal sides (20m x 1m behind each goal), within the range covered by the main TV cameras. (see chart)

1.5.5 With reference to point 1.2 (chapter VII) in any case the maximum number of floor advertisements will not be exceeded. The number of advertisements allocated in the goal areas will be of maximal 2, the dimensions are 5m x 1m.



## 1.6 Securing of advertising rights

The advertisements placed by the EHF - respectively their marketing partners - must not be covered by spectators, organiser's staff, photographers or materials and the clear visibility on the TV screen must not be impeded by any obstacle. The home club is responsible and guarantees the clear visibility of all TV relevant EHF advertising areas in the playing hall throughout the entire match. Club personnel must be at the disposal of the marketing supervisor in order to make sure that these rights are secured.

## 2 PRODUCT EXCLUSIVITY

### 2.1 Group Matches

2.1.1 In respect of the advertising rights managed within the framework of these Regulations, the EHF has the right to product exclusivity for one sponsor partner being placed on boards and respectively floor advertising areas within the complete range of the TV cameras in the Group Matches. The respective sponsors shall be announced by the EHF to the clubs concerned in writing as

soon as possible, however until 30 August 2008 at the latest. Any advertising at the competition venue that violates product exclusivity shall be removed.

2.1.2 In case the EHF makes use of point 1.3.4 (chapter VII) to market additional advertising packages in the Group Matches, a second sponsor partner shall have product exclusivity. The respective sponsors shall be announced by the EHF to the clubs concerned in writing as soon as possible, however, on 30 August 2008 at the latest. Any advertising at the competition venue that violates product exclusivity shall be removed.

2.1.3 In case the EHF makes use of point 3.3 (chapter VII), to market the clothing of the event staff all partners shall have product exclusivity.

2.1.4 Product exclusivity does not apply to the players' clothing and referees' respectively officials' advertising.

## 2.2 Main Round/ $\frac{1}{4}$ Finals/ $\frac{1}{2}$ Finals/ Finals

All EHF sponsor partners from the Main Round to the Finals have the right to branch exclusivity in the venues including but not limited to the playing hall, the VIP room and the press conference.

## 2.3 Time schedule

The branches of the official EHF sponsor partners (package 1-4 in the Main Round) will be communicated to the home club until 31.12.2008 at the latest. Thereafter the home club has to announce the EHF club sponsor partners (package 5 and 6) to the EHF within one month (until 31.1.2009 at the latest).

In case this deadline is not observed by the home club, the available advertising rights (package 5 & 6) are automatically transferred to EHFM.

### **3 OTHER ADVERTISING FORMS**

#### **3.1 Referees' / Officials' advertising**

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

#### **3.2 Advertising on player's clothing**

Notwithstanding the Regulations on Advertising on Players' Clothing in the 2008/2009 season, the rights relating to sleeve advertising shall belong to the respective clubs in all Group Matches, Main Round matches, quarter-final, semi-final matches and final matches.

#### **3.3 Event staff**

In case the EHF makes use of the right to market the clothing of the event staff (floor moppers, flag carriers, awarding hostesses, ...) beginning with the Group Matches, the respective sponsor shall be announced by the EHF to the clubs concerned in writing as soon as possible, however, 30 days before the beginning of the Group Matches.

#### **3.4 Inflatable & flying objects**

Inflatable objects, such as zeppelins might be used by the home club for promotional activities, but must not be visible in the areas covered by TV cameras in the playing hall.

### **4 EHF CHAMPIONS LEAGUE SPONSOR PARTNER**

#### **4.1 EHF Champions League main sponsor partner**

They will have the exclusive right to officially present the EHF Men's Champions League. A conjoint Logo "EHF Men's Champions League presented by ..." will be created and has to be used in all EHF Champions League communication tools. The respective title has to be used in all official publications, press releases, press conferences, programmes, advertising, etc.



#### 4.2 Other EHF Champions League sponsor partners

They shall be named “Official Sponsor of the EHF Men’s Champions League”, “Official Partner of the EHF Men’s Champions League” respectively “Official Supplier of the EHF Men’s Champions League”.

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

#### 4.3 EHF sponsor partners

They shall have the right to be present in all official EHF Men’s Champions League events (draws, press conferences, opening/closing ceremonies, etc.)

#### 4.4 EHF club sponsor partners

The EHF club sponsor partners shall have the right to be present in home matches of the respective club during the Main Round,  $\frac{1}{4}$  Finals,  $\frac{1}{2}$  Finals and Finals following the advertising positions fixed in these regulations.

### **5 THE ADVERTISING PRODUCTION, SET-UP, REMOVAL AND STORAGE**

#### 5.1 Production

In order to guarantee a consistent visual appearance, all advertising material (EHF sponsor partners & EHF club sponsor partners) is produced by EHFM.

Production and shipment costs for advertising material of EHF club sponsor partners have to be born by the home club. Club sponsor partners’ logos have to be forwarded to EHFM as soon as possible.

#### 5.2 Delivery

The entire advertising material is delivered to the home club up to 1 week prior to the match at the latest. The marketing responsible of the home club confirms in writing ([championsleague@ehfmarketing.com](mailto:championsleague@ehfmarketing.com)) the receipt of the advertising material.

#### 5.3 Group Matches

In the Group Matches the advertising set-up (proper fixing of the advertising material-barrier board and floor advertisement) is completed by 2-5 persons provided by the home club. In case a marketing supervisor is on site one day before the match, the set-up must not be carried out without presence of the marketing supervisor. Each

club may choose the advertising system individually, although the EHF recommends the use of static banners. In any case the two 6 x 1m banners marketed by the EHF have to be implemented on static banners. The height of any system used has to be 1m. The necessary hand tools provided by the home club to install the banners respectively the floor stickers will be determined in accordance with the EHF. Cleaning of the floor in any case has to be carried out before the fixing of the floor advertising stickers.

Any advertising which violates the product exclusivity of EHF sponsor partners (see point 2, chapter VII) has to be removed or covered by the home club.

#### 5.4 Main Round/ $\frac{1}{4}$ Finals/ $\frac{1}{2}$ Finals/ Finals

Starting with the Main Round the set-up (proper fixing of the advertising material - barrier board and floor advertisement) is to be completed by 2-5 people from the home club in close cooperation with the marketing supervisor the day before the match. The set-up must not be carried out without presence of the marketing supervisor. The entire banner system has to be static and the height has to be 1m. The necessary hand tools provided by the home club to install the banners respectively the floor stickers will be determined in accordance with the EHF. Cleaning of the floor in any case has to be carried out before the fixing of the floor advertising stickers.

As the playing hall must be free of advertising (see point 1.5.1, chapter VII) any club advertisement in the playing hall has to be removed or covered by the home club. Exceptions from this duty are to be presented at the occasion of the site-inspection and need the approval of the EHF.

#### 5.5 Removal

After the match the advertising banners, floor advertisements and branding materials have to be removed by the club. At least 2-5 people have to be at the disposal of the marketing supervisor immediately after the match. The advertisements and branding material have to be removed in a careful way as they should be reusable for further matches. Should any advertising material be damaged / lost, the marketing supervisor has to be informed immediately.

In case some of the reusable material is damaged the club has to assume the full responsibility of accumulating costs for supplementary production.

#### 5.6 Storage

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

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## **VIII. VIP & HOSPITALITY**

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

### **1 VIP Room**

VIP facilities 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 and 30 minutes after the match and has to be equipped with a buffet section, if possible with tables (minimum 15), chairs and/or standing tables (minimum 10) providing sufficient room for approx. 50 people. All VIP equipment has to be of good standard and high quality. The buffet section as well as the tables have to be covered with white table clothes.

Reserved tables with sponsor branding for EHF sponsor partners have to be made available on request.

### **2 CATERING**

A catering company with respective personnel has to be hired (approx. 3-5 persons) by the home club. At least two persons have to attend the buffet section and must secure the highest standards of hygiene. Other arrangements concerning the catering concept have to be approved by the EHF.

In conformity with local legislation drinks that can be offered are: 2 types of wine (red and white), beer, non-alcoholic drinks and water. Also food has to be offered in the VIP area: 3 different cold snacks and 3 different hot snacks, dessert.

The cost of this VIP catering has to be borne by the home club.

### **3 SIDE ACTIVITIES**

#### **3.1 Special Events**

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

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

In case the club wish to carry out promotional activities the club has to ensure the exclusivity of EHF and/or its marketing partners.

#### **3.2 Special VIP Invitations**

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

#### **3.3 Special Incentives**

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

#### **3.4 Time Schedule – Requirements**

Any additional events (on-site promotions / sponsor stands) to be held locally shall also be announced to the organiser / home club in good time; on request, the home club shall place six separate spots of 20 square metres in or near the playing hall at

the disposal of the EHF. Broadband internet connections for the sponsor's stands shall be available. The cost shall be borne by the EHF and/or its partners.

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## **IX. TECHNICAL SERVICES**

### **1 STATISTICS / LIVE MATCH TICKER**

#### 1.1 Implementation

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

At the request of the EHF the home club must make available the necessary technical support as well as personnel (1-2 statistic assistants). The knowledge of the English language is an obligatory requirement for the assistants. The cost for the required software will be borne by the EHF, the personnel has to be covered by the home club.

### **2 VIDEO ARCHIVE**

The EHF offers the clubs the possibility to order match tapes of previous competition stages. In case the requested tape is available in the archive administrated by the EHF, the tape will be shipped within 3 working days.

The costs of the shipment will be borne by the club.

### **3 PHOTOS / FILM / VIDEO**

#### 3.1 Footage Rights

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

development (training, teaching, etc.) purposes. These rights can be passed on to the EHF for the same purpose.

## **4 PUBLIC RELATIONS MATERIAL**

### **4.1 Official programme**

An official event programme has to be published by each home club in good time before each home match. The programme shall be distributed on the VIP tribune, on press seats, etc. and can be sold to the spectators in the playing hall. The following minimum content guidelines of such a match program have to be observed in order to guarantee coherence of layout in all EHF Champions League programs implemented by 2008/2009 EHF Champions League clubs. Extra pages with club related content/advertisements are possible.

- U1 and U4: held in the official EHF Champions League design  
(no club sponsors)
- U2: Presentation club sponsor
- Page 1: Foreword by the EHF (sent in good time prior the matches)
- Page 2: Foreword local celebrity (guest of honour, etc.) if available
- Page 3: EHF sponsor advertisements
- Page 4: Presentation of the home club (list of players),  
with respective player's pictures / information if available
- Page 5: EHF sponsor advertisements
- Page 6: Presentation of the guest club (list of players),  
with respective player's pictures / information if available
- Page 7: EHF Champions League match history of the  
2008/2009 EHF Champions League (example: "the way to the  
semi-final)
- Page 8: EHF advertisement (please find the ad on the Corporate Design  
CD)
- U3: EHF sponsor advertisements
- Back Cover (inside page): held in the official EHF Champions League design

#### 4.2 Posters / flyers

Promotion material, such as posters and flyers shall be distributed in local institutions, shops, schools, etc.

#### 4.3 The EHF Champions League Homepage

Each club participating in the EHF Champions League has to have a club homepage which is kept up-to date with player information, results and EHF Champions League information. A link to the official EHF Champions League Homepage (<http://www.ehfCL.com>) shall exist.

#### 4.4 The EHF Champions League Music

The EHF will provide each club participating in the 2008/2009 EHF Champions League with at least 1 CD including the official EHF Champions League music.

#### 4.5 EHF Champions League promo and clips of EHF marketing partners

The EHF will provide each club participating in the 2008/2009 EHF Champions League with at least 1 DVD including the official EHF Champions League promotion and sponsor clips of EHF marketing partners. In case of there being large screens in the playing hall or in the VIP area the promotion and sponsor clips of EHF marketing partners shall be shown in the playing hall/VIP rooms.

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## **X. PROCEDURES AND PROTOCOL**

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

### **1 TECHNICAL MEETING**

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

The technical meeting is conducted by the EHF delegate in cooperation with the home club responsible and the representatives of both teams. A translator has to be present if required. In case a marketing supervisor is nominated, they also attend the technical meeting. The referees can attend the meeting, however this is not obligatory. Technical matters as well as the security concept are to be discussed in detail. The run down of the event (ceremonies, side events, etc.) printed on the official CL paper (see point 1.8, chapter VI) has to be handed out to all participants of the meeting by the home club. The same information will be distributed to press/media representatives in the press room as well as to TV representatives during the TV meeting. An exact checklist of this meeting is detailed in the appendix section.

At this technical meeting, both teams shall enter all players they intend to use (no more than 16) and officials (no more than 6), in the match report. One hour before the beginning of the match, the teams responsible shall reduce the number of players (maximum 14) and officials (maximum 4) on the delegation list who will actually participate. If one of these players should be injured, he may be substituted before the start of the match.

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

- Technical matters of the game
- Security concept of the complete event (security inside and outside the playing hall, separation of the opposing fan sectors, medical emergency resources, etc.)
- Press conference (time, place, participants) / mixed zone
- Pre-match and post match procedure (match in, players' presentation etc.)
- Side events (banquet, etc.)
- Organisational matters (VIP guests of opponent team, etc.)

## **2 OFFICIAL CEREMONIES**

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

### **2.1 Pre-match procedure**

2.1.1 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.

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

2.1.3 The players can be accompanied by children during the entry ceremony.

2.1.4 Beginning with the Group Matches the following flags should be available in the playing hall at each Champions League match: flag of the nation of the clubs, flag of the clubs, flag of the nations of the referees and the delegate, flag of the EHF (1x2m) and Champions League flag (1x2m).

### 2.1.5 Entry ceremony

The official EHF Champions League ceremony shall start exactly 3 minutes before the match. (starting of the international TV feed)

In this time individual team presentations have to be carried out and finished. Presentations (individual player presentations) of the teams shall be carried out in the same time way and in the same procedure without favouring someone.

The referees have to stand in the middle of the playing court. The EHF flag has to be positioned on the left side of the referees carried by at least four persons (young players/cheerleaders). The Champions League flag has to be carried on the right side of the referees.

Both teams have to line up in one line with the referees facing to the main TV camera.

This part of the official ceremony shall be accompanied by the official CL music and the fair play text. After this part the teams approach the middle line (hand shake). The club flags shall leave the court on the same way in which they entered during the march in. At the same time the EHF and CL flags prepare to leave the playing court.

### 2.1.6 Detailed run down

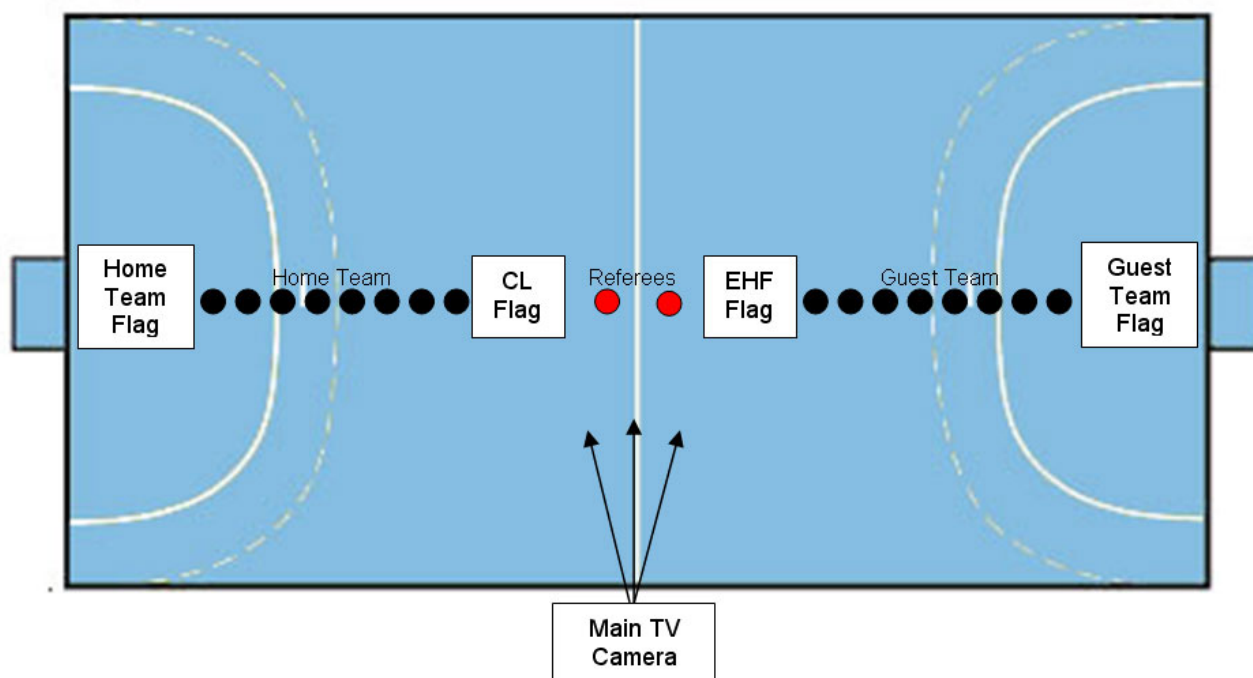
A detailed run down of the entry ceremony as well as the exact timings have to be set-up by the home club before each match and shall be handed out to all parties involved in the technical meeting (delegate, opponent team, security, announcer, ceremony staff, etc.).

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

10:00-03:00	End of warm up → individual presentation (referee presentation/delegate presentation)
03:00	Beginning of the official ceremony / Playing of the official Champions League anthem, players line up
01:00	Ending of opening ceremony (handshake); Fair play text (in local and English version by announcer)
00:30	Players get ready for the throw-off;
00:00	Throw-off (start-up signal of EHF delegate)

### 2.1.7 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.



## 2.2 Post match procedure

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



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

2.2.3 Fifteen minutes after the end of the match, a press conference shall be held in the press room (post match press conference); see point 1.4, chapter V. 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.

### **3 FINAL MATCHES**

In final matches the same pre-match procedure as in previous matches shall be carried out. The entry ceremony will be adapted together with the organiser.

#### **3.1 Awarding ceremony**

The awarding ceremony is to be organised by the home club in cooperation with the EHF at the playing hall immediately after the end of the match. A maximum of 30 persons from each of the two participating teams as well as the referees and EHF delegate will receive commemorative medals from the EHF.

The materials for the awarding ceremony (except the medals and the trophy) must be organised by the home club in accordance with the EHF office. In the same way the run down and tasks for each participating party have to be planned carefully and needs a detailed briefing with the personnel (rehearsal the day before the match).

The following material is needed for the awarding ceremony:

- CL winners' banner (see point 1.17, chapter VI)
- Podium (enough space for the entire team)
- Poles and cordon (to secure the photographer's area)
- Cushions/trays for positioning the medals
- Bouquets of flowers
- Music arrangement (band, DJ, etc.)

Exactly 4 hostesses (2 women – medals, 2 women - trophy) have to be present during the entire awarding ceremony in order to assist the EHF President/EHF representative when awarding the players. Security staff has to secure that photographer's stay in their area.

### 3.2 Protocol

The seating plan of the VIP tribune has to be prepared by the floor/protocol procedures responsible together with the marketing supervisor. The EHF protocol prevails and therefore the EHF President respectively the form the EHF officially nominated person is the highest ranking representative at the venue. In close cooperation with the home club the local authorities will be taken into account. In the entire VIP area the seats are to be allocated following the position/function of the respective guest. The correct implementation of the seating plan has to be secured by the floor/protocol procedures responsible.

### 3.3 Official reception

In both final matches relating to the EHF Champions League, the home club shall organise an official reception before the match (evening reception the day before or lunch reception on the match day) to which it shall invite both teams' delegation heads, EHF officials, representatives of EHF partners, representatives of local authorities as well as other VIP guests that may be present.

After the match the home club may organise a banquet for the teams, team delegations, EHF officials, representatives of EHF partners, representatives of local authorities as well as other VIP guests that may be present.

## **XI. EHF**

### **1 REFEREES**

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

#### 1.1 Nomination

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

#### 1.2 Substitution

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

#### 1.3 Non-appearance

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

1.3.1 The EHF delegate has the obligation to immediately contact the EHF (Phone: + 43 1 80 151 140, mobile: + 43 664 41 05 243) with a report of the situation. The EHF shall take a decision in consultation with the EHF delegate.

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

### **2 OFFICIALS**

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

## 2.1 Nomination

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

## 2.2 Responsibilities/ duties

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

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

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

The EHF delegate shall communicate the referee observation report as well as the completed competition evaluation report to the EHF Office immediately after each EHF Champions League match.

2.2.4 EHF delegates and marketing supervisors act in representation of the EHF.

They supervise the run down of the EHF Champions League events following the requirements of the EHF. They provide the EHF with event reports in order to inform about the correct implementation of technical requirements, procedures and organisation. These reports of the EHF officials are basis for possible disciplinary procedures or sanctions toward the clubs.

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

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

### **3 REPRESENTATIVES**

The EHF representative acts on behalf of the EHF. They are in contact with the local authorities, with the head of delegation of the guest team, is involved in the official parts and represents the EHF in official activities.

### **4 STAFF**

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

#### **4.1 Marketing supervisor**

##### **4.1.1 Nomination**

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

during an EHF Champions League event.

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

#### 4.1.2 Arrival / departure

The marketing supervisor arrives in the afternoon/evening 2 days before the match (example: match day is Saturday, arrival Thursday afternoon/evening) and leaves with the first possible transport arrangement after the match.

#### 4.1.3 Responsibilities

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

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

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

##### 4.1.3.1 Marketing

- Inspection of playing hall and venue facilities concerning marketing & branding issues (correct sponsoring exposure).
- Supervision of local staff during the advertising set-up
- Supervision of limitation of floor advertisement is respected
- Supervision of the proper removal/coverage of advertising areas in conflict with point 2, chapter VII (EHF sponsor's exclusivities)
- Supervision of the proper removal/coverage of advertising areas in the playing hall in conflict with point 1.5.1 (chapter VII);

- Supervision of the removal of the advertising after the match
- Supervision of the proper storage of the advertising material after the match
- Reporting of damages of any advertising material
- Check/supervision of “other advertising forms” (see point 3, chapter VII)
- Check of EHF Champions League promotion on video screens
- Control of proper usage of EHF sponsor’s rights (see point 4, chapter VII)
- Check of the VIP room + catering
- Supervision of side events (if there are any)
- Check of PR Material (see point 4, chapter IX)
- Check of branding items and proper installation (see chapter VI and CI Manual)

#### 4.1.3.2 Media (TV/Press)

- Inspection of playing hall and venue facilities concerning press/media facilities, TV facilities.
- Check of media work room (see point 1.1, chapter V)
- Check of press seats on the tribune (see point 1.2, chapter V)
- Check of mixed zone (see point 1.3, chapter V) / flash zone (final matches)
- Check of press conference room (see point 1.4, chapter V)
- Supervision post match press conferences (starting with Group Matches) and pre-match press conferences (starting with semi-finals)
- Check of media hand-outs/press releases/media report (see point 1.5, chapter V)
- Briefing of photographer
- Contact person for problems during the TV set-up
- Contact person for the TV producer on-site as well as in the studio
- Organisation of the TV meeting (before/after the match)
- Receives video tape/DVD from OB Van and delivers it to EHF
- Receives photo CD-ROM from photographer and delivers it to EHF

#### 4.1.3.3 Others

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

#### 4.1.4 Infrastructure

A computer with internet access has to be made available for the marketing supervisor. (Referring to point 1.2.2 /chapter III)

#### 4.1.5 Cost

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

## 5 TRAVEL ARRANGEMENTS

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

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

### 5.1 Travel costs

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



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

## 5.2 Remuneration

Each referee gets a remuneration of € 400,-- for each match starting with the Group Matches.

All other persons appointed by the EHF get a remuneration of € 200,- for each match starting with the Group Matches.

## 6 INSURANCE

### 6.1 Accident and health insurance

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

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

## 6.2 Organiser's insurance

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

## 6.3 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 EHF Champions League.

## **XII. FINANCES**

### **1 DISBURSEMENT OF TV AND MARKETING RIGHTS**

#### 1.1 Allocation

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

#### 1.2 Taxes

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

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

#### 1.3 Granted disbursements

The following amounts will be disbursed to participating clubs:

- Group Matches (total):	€ 15,000
- Main Round:	
Fix basis	€ 15,000
Bonus per point	€ 7,500
- Quarter-final:	
Fix basis	€ 20,000
Bonus per point	€ 10,000
- Semi-final:	
Fix basis	€ 40,000
Bonus per point	€ 15,000

- Final:	
Fix Basis	€ 45,000
Bonus per point	€ 20,000
Winner bonus	€ 150,000

#### 1.4 Dates of payment

The marketing proceeds specified in connection with the joint marketing of the EHF Champions League shall be disbursed to the participating clubs after the completion of the respective phase at the following dates at the latest:

Group Matches	December 31, 2008
Main Round & Finals	June 15, 2009

#### 1.5 Variable disbursements

Depending on the total sponsor's proceeds a variable payment may be paid out to the clubs within the final accounting. A market-related distribution system will be implemented by the EHF in this case.

#### 1.6 Additional advertising arrangements

1.6.1 In case the EHF makes use of the right to market additional advertising areas in the scope of a centralised marketing in the group phase (see point 1.3.4, chapter VII) 80% of the total proceeds from these marketing activities shall be paid to the participating clubs.

1.6.2 In case the EHF upon consultation with the clubs takes over the marketing of additional advertising in individual matches of the group phase, separate direct agreements shall be closed with the club.

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

## 2 COST OVERVIEW

The following chart shall give an overview on the most important financial obligations and the party bearing these costs:

Type of Cost	Group Matches	Main Round - Final
CL trophy / medals	-	EHF
1st draw: accommodation / board	EHF	-
1st draw: travel expenses	Club	-
Further draws: travel expenses/accommodation/board (optional)	-	Club
Workshop: accommodation / board	EHF	-
Workshop: travel expenses	Club	-
Entry fees	Home club	Home club
Late entries	Home club	Home club
Playing hall (rental fee, training facilities, technical equipment, etc.)	Home club	Home club
Site inspections (1) travel expenses / allowance of EHF representatives	EHF	-
Site inspections (1) board, lodging / local transport of EHF representatives	Home club	-

Type of Cost	Group Matches	Main Round - Final
Site inspections (2) / Audit - optional - (travel expenses, board/lodging, local transport/allowance)	Home club	-
CL floor (technical information / technical support)	EHF	EHF
CL floor (set-up / storage / maintenance / material /utilization)	Home club	Home club
Tickets / accreditations	Home club	Home club
Travel arrangement, visa guest team, complete stay at the away match	Guest team	Guest team
Bus for the local transport of the guest club	Home club	Home club
EHF delegate / referees / EHF representative / EHF President	Home club	Home club
International travels / visa (EHF referees / EHF delegate / EHF representative / EHF President)	Home club	Home club
Daily allowances/extra payment (referees / delegates / EHF representatives)	EHF	EHF
Board and lodging EHF delegate / referees / EHF representatives / EHF President	Home club	Home club
Board and lodging guest club	Guest club	Guest club

Type of Cost	Group phase	Main Round – Final
Optional sightseeing tours (EHF sponsors, etc.)	EHF	EHF
Extra costs sightseeing tours for guest club	Guest club	Guest club
Water guest team / EHF referees in the playing hall	Home club	Home club
Timekeeper / scorekeeper / announcer / security / technical staff / medical staff / other staff, etc.	Home club	Home club
Press representatives (accommodation / transfer)	Press representatives	Press representatives / EHF
Press facilities (press room: technical equipment / snacks / beverages; press seats on tribune: technical equipment; press conference: microphones, beverages, towels, etc.)	Home club	Home club
Commentary positions (installation facilities)	TV	TV
Commentary positions (ISDN lines, telecom, etc.)	TV	TV
TV Studio set-up	TV	TV

Type of Cost	Group phase	Main Round - Final
Branding playing field (centre circle, centre board)	EHF	EHF
Branding playing hall (1 table banner, banners spectators area)	Home club	EHF
Branding player's shirts	Home club	Home club
Branding press conference (1 back drop, 2 panels, 1 table banner)	Home club	EHF
Branding press conference (4 table tags, 3 mike flags)	EHF	EHF
Branding mixed/flash zone (1 backdrop)	Home club	EHF
Branding press information	Home club	Home club
Branding VIP room (2-3 panels, roll of banners, table cards)	Home club	EHF
Branding accreditations	Home club	Home club
Branding tickets (recommended)	Home club	Home club
Official programme	Home club	Home club
Promotional material (posters, flyers)	Home club	Home club
Branding signposting system	Home club	Home club
Branding personnel – optional - (T-shirts)	EHF	EHF
Flags	EHF	EHF



Type of Cost	Group phase	Main Round - Final
Hotels (big flag, panels)	EHF	EHF
Branding official cars (stickers)	EHF	EHF
CL ball (training balls + match balls)	EHF	EHF
CL ball (shipment cost)	EHF	EHF
CL ball (importation cost)	Home club	Home club
Staff and technical items for advertising set-up / removal	Home club	Home club
Advertising production and shipment:	EHF partners	EHF partners
EHF sponsor partners	Home club	Home club
EHF club sponsor partners		
Advertising material storage	Home club	Home club
VIP guests (accommodation / transfer – in case of request)	VIP guests / EHF	VIP guests / EHF
VIP catering	Home club	Home club
Hospitality side activities - on request (additional cost)	EHF / EHF partners	EHF / EHF partners
Statistics – optional - (software, etc.)	EHF	EHF
Statistic assistants	Home club	Home club
Statistic assistants seminar (travel arrangements)	Home club	-
Statistic assistants seminar (board/lodging)	EHF	-
Video tapes (copy / archive administration)	EHF	EHF

Type of Cost	Group phase	Main Round - Final
Video tapes shipment	Home club	Home club
Promotional material (music, promotion clips, official design, homepage, etc.)	EHF	EHF
Awarding ceremony (podium, poles and cordon, cushions, flowers, etc.)	Home club	Home club
Marketing supervisor (travel arrangements, visa)	EHF	EHF
Marketing supervisor (board/lodging/working facilities)	Home club	Home club
EHF Referees (failure to show up)	National Federation / EHF	National Federation / EHF
Insurance (health and accident insurance EHF referees/delegates/representatives)	EHF	EHF
Insurance (health and accident insurance teams; organiser's insurance)	Club	Club

## **XIII. LEGAL MATTERS**

### **1 PROTESTS AND DISCIPLINARY PROCEDURES**

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

- scheduling of and drawing for matches;
- nomination of referees and delegates;
- referee decisions on facts in accordance with the Rules of the Game;

#### 1.1 Settlement

All administrative matters shall be settled in the first instance by the EHF Office. Written appeals against administrative decisions shall be settled by the EHF Arbitration Tribunal. Any written appeals shall be received by the EHF Office not later than three (3) days after serving or announcement of the decision with the transfer of a fee of EUR 1.000,-- to be made at the same time.

All protests shall be settled in the first instance by the EHF Arbitration Tribunal against payment of a fee of EUR 1.000,--. The written protest and the fee shall be received by the EHF office within 48 hours after the end of the match. Presentation of a copy of the payment receipt is sufficient.

#### 1.2 Final match

Protests concerning the final match shall be delivered to the EHF delegate in writing within one hour after the end of the match together with the payment (confirmation) of the protest fee and shall be noted by the EHF delegate in the match report.

#### 1.3 Deadlines

Written information of any kind communicated to the EHF shall be subject to the same deadlines and fees as protests. No binding deadlines and fees are in force for the submission of written information concerning eligibility to play. Exclusion of a team from a current competition is possible only if there is a period of not less than two weeks between the EHF Arbitration Tribunal's ruling and the date of the match in

the next playing round. The 2-week period is required to ensure the proper conduct of the next round of the competition.

#### 1.4 Sanctions

Violations of the duties of the home club shall carry a fine of not exceeding EUR 7,500 in accordance with applicable clauses of the List of Penalties relating to EHF Arbitration Regulations.

#### 1.5 Other issues

Issues in connection with handball competitions, including activities related there to and persons involved therein, that do not directly lead to the institution of legal proceedings under applicable regulations are subject to examination and investigation by the initiator of proceedings. The initiator of proceedings is entitled to initiate legal proceedings before the competent legal bodies within the EHF on the basis of his/her own and/or other parties' observations (including media, digital or electronic recordings) after having conducted a preliminary investigation of the facts of the case. In addition, the initiator of proceedings has the right to appeal against decisions taken by the body of first instance.

#### 1.6 EHF Court of Arbitration

Appeals in writing against rulings by the EHF Arbitration Tribunal may be filed with the EHF Court of Arbitration.

#### 1.7 Procedure

A written appeal against a ruling by the EHF Arbitration Tribunal shall be received by the EHF Office not later than three days after the delivery or announcement of the ruling together with a transfer of a fee of EUR 5.000,--. The proceedings are governed by the Rules of Arbitration of the EHF Court of Arbitration. The unsuccessful party shall bear the costs of the arbitral proceedings.

#### 1.8 Final rule decision

The ruling by the EHF Court of Arbitration shall be final.

### 1.9 Arising costs

Regarding the costs arising in connection with the activities of EHF arbitration bodies as well as the EHF Court of Arbitration reference is made to the applicable clauses in the Arbitration Regulations.

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## **XIV. ANTI-DOPING**

Doping controls may be conducted by members of the EHF or by other persons or institutions so authorized by the EHF.

All anti-doping activities are co-ordinated and carried out according to the IHF Anti-Doping Regulations, which are an integral part of the 2008/09 Men's Champions League Regulations.

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## **XV. ENCLOSURES**

### **1 CHECK LIST – SECURITY BRIEFING**

1. Welcome and introduction by the EHF delegate
2. Check of list of participants by the EHF delegate
3. Who is who?
4. Explanation of preparatory measures by the home club
5. 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
- 6 Presentation of the safety and security plan by the club responsible
  - 6.1 Information about access and escape routes, routes for referees and clubs, past problems and incidents, etc. provided by the playing hall responsible
  - 6.2 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
  - 6.3 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
  - 6.4 Information about the number, training and location of staff provided by the security/tickets responsible
  - 6.5 Information about the number, training and location of staff provided by the officer in charge of fire fighters

- 6.6 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

7. Who is seated where? (fans of home club and guest club, VIPs, press, additional members of the guest club delegation) - sketch
8. Information about traditions and ceremonies in connection with the match
9. 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
10. Finally, the operating plan is approved
11. The EHF delegate shall announce where they will be positioned during the match
12. Communication aids, equipment, pagers, walkie-talkies
13. Strategy for “worst case scenario/emergency plan”

## 2 CHECK LIST – SITE INSPECTION

Club: \_\_\_\_\_  
Place / Date: \_\_\_\_\_  
EHF Representative: \_\_\_\_\_  
TV Representative: \_\_\_\_\_

RESULT:  Approved  
 Approved under condition  
 Not approved

AMENDMENTS/REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### NECESSARY MEASURES

TO BE TAKEN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SITE INSPECTION (2)

/ AUDIT:  Yes      Date: \_\_\_\_\_  
 No

\_\_\_\_\_  
Signature home club      Signature EHF      Signature TV

### PLAYING HALL - SURROUNDINGS

Parking areas	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
Availability of VIP parking spaces	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory

**PLAYING HALL – EQUIPMENT**

Locker rooms guest clubs

General impression	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
Room equipment (showers, etc.)	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
Cleanliness	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory

Locker rooms referees

General impression	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
Room equipment (showers, etc.)	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
Cleanliness	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory

REMARKS:

\_\_\_\_\_

\_\_\_\_\_

Playing field

Position of playing court in the hall –

Distance to boards / spectators \_\_\_\_\_ (in metres)

Correct security distances	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
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(Bench/spectators; playing court/boards)

Size of timekeeper's table \_\_\_\_\_ (in meter)

Benches (tied together)	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
Lines	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
Floor	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
Goals	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory	<input type="checkbox"/> unsatisfactory
Catch net behind goals	<input type="checkbox"/> yes	<input type="checkbox"/> no	

REMARKS:

\_\_\_\_\_

\_\_\_\_\_

Staff

Guest club responsible	<input type="checkbox"/> yes	<input type="checkbox"/> no
EHF delegate/Referees		
/representatives responsible	<input type="checkbox"/> yes	<input type="checkbox"/> no
Floor/protocol procedures responsible	<input type="checkbox"/> yes	<input type="checkbox"/> no
Press/TV/statistics responsible	<input type="checkbox"/> yes	<input type="checkbox"/> no

Marketing responsible	<input type="checkbox"/> yes	<input type="checkbox"/> no
Security responsible	<input type="checkbox"/> yes	<input type="checkbox"/> no
Tickets/Accreditations responsible	<input type="checkbox"/> yes	<input type="checkbox"/> no

Others

Position first aid	_____	
Sound system (Micro/Music)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of electronic scoreboard	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of heating	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of central air conditioning	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of meeting room	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of EHF delegate room	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of storage room	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of venue sign posting	<input type="checkbox"/> yes	<input type="checkbox"/> no
Emergency exits	<input type="checkbox"/> yes	<input type="checkbox"/> no

Exit dimensions

REMARKS:

\_\_\_\_\_

\_\_\_\_\_

PLAYING HALL – SECURITY

Capacity (n° of spectators)	_____		
N° of emergency exits	_____		
Secured player's entrance	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Security personnel	<input type="checkbox"/> club	<input type="checkbox"/> private company	<input type="checkbox"/> police
	<input type="checkbox"/> fire fighters		

REMARKS:

\_\_\_\_\_

PLAYING HALL – PRESS & MEDIA

Press seats on tribune (n° of seats)	_____	
Separation from spectators' seats	<input type="checkbox"/> yes	<input type="checkbox"/> no
Equipment of working places		
(Phone/modem outlets)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of Media/Press room	<input type="checkbox"/> yes	<input type="checkbox"/> no

Availability of equipment:

Electric power points	<input type="checkbox"/> yes	<input type="checkbox"/> no
Tables, chairs	<input type="checkbox"/> yes	<input type="checkbox"/> no
Phone/Fax	<input type="checkbox"/> yes	<input type="checkbox"/> no
Internet access	<input type="checkbox"/> yes	<input type="checkbox"/> no
Computer terminal	<input type="checkbox"/> yes	<input type="checkbox"/> no
Printer/copier	<input type="checkbox"/> yes	<input type="checkbox"/> no
ISDN connection	<input type="checkbox"/> yes	<input type="checkbox"/> no
Catering	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of press conference room	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of mixed zone	<input type="checkbox"/> yes	<input type="checkbox"/> no

REMARKS: \_\_\_\_\_

PLAYING HALL – TV

Lightning conditions (in LUX)	_____	
Parking spaces for OB Van / SNG	_____	
Availability camera positions on tribune	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability camera positions playing court (Positions to be marked on hall plan!)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Commentary positions	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of flash zone (final matches)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Meeting room (TV Meeting)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Adequate power supply	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of space for a studio (Positions to be marked on hall plan!)	<input type="checkbox"/> yes	<input type="checkbox"/> no

PLAYING HALL – MARKETING

Availability of static advertising boards	<input type="checkbox"/> yes	<input type="checkbox"/> no
Correct height/length (1m x 42 m)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Branding possibilities on tribunes	<input type="checkbox"/> yes	<input type="checkbox"/> no
Irremovable club sponsor presence	<input type="checkbox"/> yes	<input type="checkbox"/> no
Separated VIP seats in the tribunes	<input type="checkbox"/> yes	<input type="checkbox"/> no
Availability of VIP room	<input type="checkbox"/> yes	<input type="checkbox"/> no
General impression VIP room	<input type="checkbox"/> good	<input type="checkbox"/> satisfactory <input type="checkbox"/> unsatisfactory

Cleanliness VIP room  good  satisfactory  unsatisfactory

Availability of catering  yes  no

Kind of catering (food, beverage) \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### TECHNICAL SERVICES

Positions for statistic provider & assistants  yes  no

(Positions to be marked on hall plan!)

#### ACCOMMODATION EHF REFEREES/ EHF DELEGATES

Hotel category  \*\* star  \*\*\* star  \*\*\*\* star  \*\*\*\*\* star

Distance to playing hall (km or min.) \_\_\_\_\_

Availability of single and/or double rooms  yes  no

Rooms- general impression  good  satisfactory  unsatisfactory

Bathroom/showers  good  satisfactory  unsatisfactory

Availability of hot water  yes  no

Cleanliness  good  satisfactory  unsatisfactory

#### RESTAURANT

Distance to hotel (km or min.) \_\_\_\_\_

Availability of menus \_\_\_\_\_

Availability of meals à la carte \_\_\_\_\_

### 3 CHECK LIST – VENUE SET-UP

#### Technical set-up / equipment:

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



- Places for statistics (scouting) – if necessary
- Check flash/mixed zone – infrastructure
- Working places with desk for the press in the arena
- Arena accesses/exits
- Position/number of score boards
- Availability of air-conditioning/heating
- VIP places in the arena
- VIP lounge

Media / Press / TV:

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

## **4 CHECK LIST – TECHNICAL MEETING**

- Welcome words by the EHF delegate
- Who is who
- Introduction and explanations by a representative of the home club
- Explanations on relevant points in the Regulations and information on the competition
- General Timetable (side events etc.)
- Procedure before, during and after the match
- Check of the players' clothing
- Check of delegation lists and passports
- Playing hall
- Information on the playing court and the substitution area
- Safety and Security measures concerning clubs and officials
- Hall capacity
- Information on the ticket sales
- Entrance control
  
- Technical equipment, TV, marketing
- Safety and Security measures concerning spectators and first aid
- Questions by home/guest clubs
- Accompanying programme
- Miscellaneous
- Closing

## **5 CHECK LIST – TV MEETING**

### Time schedule

Briefing 1 hour 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:
  - o General schedule of event (throw-off time , expected crowd)
  - o 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 EHF Champions League Regulations)
  - o Special arrangements / side event
  - o Injuries / comebacks / new players, etc.
  - o Up-to-date team line-ups (place/time of delivery or pick up)
  - o Names of EHF referees
  - o Name of EHF delegates/representatives
  - o Name of VIPs
  - o 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 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

# Regulations on Advertising on Clothing

These regulations are binding guidelines on the nature of clothes for players and EHF officials of all teams as well as referees within the scope of the European Handball Federation.

## 1 GENERAL REMARKS

- 1.1 Advertising is allowed on the playing clothes and also on the sports and training clothes used by players and team officials at competitions.
- 1.2 Advertising is allowed on playing clothes and also on the sports and training clothes used by referees and EHF officials at competitions.
- 1.3 Advertising on clothing in accordance with 1.1 and 1.2 shall not be associated with any material benefits for individual persons.
- 1.4 Every team of a member federation or club can carry its own advertising.
- 1.5 The EHF has the right to conduct its own advertising or display additional advertising at European Championships and all European Cup matches.
- 1.6 If the EHF has a general sponsor, that sponsor's advertising shall be accorded precedence. Any branch related exclusiveness that may be required by a sponsor shall be excluded.
- 1.7 Advertising contracts concluded by member federations or EC clubs affecting the EHF's prerogative, particularly concerning the positioning of advertising on sports clothing, shall be invalid.

## **2 TYPE OF ADVERTISING**

- 2.1 The use of company and product names as well as brand names and product groups is allowed as long as they are not contrary to public morality. Advertising must not be of a political, religious, racist or ideological nature.
- 2.2 Restrictions based on national legislation shall be duly observed.
- 2.3 The use of fluorescent paints is not permitted. This rule applies not only to advertising but also generally to the material from which sports and training clothes are made.

## **3 ADVERTISING AREA**

- 3.1 Player's playing clothes must comply with the provisions of rule of the game 4:7.
- 3.2 Advertising on playing clothes must not impair legibility of the players' numbers on shirts.
- 3.3 Players wearing irregular clothing must not be allowed access to match.
- 3.4 Players' playing clothes
  - 3.4.1 Advertising on playing and training clothes (with the exception of advertising on sleeves) shall be reserved for EHF member federations and EC clubs (without any financial participation by the EHF). Any branch-related exclusiveness that may be required by a sponsor shall be excluded.
  - 3.4.2 Sleeves shall be reserved for EHF advertising (without financial participation by the EHF member federations or EC clubs). Any branch-related exclusiveness that may be required by a sponsor shall be executed
- 3.5 Advertising on clothes of referees and EHF officials shall be reserved for the EHF (without financial participation by EHF member federations or EC clubs). Any branch-related exclusiveness that may be required by a sponsor shall be excluded.
- 3.6 The provisions of item 3.4.1 and 3.4.2 also apply analogously to sports clothing used by team officials.

#### **4 SPECIAL REGULATIONS**

- 4.1 Contracts between EHF member federations or clubs and the advertising company must not contain agreements restricting the advertising rights of the EHF.
- 4.2 The EHF is neither responsible nor liable for any disputes which may arise from advertising contracts between EHF member federations or EC clubs on the one hand and advertising companies or sponsors on the other.  
Nor shall EHF be made liable for any loss of revenue resulting from restrictions under 2.2.
- 4.3 Non-compliance with these regulations will be dealt with by the EHF ExeC and penalized by a ban on advertising as well as a fine and/or forfeit.
- 4.4 These Regulations is enter into force upon adoption by the EHF Congress  
30.4./1.5.1993.





# **SAFETY AND SECURITY PROCEDURE**

## **1 PREAMBLE**

The EHF promotes the development and the spreading of handball in Europe. In addition to facilitating the discussion of interests and experience, a core objective at all levels is the promotion of FAIR PLAY in all international handball competitions/events (hereinafter called competitions).

In view of the objectives pursued by the EHF and in the interest of conducting competitions under equal and fair conditions, the protection of those participating in competitions, including specifically players, coaches, team managers, media workers, officials, spectators, etc. is a key concern.

Safety and security measures are adopted by the local organiser as necessary in each case to address local hazards. The measures are approved and supplemented, if required, by the EHF.

The minimum standards laid down in the Rules on Safety and Security Procedure are to be understood as additions to local regulations. They are binding for all parties involved (clubs, federations, security services) as well as participants and spectators and shall be complied with in any circumstances in order to ensure the safe and controlled conduct of each competition.

These Regulations are intended to help raise the awareness of all involved parties of the need for an active approach to the issue of safety and security in and around playing halls.

All home clubs have full responsibility for the conduct of the competition including all the safety and security measures required and the deployment of security staff. Every effort shall be undertaken well before a competition to avoid incidents in connection with the competition as far as possible.

Designed to foster a culture of fairness in handball and to create the best possible conditions for everyone, the following Regulations represent another step in making the sport of handball even more attractive.

## **2 RESPONSIBILITIES**

### **2.1 The home club**

The local organiser (club, federation, etc.) shall organize competitions on its own account and on its own responsibility within its scope of operation in compliance with national legislation.

### **2.2 Indemnification and right of recourse**

Any claims for damages arising from losses sustained in connection with competitions shall be addressed to the local organiser (club, federation, etc.) and any legal action brought before a court at its place of jurisdiction. If an award is issued against the EHF in the above-mentioned context by a national or international court or under other proceedings ordering or obligating the EHF to provide indemnification, the EHF shall be entitled to full recourse against the local organiser.

### **2.3 EHF Statutes and Regulations**

All organizational measures and operating plans shall be in accordance with EHF Statutes and Regulations unless such Statutes and Regulations are in conflict with national legislation. In addition, further arrangements and instructions shall be observed as may be made or issued from time to time by the EHF security delegate on site.

## 2.4 Violations of Rules on Safety and Security Procedure

Violations of the minimum standards specified in these Regulations shall be subject to penalties imposed by the competent EHF bodies.

## 2.5 Objections against administrative acts

Administrative acts performed under these Rules on Safety and Security Procedure shall not be subject to the EHF's internal appeal procedures.

# 3 RIGHTS AND OBLIGATIONS OF THE EHF

## 3.1 Risk categories

The EHF classifies its competitions into two risk categories.

CATEGORIES IA + IB: low-risk competitions

### 3.1.1 CATEGORY IA: competitions without additional safety and security measures:

Low-risk competitions are competitions in which incidents have neither occurred to date nor are expected to occur in the future given the nature of the parties involved and local circumstances.

### 3.1.2 CATEGORY IB: competitions with additional safety and security measures:

Competitions with additional safety and security measures are competitions in which the EHF delegate or the referees reported safety or security hazards in the past.

### CATEGORY II: high-risk competitions

High-risk competitions are competitions in which

1. incidents have occurred in the past,
2. incidents may be expected to occur in the future given the nature of the parties involved and local circumstances,
3. in which the risk to safety and security is higher due to the spatial arrangements in the playing hall and/or the lack of facilities for separating spectator seating areas.

### 3.2 Classification of Competitions into Risk Categories

The EHF has the right and the obligation to classify all competitions into one of the two risk categories. As long as not classified otherwise, any competition shall be deemed to be a risk category IA competition (competition without additional safety and security measures). If a competition is rated by the EHF as falling into risk category IB or II, the teams concerned and the local organiser shall be notified of the decision without delay.

The EHF may change the risk classification of a competition at any time.

### 3.3 The Rights and Obligations of an EHF Delegate (other than the EHF Security Delegate)

Regardless of the risk classification of a competition, the EHF delegate present on site shall have the right and the duty to carry out any safety and security inspections that are required. In the event of unforeseen occurrences the EHF delegate shall take or order measures to be taken that are required to avert any hazard or damage and prepare a report to the EHF. In each competition, the EHF delegate shall include in the agenda of the technical meeting an item on safety and security measures. Visiting team managers shall also be consulted as necessary.

### 3.4 Administration

Approval/assessment of the safety and security plan presented; Nomination of a security delegate and additional personnel as necessary; Development and maintenance of a database of all incidents and special circumstances; Organization of education and training courses for security delegates; Development of education plans (including job profiles) for security delegates; Analysis of security reports and conclusions; Annual safety and security status report (to all clubs and federations).

### 3.5 Playing halls

Playing halls shall be classified by the EHF into three categories:

#### 3.5.1 CATEGORY I: unrestricted approval

Playing halls that fully satisfy the catalogue of criteria shall be approved for competitions without any restrictions for an unlimited period of time. Regular inspections of playing halls by the EHF are obligatory.

#### 3.5.2 CATEGORY II: unrestricted approval subject to certain conditions

Playing halls that do not fully satisfy the catalogue of criteria may be given approval provided that certain conditions are met (reduced number of spectators, removal of a number of rows of seats, etc.). Such an unrestricted approval may be given for an unlimited period of time. Compliance with the conditions imposed shall be verified by the EHF on a regular basis. Approval may be revoked by the EHF at any time.

#### 3.5.3 CATEGORY III: approval for a limited period of time:

Playing halls that do not satisfy the catalogue of criteria may be approved for competitions for a limited period of time. The imposition of certain conditions is possible. Any approval given for a limited period of time ends automatically upon expiry of the specified period.

## 4 RIGHTS AND OBLIGATIONS OF THE LOCAL ORGANISER

The local organiser (club, federation, etc.) shall organize competitions on its own account and on its own responsibility within its scope of operation in compliance with national legislation. Beyond that, the local organiser (club, federation, etc.) shall be responsible for ensuring that EHF and IHF Regulations are complied with and all required safety and security measures are taken.

#### 4.1 Measures to be taken based on risk classification (see 3.1)

##### 4.1.1 Category IA competitions without additional safety and security measures

Additional safety and security measures may be called for by the EHF or the EHF Delegate present on site.

##### 4.1.2 Category IB competitions with additional safety and security measures

The local organiser draws up a safety and security plan and communicates it to the EHF.

##### 4.1.3 Category II competitions

The home club shall prepare a safety and security plan and communicate it to the EHF in good time before the competition or by a specified date.

Concerns expressed by the visiting delegation shall be taken into account in the safety and security plan. The home club shall implement safety and security measures in co-operation with the police, the security service, the paramedical service, the official announcer, etc.

This shall include:

the organization of the security briefing with the parties present on the evening before the match in accordance with 4.4.2 below; supporting the work of the EHF security delegate and of all persons nominated by the EHF; the independent implementation of all required safety and security measures; provision of all personnel for the required services; provision of support to the visiting team; execution of instructions issued by the security delegate; provision of all the rooms required;

#### 4.2 Playing halls

In all competitions, playing halls shall be in compliance with national legislation and in conformity with the standards common in sporting events.

##### 4.2.1 Playing hall details

Playing hall details shall be documented in writing in the form of general information provided by clubs and/or federations as well as data recorded in the hall form and in the Security Questionnaire. If necessary, the EHF may

order an inspection of a playing hall prior to the conduct of competitions.  
The cost of the inspection shall be borne by the club/federation concerned.

#### 4.2.2 Hall form

The hall form is an integral part of these Rules on Safety and Security Procedure. It shall be completed by the respective federation/club and transmitted to the EHF General Secretariat. When a playing hall is approved for competitions it is classified into one of the three categories (see 3.5 above).

#### 4.2.3 Security Questionnaire

The Security Questionnaire is an integral part of these Rules on Safety and Security Procedure. It shall be completed by the respective federation/club and transmitted to the EHF General Secretariat.

#### 4.2.4 Approval by the national delegate

Each national federation shall nominate one of its national delegates as the officer in charge of playing halls. All playing halls of a federation in which competitions are held shall be subject to acceptance by the officer in charge of playing halls. All information provided in respect of specific playing halls (hall form, hall questionnaire) shall be verified by the officer in charge of playing halls. The validity of the information shall be confirmed by his/her signature.

### 4.3 Safety and Security Plan

For all risk category II matches, a safety and security plan shall be prepared by the local organiser in consultation with the EHF in good time, taking into account any concerns expressed by the visiting team.

4.3.1 The safety and security plan shall be presented by the local organiser at the security briefing. The EHF security officer may demand modifications to be made to the plan.

#### 4.4 General Safety and Security Measures

The general safety and security measures shall apply to all competitions in all risk categories.

##### *Escape routes, passageways and stairs*

Escape routes, passageways and stairs shall be kept free of any obstacles and spectators. Entrances and exits as well as escape routes shall be clearly marked.

##### *Tickets*

The local organiser (club, federation, etc.) is responsible for ensuring that the approved capacity of the playing hall is not exceeded in any case.

##### *Media workplaces*

The local organiser shall make workplaces available to media workers the safety and security of which is assured before, during and after the match.

#### 4.4.1 VIP area

The local organiser shall separate the area for guests of honour in such a way that it cannot be accessed by other spectators if such separation is demanded by the EHF/the EHF security officer. In such a case, security staff shall be positioned at entry points to control access.

##### *Announcer*

The announcer shall make all announcements that are required for an orderly conduct of the event. This shall comprise information about the location of first aid facilities, general safety and security measures, instructions regarding the orderly entry of and exit from spectators' stands, etc.



The announcer shall comply with instructions issued by the EHF (security) delegate. The announcer shall be available at all times before, during and after the match.

Only announcements of neutral content may be made. The announcer shall speak one of the official EHF languages.

*First aid*

An adequate number of first-aid staff shall be available relative to the number of spectators present. First aid personnel shall be easy to identify.

*Public address system*

Each playing hall shall be equipped with a public address system producing intelligible sound in the playing hall.

*Smoking ban*

A smoking ban shall be enforced in the playing hall without any exceptions.

*Identifiability of security staff*

Security staff shall be easily and clearly identifiable.

#### 4.5 Safety and Security Measures for Specific Events

Special safety and security measures are required and shall be specified in the safety and security plan only for risk category II competitions.

#### 4.5.1 Segregation of spectators

Tickets issued to the visiting team and its fans shall be specially marked. The area assigned to fans of the visiting team shall be segregated clearly from the area of the home team's fans. These arrangements shall be taken into account in assigning ticket quotas. The home club shall implement strict controls on ticket sales. If necessary, the first rows of spectator seats shall be kept free.

#### 4.5.2 Security checks

Security checks shall be performed to ensure that spectators enter that section of the spectators' stands that has been allocated to the respective group of spectators; spectators do not carry any objects that may inflict injury including lighters, pyrotechnical articles, pocket knives, glass bottles, nail files, laser pens, water pistols, etc. violent persons as well as persons being under the influence of drugs or alcohol are denied access to the playing hall.

#### 4.5.3 Ban on alcohol

If deemed necessary, a ban shall be implemented on the selling and serving of alcohol in and around the playing hall.

#### 4.5.4 Surveillance

The home club shall arrange for video surveillance of specified stands if demanded by the EHF/the EHF delegate.

#### 4.5.5 Personal protection

In cases in which there is reason to believe that the safety of individual persons or groups of persons is at risk, the local organiser shall provide personal protection (security guards, police, stewards) if this is demanded by the EHF/the EHF security officer.

## **5 RIGHTS AND OBLIGATIONS OF THE VISITING DELEGATION**

- 5.1 The visiting team shall report any safety and security concerns in good time, not later than by the date scheduled by the EHF, naming potential risks to safety and security.
- 5.2 In risk category II matches, the visiting team shall automatically have the right to choose an end at the beginning of the match. Throw-off is determined by drawing.
- 5.3 The visiting team may be held responsible for the conduct of those of its fans who are seated in the visitors' seating area organized by the visiting team. The EHF may take action and impose sanctions.

## **6 THE EHF SECURITY DELEGATE**

### **6.1 Qualifications**

Persons appointed as EHF security delegates shall have completed suitable training and shall be deemed to be qualified for this activity on account of their personality, international experience and language skills.

### **6.2 Rights and Obligations**

6.2.1 Any instructions or orders given by the EHF security delegate shall be followed by all persons on site provided such instructions or orders are not contrary to national or international legislation or public policy. The EHF security delegate's work shall be supported in every conceivable manner.

6.2.2 The EHF security delegate shall attend the Technical Meeting.

6.2.3 The EHF security delegate shall take any action that is required to guarantee and maintain the safety and security of all parties before, during and after the match and shall issue any instructions required for this purpose.

6.2.4 Prior to each match, the EHF security delegate shall obtain full information about potential safety and security hazards and problems that occurred in the past.

- 6.2.5 The EHF security delegate shall conduct a security briefing on the evening before the match.
- 6.2.6 The EHF security delegate shall perform a security check in the playing hall immediately after his/her arrival at the venue.
- 6.2.7 The EHF security delegate shall chair the security briefing and fix the time and the place for it (if possible, in the playing hall following the visiting team's training session). The EHF security delegate may put additional items on the agenda and ask specified persons to attend.
- The EHF security delegate shall discuss all measures planned with the responsible officers (federation, club, delegations, stewards, police, fire fighters, etc.).
- 6.2.8 The EHF security delegate shall arrive in the playing hall not later than two hours before the beginning of the match.
- 6.2.9 The EHF delegate shall escort the visiting team from the bus to the changing room and back again.
- 6.2.10 The EHF security delegate has the right to re-schedule throw-off of a match and, in case of imminent danger, instruct the referees to interrupt or terminate a match.
- 6.2.11 After the end of a match, the EHF security delegate shall remain in the playing hall until the general situation may be regarded as being in good order.
- 6.2.12 The EHF security delegate shall escort the visiting team if this is deemed necessary in view of the general circumstances (hotel, bus, changing room, etc.).
- 6.2.13 The EHF security delegate shall deliver a security report after each match (conditions, operational details, co-operation, risks, proposals for the future, etc.).

## 6.3 Security Briefing

A security briefing shall be held for all matches in risk category II.

### 6.3.1 Purpose

The planned proceedings shall be discussed in detail based on the safety and security plan prepared in advance plus the proposed operating plan and the resulting assignment of duties.

The procedures to be followed in each area shall be explained by the officers in charge of the respective services. Any adaptations of the operating plan and/or the assignment of duties that may be required shall be made and recorded in the minutes. Communication and the means of communication used shall be discussed. A list of responsibilities shall be handed out and passed on by service leaders to staff working in their respective areas of operation. In addition, an emergency team shall be set up and a common strategy agreed for a “worst case scenario/emergency plan”.

### 6.3.2 Participants

EHF delegate – chair

EHF referees (if required)

Home club responsible

Guest club representative

Playing hall responsible

Press/TV/Statistics responsible

Announcer

Security/tickets responsible in charge of security service

Other persons named by the security/tickets responsible

Interpreter(s) (if necessary)

### 6.3.3 Assignment of duties and operating plan

Both the operating plan and the list of assigned duties shall be drawn up by the officers responsible for the respective services in good time before the

match and communicated to the local organiser, the EHF security delegate, the visiting team, and the EHF. Any adjustments or modifications that may be needed shall be made at the security briefing.

The security delegate shall take the minutes of the security briefing.

## **7 OTHER**

### **7.1 Costs**

Any costs arising as a result of an increased security risk and/or the need for additional security measures shall be borne by the local organiser.

### **7.2 Protests/Interpretation**

7.2.1 Any disputes arising from these Rules on Safety and Security Procedure shall be dealt with by the EHF's internal appeals system.

7.2.2 In addition, and for the purpose of interpretation, EHF and IHF Regulations as well as Austrian law shall be taken into account.

### **7.3 Entry into force**

7.3.1 The EHF Rules on Safety and Security Procedure shall enter into force upon their adoption by the EHF Executive Committee and publication, but not later than 1 July 2001.

7.3.2 During any transition phase that may arise, the necessary preparatory activities shall be started and decisions taken in the spirit of these Rules on Safety and Security Procedure.

## CATALOGUE OF PENALTIES

1. Non-compliance with instructions issued by the security delegate shall be punishable by a suspension not exceeding two years plus a fine not exceeding EUR 22,500 (depending on the consequences or the hazard).
2. Unsportsmanlike conduct of the public towards players, coaches, officials, fans, spectators, etc. shall be punishable by a fine not exceeding EUR 15,000.
3. Encouraging rioting among the public shall be punishable by a fine not exceeding EUR 15,000.
4. Throwing objects not presenting any hazard shall be punishable by a fine not exceeding EUR 7,500; throwing objects that may inflict injury shall be punishable by a fine not exceeding EUR 30,000 plus a ban on spectators in up to four home matches.
5. Endangering spectators, officials, players, etc. in any other manner shall be punishable by a fine not exceeding EUR 15,000; if the incident causes an interruption of the match, by a fine not exceeding EUR 22,500 plus a ban on spectators in up to two home matches; if the incident causes early termination of the match, by a fine not exceeding EUR 30,000 plus a ban on spectators in up to five home matches.
6. If an incident causes bodily injury, a fine not exceeding EUR 37,500 shall be imposed plus a ban on spectators in between one and ten home matches.
7. Invasion of the playing court by an unauthorized person shall be punishable by a fine not exceeding EUR 7,500; aggressive behaviour on the part of the invading person may raise the fine up to EUR 15,000 and lead to the imposition of a ban on spectators in up to four home matches.

8. Unsatisfactory organization of a match as well as the provision of unsatisfactory technical equipment shall be punishable by a fine not exceeding EUR 7,500; if the unsatisfactory performance is related to security personnel or safety and security measures, the fine may amount to up to EUR 15,000 and a ban may be imposed on the venue.
9. Any recurrence of an infringement shall be punishable by double the penalty specified.
10. The provisions of the EHF Arbitration Regulations including the Catalogue of Penalties may be applied cumulatively.

## **CLOSING PROVISIONS**

These Rules on Safety and Security Procedure complement the EHF and IHF Regulations currently in effect. The following attachment is an integral part of these Rules on Safety and Security Procedure:



# Arbitration Regulations

## 1 GENERAL PROVISIONS

- 1.1 Supplementary to the provisions of the Statutes and other Regulations, arbitration activities within the EHF shall be governed by these Regulations.
- 1.2 Infringements of Regulations, unsportsmanlike conduct as well as violent behaviour in and around playing halls by players, officials, referees and members of clubs or Federations of EHF Member Federations are subject to penalty.
- 1.3 Member Federations and clubs are accountable for the conduct of their players, officials and any other persons exercising a function at a match on behalf of the Federation or club.
- 1.4 This shall apply both to general arbitration activities and disciplinary measures. Any arbitration measures that do not involve sanctions nor constitute a reaction to infringements of the Statutes or Regulations shall be regarded as acts of general arbitration.
- 1.5 Disciplinary proceedings shall be conducted to penalise infringements of Regulations committed prior to, during or after a game or while travelling to or from a venue or staying at a venue, particularly if such incidents and actions are likely to bring the sport of handball and the EHF into disrepute.

## 2 MATTERS SUBJECT TO ARBITRATION

- 2.1 Matters of ongoing arbitration activities  
Matters stated in IHF and EHF Regulations.
- 2.2 Penal provisions

The List of Penalties given in the Annex shall form an integral part of these Regulations; in addition, the penal provisions contained in the various Regulations shall also apply.

### **3 PENALTIES/MEASURES**

The EHF may impose the following penalties:

- warning;
- temporary suspensions;
- fines; administrative penalties;
- cancellation of matches;
- deduction of some or all points scored in the competitions concerned;  
forfeiture;
- exclusion from current or future competitions;
- ban on the venue or supervision of matches;

### **4 ASSESSMENT OF PENALTIES AND EFFECTS OF DECISIONS**

4.1 The penalties named above may be imposed individually or cumulatively.

4.2 Temporary suspensions are pronounced to penalise in particular:

- a) serious unsportsmanlike conduct;
- b) assault or insult directed against referees, officials, players or spectators;
- c) use of players not eligible to play or suspended;
- d) unsportsmanlike conduct of teams, officials or other persons involved in the game.

4.3 Suspensions imposed in the course of disciplinary proceedings may be suspended for reasons to be named and for a probation period to be specified, provided that the aim to be achieved by the decision can also be reached in this manner.

4.4 International suspensions of players, functionaries, officials and referees shall apply, during the period for which they were pronounced, in respect of participation in competitions both at the club and at the national team level.

4.5 Any delay or failure in making reports or payments to the EHF shall be subject to administrative penalties of up to EUR 2,250 unless regulated otherwise in applicable regulations.

# **RULES OF PROCEDURE**

## **5 LEVELS OF JURISDICTION**

- 5.1 Unless otherwise provided in applicable regulations (specifically in the European Championships Regulations and Regulations for European Cup Competitions), primary arbitration in matters regarding the Rules of the Game and in matters concerning bilateral disputes in connection with competitions between Member Federations shall be exercised by the Arbitration Tribunal, in administrative matters by the EHF Office, and in all other cases by the Executive Committee.
- 5.2 Appeals against administrative decisions shall be submitted to the Arbitration Tribunal.
- 5.3 The Executive Committee may delegate the pronouncement of administrative penalties and doubling of fines in cases of non-payment to the EHF Office.
- 5.4 To hear cases and pass decisions, the Arbitration Tribunal shall be constituted of three persons. It shall be chaired by the President, a Vice-President or, if necessary, a Member. The Chairman and the Members shall be appointed by the President on a case-by-case basis.
- 5.5 Unless proceedings before the EHF bodies of arbitration have been closed earlier, parties to legal disputes shall not have recourse to the EHF Court of Arbitration before a period of six months has passed since the matter was brought before the EHF bodies.

## **6 ORGANISATION - PROCEDURAL PRINCIPLES**

- 6.1 The Arbitration Tribunal shall consist of a President, two Vice-Presidents and five Members elected by the Congress.
- 6.2 The participation in proceedings of administrative staff having no authority to pass decisions is permitted at both levels of authority.

- 6.3 The arbitration bodies and their members are independent and not bound by any instructions.
- 6.4 A member of an arbitration body shall be deemed prejudiced in any case in which that member's own federation or a club or an official or a player of the member's own federation is involved.

## **7 INITIATION OF PROCEEDINGS**

- 7.1 Proceedings are initiated by submissions or protests by teams and federations concerned as well as by match or special reports submitted by referees and EHF officials.
- 7.2 EHF officials and referees have the duty to report relevant incidents and actions to the EHF Office in writing.
- 7.3 If the EHF is alerted by third parties of circumstances that may be of significance with regard to the initiation of proceedings, such cases shall be reviewed for their relevance and the required action may be taken, if deemed appropriate (this shall also apply to cases arising in non-EHF competitions).
- 7.4 Issues in connection with handball competitions, including activities related thereto and persons involved therein, that do not directly lead to the institution of legal proceedings under applicable regulations are subject to examination and investigation by the initiator of proceedings. In performing the duties within the EHF's legal system, the initiator of proceedings is independent and not bound to any instructions. Any acting within this assignment shall have due regard to the interests of the sport handball in Europe and shall proceed in conformity with regulations and the law.
- 7.5 The initiator of proceedings is entitled to institute legal proceedings before the competent legal bodies within the EHF on the basis of his/her own and/or other parties' observations (including media, digital or electronic recordings) after having conducted a preliminary investigation of the facts of the case. In

addition, the initiator of proceedings has the right to appeal against decisions taken by the body of first instance.

- 7.6 Upon a petition by those involved/the parties, the EHF arbitration bodies shall settle disputes between National Federations as well as disputes between a National Federation and its club/player if such action appears indicated.
- 7.7 In cases in which a National Federation / club / player induces, through misrepresentations, another federation / club / player to commit actions being of relevance within the framework of EHF Regulations, a National Federation / club / player shall have the right to submit a petition requesting that the EHF clarify the situation and pass a decision.
- 7.8 The parties shall be notified of the initiation of proceedings in writing.

## **8 PROCEDURES**

- 8.1 The members of the arbitration bodies shall pass their decisions on the basis of documents in hand. If no decision can be taken on the basis of such documents, other pertinent evidence (television footage, video recordings, etc.) shall be used and, in addition, further evidence obtained by the members of the arbitration bodies and/or those involved/the parties requested to provide a written or oral statement of their positions.
- 8.2 Decisions and actions taken by the referees on the playing court are factual decisions and shall be final. The right to make adjustments that may prove necessary as a result of corrections of the referees' report or, in the case of obvious error revealed by means of pertinent evidence such as reports by EHF officials, television footage or video recordings, shall be reserved.

- 8.3 In cases in which an act of violence was committed but not detected which would have resulted in the exclusion of the offending player, pertinent evidence as named above in paragraph 1 may be used as a basis for penalisation by the members of the arbitration bodies at a later date.
- 8.4 In appeal proceedings, the parties as well as the arbitration body shall have the right to request to conduct proceedings orally, or to conduct hearings in writing or orally.

## **9 DECISIONS**

- 9.1 The arbitration bodies shall take decisions by a simple majority of votes.
- 9.2 At all levels of jurisdiction decisions shall be passed in writing, as a matter of principle, unless the parties apply for oral proceedings in accordance with Article 8.4 or such oral proceedings are deemed necessary by the competent arbitration body.
- 9.3 Decisions concerning ordinary business operations may be judgements on the merits of a case or decisions to dismiss the case.
- 9.4 Financial claims / liabilities between parties resulting from final decisions may be settled and enforced by the EHF.
- 9.5 If a party is not found guilty, the proceedings shall be dismissed.
- 9.6 When the decision-making process is conducted in writing, a proposed decision will be presented to the Members.
- 9.7 When proceedings are conducted orally, deliberations may be held and decisions passed in the absence of the persons involved, after the parties have been heard and witnesses questioned, if applicable.

9.8 Except in the case of administrative penalties (item 3 (c)), decisions shall include the following points:

- a) the composition of the body passing the decision;
- b) the subject matter of the proceedings;
- c) the parties' names;
- d) a brief statement of the facts;
- e) the award;
- f) the order for payment of costs;
- g) the reasons;
- h) the signatures of the members of the arbitration bodies, given, if necessary, on their behalf by the person executing the document;
- i) information of right to appeal.

9.9 Decisions shall be served by the EHF Office. Decisions concerning clubs and physical persons shall be served to the respective National Federations but may, in cases in which this is deemed necessary or has been requested, also be served direct to the club or the person concerned.

9.10 Decisions may be pronounced orally in the parties' presence. As a matter of principle, decisions shall be pronounced and served by telefax or registered letter. A decision shall be deemed delivered as soon as it has been received in the party's area of responsibility or authority.

## **10 TEMPORARY INJUNCTION**

10.1 Temporary injunctions may be issued to preserve and protect the parties' rights to the extent to which this is deemed necessary by the competent arbitration bodies.

10.2 In the case of serious disciplinary offences, the person conducting the proceedings may impose a preliminary temporary suspension of not exceeding two months.

## **11 COSTS**

11.1 All costs of the proceedings, including travel and living expenses of the members of the arbitration bodies and the cost of questioning witnesses, shall be borne fully or in part by the losing party or the party found guilty.

11.2 If, in appeal proceedings, the parties request oral proceedings/a public hearing, the costs of such proceedings shall be borne by the requesting parties unless costs are to be borne by the losing party pursuant to Article 11.1.

## **12 CLAIMS FOR DAMAGES**

Damage sustained as a result of infringements of regulations, including the withdrawal of teams or replays, may be recovered from the offending party by claiming damages. Such claims shall be decided upon in the ordinary procedure.

## **13 PARTIES**

Parties may be all physical persons or legal entities able to demonstrate a prima facie legal or factual interest in a matter.

## **14 LEGAL REMEDIES/APPEAL**

14.1 Unless otherwise provided, any written appeal against an administrative decision passed by the EHF Office shall be received by the EHF Office no later than seven days after its service, with a fee of EUR 1.000 being transferred at the same time. The fee shall be paid within the time limit, or else the appeal is not filed in due time and shall be deemed withdrawn. Evidence that payment was made (payment order) shall be submitted. If the fee is not received within the time-limit, the appeal shall be deemed withdrawn. Appeals may be transmitted by fax

14.2 If an appeal is dismissed, the appeal fee shall be forwarded to the EHF. If the appeal is allowed, the fee shall be refunded.

14.3 Provided that these Regulations and the List of Penalties do not provide otherwise, an appeal shall suspend the effects of the underlying decision.



- 14.4 Appeals filed in transfer matters shall not have any suspensory effect.
- 14.5 In the event of disagreement on whether the conditions for an exclusion of suspensory effects are met, the matter shall be decided by the Chairman.
- 14.6 Decisions that may be passed in appeal proceedings include re-affirmation, revocation and remission to the body of first instance or amendment. The appellate body shall not be bound by the parties' petitions.
- 14.7 If the basis on which a decision was made was affected by grave errors including the submission of incorrect or forged documents, a revocation of the decision by which the matter was settled (reopening of the case) may be sought by the parties or initiated by the EHF.

## **15 EHF COURT OF ARBITRATION (ECA)**

After all internal channels have been exhausted appeals may be made against final decisions passed by EHF's legal bodies. The statement of claim shall be lodged with the ECA Office within 21 days of written notification of the decision in question. The claim shall not have suspensive effect. The appropriate EHF body or, alternatively, the ECA may order the appeal to have suspensive effect. The proceedings shall be conducted according to the Rules of Arbitration for the ECA. Recourse to ordinary courts of law is prohibited.

## **16 ENFORCEMENT**

- 16.1 The EHF Office shall enforce the decisions passed by the arbitration bodies.
- 16.2 Unless otherwise provided in the award, pecuniary fines and administrative penalties shall be paid within two months after the decision has been served.
- 16.3 Failure to pay a pecuniary fine or administrative penalty within two months after its service shall be penalised, up to a fine or penalty of EUR 750, by doubling of the amount and, in the case of higher penalties, in accordance with 2.6. of the List of Penalties. If payment is still not made within another two months, the rights of the defaulting federation / club / player shall be suspended and

it/he/she shall be excluded from competitions at national and European levels until payment is made. The federation to which the defaulting club / player is affiliated shall not have the right to vote at the EHF Congress but may attend it.

16.4 The National Federation shall be liable subsidiarily, with the consequences named in Point 3, in respect of pecuniary fines, administrative penalties, the cost of proceedings and claims for damages imposed on or brought against players, functionaries, or clubs.

## **17 DEFINITIONS/SUPPLEMENTS**

17.1 The person chairing the Arbitration Tribunal shall be designated as President. When a President, a Vice President or a Member chairs an arbitration body in a specific case, this person shall be designated as Chairman.

17.2 EHF Officials are persons acting on behalf of the EHF at official events.

## **18 DEADLINES**

18.1 The deadlines specified in the Regulations cannot be extended as a matter of principle unless reasons for an extension of such deadlines are specifically given therein.

18.2 A deadline is deemed to have been met if evidence is produced demonstrating that dispatch (postmark, fax receipt) was made by 24:00 hours on the last day of the period allowed.

18.3 If a party is prevented from meeting a deadline by an event that is beyond its control and/or non-deferrable, the period allowed in case the impediment can be satisfactorily explained shall begin at the time the impediment named has been removed. Satisfaction of these conditions shall be verified by the competent arbitration body.

## **19 LIMITATION OF ACTIONS**

19.1 The prosecution and enforcement of disciplinary matters as well as general business matters shall be subject to a limitation period of two years. Matters relating to compensation for the cost of education shall be exempt from this rule, with the limitation period being reduced to six months.

19.2 The point of time determining the beginning of the period of limitation for the prosecution of an infraction of the Regulations shall be the time when the action was committed; the point of time relevant for limitation of a penalty shall be the time the penalty was pronounced.

19.3 The period of limitation shall be interrupted by the initiation of proceedings.

## **20 OTHER**

20.1 The EHF Office shall be at the disposal of the arbitration bodies for the performance of administrative and organizational tasks.

20.2 The List of Penalties in the Annex shall form an integral part of the Arbitration Regulations.

## **21 ENTRY INTO EFFECT**

The subject Arbitration Regulations were adopted by the EHF Congress convening on 6/7 April 2000 and last amended at the extraordinary EHF Congress in Rome on 13th October 2007 and at the extraordinary EHF Congress in Lillehammer on 26th January 2008. The amendments entered into force in accordance with the respective resolutions.

Vienna, March 2008/ca

# LIST OF PENALTIES

relating to the Arbitration Regulations of the EHF  
(pursuant to item. 2.2.)

**Guidelines for the imposition of administrative penalties and fines except  
where otherwise provided for by the applicable Regulations.**

## 1 GENERAL PENALTIES

- 1.1 For administrative or disciplinary offences committed before, during or after a match: EUR 150 to EUR 7,500.
- 1.2 Improper conduct by a team or a player (e.g. leaving the playing court in protest or refusal to leave the playing court, etc.), by officials or coaches: EUR 150 to EUR 7,500.
- 1.3 Abandonment of a match through a fault attributable to a team or club: EUR 3,750 to EUR 15,000 plus compensation for provable expenses, suspension from participation in EHF competitions during the next two seasons as well as exclusion from the next EHF competition.
- 1.4 Failure to maintain discipline on the playing court or inadequate protection of referees, officials or the visiting team: EUR 750 to EUR 15,000. In addition, bans may be imposed on venues.
- 1.5 Fundamental violations of EHF Statutes and Regulations: EUR 150) to EUR 15,000.
- 1.6 Unsporting conduct before, during and/or within a period of one month after an EHF activity: up to € 15,000. In case of recurrence, the amount of the fine may be doubled.  
In addition, damages may be claimed for any damage or costs caused by the unsporting conduct.

## **2 PENALTIES IMPOSED ON NATIONAL FEDERATIONS**

- 2.1 Forging of documents by a Federation: up to EUR 7,500. Suspension of up to 3 years optional.
- 2.2 Illegal issuing of playing permits: up to EUR 7,500. Suspension of up to 3 years optional.
- 2.3 Intentional provision of incorrect information about players' personal data in transfer cases: up to EUR 7,500; in recurring cases: up to EUR 22,500. Suspension of up to 2 years optional.
- 2.4 Non-observance of the 30-day period in the case of transfer inquiries; first infringement: up to EUR 750; first recurrence of infringement: up to EUR 2,250; any further recurrences: up to EUR 7,500.
- 2.5 Failure to report completed transfers to the EHF (penalty imposed on receiving federation); first infringement: up to EUR 750; first recurrence of infringement: up to EUR 2,250; any further recurrences: up to EUR 7,500.
- 2.6 Failure to make payments to the EHF by the due dates (of amounts exceeding EUR 3,750); first infringement: up to EUR 750; first recurrence of infringement: up to EUR 2,250; any further recurrences: up to EUR 7,500 plus exclusion from EHF competitions.

## **3 PENALTIES IMPOSED ON PLAYERS**

- 3.1 Intentional provision of incorrect information by a player about himself/herself: EUR 3,750 to EUR 30,000 plus suspension of up to 2 years.
- 3.2 Signing two or more contracts for the same period: EUR 3,750 to EUR 30,000 plus suspension of up to 2 years.

#### **4 PENALTIES IMPOSED ON CLUBS**

Intentional provision of incorrect information about players; first infringement: EUR 3,750 plus suspension for up to 2 years; recurring infringement: EUR 7,500 and suspension of up to 3 years.

#### **5 PENALTIES FOR DOPING OFFENCES**

Violation of Anti-doping Regulations shall be subject to the following penalties over and above any immediate disciplinary penalties (see Anti-doping Regulations) imposed by the local disciplinary commission of the EHF event concerned:

5.1 Infringement by one player: international and national suspension of a minimum period of two years

5.2 Infringements by two or more players of a team in a match

5.2.1 in a European Championship: beside the individual suspensions (see 5.1), an international suspension for two to three years of the national team concerned as well as its exclusion from the next EHF championship in the same category for which the nation concerned would be qualified. In addition, a fine of between EUR 3,750 and EUR 45,000 payable by the member nation concerned.

5.2.2 in a European Cup Competition: beside the individual suspensions (see 5.1), a suspension of the club team concerned from participation in EHF competitions during the next two to three seasons and exclusion from the next EC competition. In addition, a fine of between EUR 3,750 and EUR 45,000 payable by the club concerned.

#### **6 PENALTIES FOR NON-PAYMENT**

Failure to pay compensation for the cost of education within six weeks after issuance of the International Transfer Certificate and the call for payment shall carry, depending on the circumstances, a fine up to € 7,500, a transfer ban, and/or complete suspension from national and international competitions. In implementing

the penalty, the requirements of the current playing season may be taken into account if deemed appropriate.

Responsibility for implementation of sanctions at the national level shall rest with the National Federation concerned. If the National Federation does not ensure appropriate implementation, the outstanding claims shall be debited to the Nation's account.

## **Guidelines for the suspension of players/officials**

The explanatory memorandum issued in respect of the IHF Rules of the Game shows that disqualification on account of serious infringements of the Rules or grossly unsportsmanlike conduct will in principle have no further consequences except in cases in which offences were directed against officials or referees.

Therefore, any of the incidents listed below shall be noted in the EHF match report and stated in a special report, with identification of the person against whom the offence was directed.

### **Guidelines for suspensions**

These guidelines shall serve as a framework. Upward or downward adjustments of the penalties are allowed.

Temporary suspensions shall be an option in any case.

Number of matches

- |    |   |       |
|----|---|-------|
| 1. | Disqualification on account of unsportsmanlike conduct (offences against EHF officials or referees) | 1 - 4 |
| 2. | Exclusion   | 1 - 6 |

An exclusion shall mean suspension from the next match without the need for any further action.

May 2006





# **Rules of Arbitration for the EHF Court of Arbitration (ECA)**

## **1 SCOPE**

- 1.1 The EHF Court of Arbitration shall have competence whenever disputes arise between the EHF and National Federations, between or among National Federations, between National Federations and their clubs on cross-border matters, in the event of disputes relating to the EHF competitions, as well as in disputes between and among players, player's agents, the EHF, National Federations, and clubs.
- 1.2 In other disputes the ECA shall be have competence if this serves the protection of principles of law, legal certainty and uniform application of the law or the resolution the issues of sports policy.  
The decision if these criteria are met rests with the ECA Council.
- 1.3 The acceptance of requests to resolve disputes in other sports is at the discretion of the ECA Council.

## **2 ORGANISATION**

### **2.1 ECA Council**

The ECA Council shall safeguard the Independence of the ECA and the rights of the parties. The ECA Council is composed of the President, two Vice-Presidents and an Office.

### **2.2 Arbitrators**

The ECA further consists of arbitrators who appear on the list of arbitrators administrated by the ECA's Office.

### **2.3 Operation of the ECA Council**

The ECA Council exercises the following functions in the area of court administration:

- General organisation (including Rules of Procedure);
- Coordination of the ECA Council
- Representation towards the Congress;
- Confirmation of list of arbitrators after verification of the criteria;

- Appointment of substitute arbitrators;
- Appointment of arbitrators for interim measures of protection.

2.4 The ECA Council meets as required but basically once a year.

### **3 OFFICE**

The ECA Office shall arrange for arbitration in the event of disputes and support the impartial and independent administration of business by the ECA Council, compliance with the Rules of Arbitration, and the transparency of the proceedings. The scope of duties of the ECA Office comprises the organisational support of the ECA Council and the arbitrators, taking minutes and post-processing of oral hearings as well as the maintenance of the website. The other tasks of the ECA Office are governed by the Rules of Procedure for the ECA.

The Office is located at the following address:

The EHF Court of Arbitration (ECA)  
Hoffingergasse 18  
1120 Wien  
Telephone: +43 1 80151 113  
Fax: +43 1 80151 149  
E-mail: andersen@eurohandball.com

### **4 LIST OF ECA ARBITRATORS**

4.1 The arbitrators shall be nominated by the National Federations submitting a CV and a signed declaration of impartiality and independence subject to following criteria:

- maximum of two persons per nation;
- no other EHF/IHF function (former function is no obstacle);
- fluent written and spoken English;
- at least one representative per nation with a full legal education;

4.2 Prerequisites for an appointment as arbitrator:

- a) The signed declaration of impartiality and independence in conformity with these ECA Rules of Arbitration.

- b) The written submission to these ECA Rules of Arbitration including the rules governing arbitrator compensation.
- 4.3 The EHF nominates 20 arbitrators for the list of ECA arbitrators subject to the same criteria as the National Federations.
- 4.4 The arbitrators shall appear on the list of ECA arbitrators until a new arbitrator is nominated by a National Federation or the EHF.
- 4.5 The list of ECA arbitrators and all modifications to such list are published.

## **5 NOMINATION AND APPOINTMENT OF ARBITRATORS**

- 5.1 The Panel is composed of three arbitrators. The parties shall each appoint one arbitrator from the list of ECA arbitrators. The two arbitrators nominate the third arbitrator, who shall chair the arbitration panel.
- 5.2 The claimant shall nominate the arbitrator when submitting the statement of claim. If the Claimant fails to nominate an arbitrator, the arbitrator shall be appointed by the ECA Council.
- 5.3 The Respondent shall appoint its arbitrator within 7 days upon receipt of the request. If the Respondent fails to nominate an arbitrator within this time-limit, the arbitrator shall be appointed by the ECA Council.
- 5.4 The two arbitrators so appointed shall select the President of the arbitral panel by mutual agreement within 3 days. If no appointment is made within this time-limit, the President of the Panel arbitrator shall be appointed by the ECA Council.

## **6 IMPARTIALITY AND INDEPENDENCE**

Each arbitrator must be impartial and independent. He shall exercise his office to the best of his knowledge and abilities, and in doing so is not bound by any directions.

## **7 ACCEPTANCE OF MANDATE AS ARBITRATOR**

- 7.1 Each person who is nominated as arbitrator shall, without undue delay, notify the ECA Office of his acceptance of the office as arbitrator and declare whether he fulfils the qualifications as set out in Rules of Arbitration for the ECA and

shall disclose all circumstances which are likely to give rise to doubts as to his impartiality or independence. The ECA Office informs the parties accordingly.

- 7.2 If circumstances are apparent from an arbitrator's declaration, which are likely to give rise to doubts as to his impartiality or independence or his fulfilment of the qualifications set out in Rules of Arbitration for the ECA, the ECA Office grants the parties an opportunity to comment within an appropriate time.
- 7.3 An arbitrator shall disclose to the parties and the ECA Office any circumstances likely to give rise to doubts as to his impartiality and independence even while the arbitral proceedings are in progress.

## **8 CHALLENGE OR TERMINATION OF AN ARBITRATOR**

- 8.1 An arbitrator may be challenged only if circumstances exist that give rise to justified doubts as to his impartiality or independence, or if he does not possess the qualifications as set out in Rules of Arbitration for the ECA.
- 8.2 The challenge is inadmissible if the challenging party engages in the arbitral proceedings even though it was aware or should have been aware of the claimed ground for the challenge. The challenge is likewise inadmissible if the challenging party did not put forward the ground for the challenge within two weeks after becoming aware of such ground.
- 8.3 Any party may request the termination of the mandate of an arbitrator if the latter's incapacitation is not merely temporary, if he otherwise fails to perform his duties or unduly delays the proceedings.
- 8.4 The ECA Council shall decide upon the challenge request and the termination of an arbitrator.
- 8.5 If the other party agrees to the challenge or termination, or if the arbitrator withdraws from his office after being challenged or terminated, or if the application of challenge or the petition for termination has been granted, a substitute arbitrator shall be nominated. The rules for nomination and appointment of arbitrators shall apply accordingly.

## **9 COMMENCEMENT OF ARBITRAL PROCEEDINGS**

- 9.1 Arbitral proceedings are commenced when a statement of claim is filed with the ECA Office. The proceedings become pending on receipt of the statement of claim by the ECA Office.
- 9.2 The statement of claim shall be submitted in duplicate with enclosures. Transmission by e-mail or fax is deemed to meet the formal requirements. Original documents shall be submitted if requested by the ECA or the ECA Office.
- 9.3 The statement of claim shall contain:
- a) Identification of the parties and their addresses;
  - b) Documentation specifying the jurisdiction of the ECA;
  - c) Nomination of an arbitrator. If no nomination is made, the ECA Council shall appoint an arbitrator.
  - d) A specific statement of claim and the particulars and supporting documents on which the claim are based.
- 9.4 Unless otherwise provided the time limit for an appeal shall be 21 days from the receipt of the decision appealed against.

## **10 MEMORANDUM IN REPLY**

The respondent has to submit the memorandum in reply at the request of and in compliance with the term set by the ECA Council.

## **11 FEES PAYABLE UPON COMMENCEMENT OF PROCEEDINGS**

- 11.1 When bringing a dispute before the ECA, the claimant shall pay an advance of € 5,000. The ECA Office handles a claim only after receipt of the advance. If the advance is not credited to the account of the ECA Office within a week after filing the claim, the claim shall be deemed withdrawn.
- 11.2 The advance consists of the following elements:
- Registration fee € 1,500
  - Advance payment of administrative costs/cash outlays of the ECA Office.
  - Advance on Arbitrators' fees.

11.3 The registration fee shall not be repayable. If the advance payment is not exhausted by the end of arbitral proceedings, the ECA Office shall retransfer the remaining sum to the payer. If necessary, the ECA Office may demand further advance payments.

## **12 SEAT**

12.1 The seat of the ECA and of each Arbitration Panel ("Panel") is in Vienna, Austria.

12.2 Notwithstanding subsection 1 of this section, the arbitral panel may, unless otherwise agreed by parties, engage in proceedings at any place it considers appropriate, especially for consultation among its members, decision-making, oral hearings or for taking of evidence.

## **13 LANGUAGE OF PROCEEDINGS**

13.1 The ECA shall conduct its work and all proceedings in English.

13.2 All submissions made by the parties shall be in English. If special circumstances apply and both parties agree, the ECA may allow submissions in German and French.

## **14 APPLICABLE LAW**

The arbitral panel shall pass its decisions in accordance with the Federation's international and national regulations and agreements, provided these do not violate general principles of law.

## **15 JURISDICTION OF THE EHF COURT OF ARBITRATION**

15.1 A plea that the arbitral panel does not have jurisdiction shall be raised not later than the first pleading in the matter. A party is not precluded from raising such a plea by the fact that he has appointed, or participated in the appointment of an arbitrator. A plea that the arbitral panel is exceeding the scope of its authority shall be raised as soon as the matter alleged to be beyond the scope of its authority is raised during the arbitral proceedings. In both cases a later plea

shall not be permitted; if the arbitral panel however considers the delay justified, the plea can be admitted.

15.2 The arbitral panel shall rule on its own jurisdiction. The ruling can be made together with the ruling on the case or by separate arbitral award.

## **16 RULES OF PROCEDURE**

16.1 All arbitral proceedings shall be conducted in accordance with the obligatory provisions of chapter four of Austrian Code of Civil Procedure and the Rules of Arbitration set forth herein. For the rest the arbitral panel shall have complete discretion to determine the procedure. In all non-regulated cases the Austrian Code of Civil Procedure Sec. 577 ff shall apply subsidiarily.

16.2 The arbitral panel shall undertake to obtain from the parties comprehensive statements regarding all relevant facts and the proper applications for relief.

16.3 The chairman of the arbitral panel presides over the proceedings.

16.4 Individual questions of procedure may be decided by the chairman of the arbitral panel alone if so authorized by the other members of the arbitral panel.

16.5 The proceedings are non-public.

16.6 If one party does not take part in the proceedings, the case shall be heard with the other party alone.

## **17 INTERIM MEASURES OF PROTECTION**

17.1 Unless otherwise agreed upon by the parties, a sole arbitrator nominated by the ECA President or the chairman of the arbitral panel in the principal proceeding may, at the request of a party, take such interim measure of protection as the sole arbitrator (arbitral panel) may consider necessary in respect of the subject matter of the dispute, as otherwise the enforcement of the claim would be frustrated or considerably impeded or there is a danger of irreparable harm. The sole arbitrator may require any party to provide appropriate security in connection with such measure. The parties are obliged to comply with such orders, whether or not they are enforceable by State courts.

17.2 The request for interim measures of protection shall be filed with the ECA Office.

- 17.3 If the request for interim measures is submitted separately from the principal proceedings; the requesting party shall pay a fee in the amount of € 1,000.00 upon filing the application with the ECA Office. The ECA Office shall be provided with evidence of the transfer upon filing. If the fee has not been credited to the account of the ECA Office by the time the claim is filed, the claim shall be deemed withdrawn.
- 17.4 The decision on interim measures of protection may under certain urgent circumstances be awarded without hearing the other party.
- 17.5 If the decision on interim measures of protection was awarded without hearing the other party, the respondent has the right to object to the measure. If the decision on the request was passed by a sole arbitrator or the chairman of the arbitral panel in the principal proceedings, the objection shall be decided on by either the collective arbitral panel already engaged in the principal matter or a new (sole) arbitrator nominated by the ECA President.

## **18 DUE PROCESS**

- 18.1 The parties shall be treated with equality. Each party shall be given full opportunity to present its case at all stages of the proceedings. The parties shall be given sufficient advance notice of any hearing and of any meeting of the arbitral panel for the purpose of taking evidence. The parties are entitled to be legally represented.
- 18.2 All written pleadings, documents or other communications submitted to the arbitral panel by one party shall be communicated to the other party. Likewise, expert reports and other evidentiary documents on which the arbitral panel may rely in making its decision are to be communicated to both parties.

## **19 ORAL PROCEEDINGS**

The proceedings may be oral or only in writing. Oral hearings shall take place at the request of one party or if the arbitral panel before which the case was brought considers it necessary. In any case, the parties must be given the opportunity to take note of, and comment on, the motions and pleadings of the other parties and the result of the evidentiary proceedings.



## **20 MINUTES OF ORAL PROCEEDINGS**

Minutes shall be taken of all oral hearings. The minutes shall especially include the wording of the motions, the statements of witnesses and the application of further evidence as well as the wording of decision(s) and rulings. The minutes shall be signed by the chairman.

## **21 SETTLEMENT**

21.1 If, during arbitral proceedings, the parties settle the dispute, the arbitral panel shall terminate the proceedings. If requested by the parties, the arbitral panel shall record the settlement in the form of an arbitral award on agreed terms, unless the contents of the settlement are in violation of public policy (ordre public).

21.2 An award on agreed terms shall be made in accordance with section 23 and shall state that it is an award. Such an award has the same effect as any other award on the merits of the case.

## **22 RENDERING OF THE ARBITRAL AWARD**

22.1 The arbitral panel shall conduct the proceedings expeditiously and shall render an award within a reasonable period of time.

22.2 In rendering the award, the arbitral panel is bound by the requests for relief made by the parties.

22.3 Any decision of the arbitral panel shall be made by a majority of all its members.

## **23 ARBITRAL AWARD**

23.1 The award shall be made in writing and shall be signed by the arbitrators.

23.2 The award shall contain full identification of the parties to the arbitral proceedings and their legal representatives and the names of the arbitrators who have rendered the award.

- 23.3 The award shall state the reasons upon which it is based, unless the parties have agreed that no reasons are to be given or the award is an award on agreed terms under section 21.
- 23.4 The award shall state the date on which it was rendered and the place of arbitration. The award shall be deemed to have been made on that date and at that place.
- 23.5 The arbitration award does not invalidate the underlying arbitration agreement.

## **24 DECISION ON COSTS**

- 24.1 The arbitral panel shall in the award determine which party shall bear the arbitration costs.
- 24.2 As a general rule the unsuccessful party shall bear the costs of the arbitral proceedings. The arbitral panel may take into consideration the circumstances of the case, and in particular where each party is partly successful and partly unsuccessful, order each party to bear its own costs or apportion the costs between the parties.
- 24.3 In any case the decision on costs and the fixation of the amount shall be effected in terms of an award.

## **25 COST OF PROCEEDINGS**

- 25.1 The costs of proceedings consist of the following elements:  
The cost of arbitration, including registration fee, the outlays of the ECA Office (administrative costs), arbitrators' fees plus any value added tax and cash outlays (such as travel and subsistence expenses of arbitrators, cost of delivery of documents, cost of minute-keeping); and
- 25.2 The cost of proceedings shall be disclosed by the ECA Office at the end of the proceedings.
- 25.3 The cost of the parties shall not be refunded.
- 25.4 If a physical person as claimant fulfils the requirements for being granted legal aid in front of an Austrian civil court (art. 63 of the Austrian Civil Code), then, on application, the ECA Council shall waive the requirement for payment of an advance on the costs of the proceedings in full or in part for the time being. The

rules of Section 63 of ZPO (the Austrian Code of Civil Procedure) shall apply accordingly. The same shall apply for clubs under insolvency proceedings.

## **26 DELIVERY OF THE ARBITRAL AWARD**

The executed copy of the arbitral award shall be delivered by the ECA Office to each party and their representatives. Upon request, certified copies may be issued to the parties against a refund of costs.

## **27 EFFECT OF ARBITRAL AWARD**

The award is final and has the same effect between the parties as a final and binding court judgment.

## **28 END OF ARBITRAL PROCEEDINGS**

28.1 The arbitral proceedings are ended by the final award, by an order of the ECA Council pursuant to subsection 2 of this section or by the ECA Office pursuant to subsection 3 of this section.

28.2 The ECA Council shall issue an order for the termination of the arbitral proceedings when:

- (1) The claimant withdraws his claim, unless the respondent objects thereto and the arbitral panel recognizes a legitimate interest on the latter's part in obtaining a final settlement of the dispute; or
- (2) The parties agree on the termination of the arbitral proceedings; or
- (3) The parties reach a settlement in the dispute, or
- (4) The parties fail to pursue the arbitral proceedings over a period of three months in spite of being so requested by the arbitral panel or when the continuation of the proceedings has become impossible for any other reason.

28.3 If nomination of an arbitrator or substitute arbitrator does not occur within the set time-limit and if none of the parties requests nomination by the Council, the ECA Council may terminate the proceedings after having consulted with the parties.

## **29 LOSS OF RIGHT TO OBJECT**

A party who knows that any provision of these Arbitration Rules or any other agreed requirement under the arbitral procedure has not been complied with and yet proceeds with the arbitration without stating its objection to such non-compliance without undue delay, may not raise that objection later.

## **30 PUBLICATION OF THE ARBITRAL AWARD**

The arbitral award and a press release shall be published in an anonymous form by the ECA Office.

## **31 CONFIDENTIALITY**

31.1 ECA Council, ECA Office, arbitrators and parties shall maintain silence about pendency, concerned parties and outcome of the proceedings as well as any other matters of which they gained knowledge in connection with the arbitral proceedings that concern the parties or the EHF.

31.2 Art. 30 is not affected by this provision.

## **32 CUSTODY AND ENFORCEABILITY**

32.1 The original copies of awards and the records on the serving shall be deposited with the ECA Office.

32.2 Upon a party's request, the President of the ECA shall certify on a copy of the award that the award cannot be appealed against and is enforceable.

32.3 The arbitral award is an execution title in terms of the Austrian Code of Execution; It may be enforced by the court having jurisdiction.