



EHF FINAL4 Women 2023

MANUAL

for participating clubs of the
EHF Champions League Women
2022/23

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II. INTRODUCTION

1 Aim of the manual

The EHF FINAL4 Women 2023 manual govern the rights, duties and responsibilities of all parties participating and involved in the EHF FINAL4 Women 2023, the final phase of the EHF Champions League Women and provide information as to the respective organization.

In case of discrepancy between the provisions defined herein and in the 2022/2023 EHF Champions League Women regulations, the provisions of the present EHF FINAL4 Women 2023 manual shall prevail.

Furthermore, the EHF Hygiene Concept – Back to Handball is an integral part of the EHF Champions League Women Regulations.

2 Date and Venue

The EHF FINAL4 Women 2023 will take place on Saturday, 3 June 2023 and Sunday, 4 June 2023 in the "MVM Dome" in Budapest, Hungary. Participating teams must arrive in Budapest on Thursday, 1 June 2023 at the latest and can depart from Sunday, 4 June 2023 after the final match.

3 Organisation and contact

Responsibility for the organization of the EHF FINAL4 Women 2023 rests with the European Handball Federation (EHF) and its subsidiary, EHF Marketing GmbH (EHFM). Local organization of the event will be carried out in cooperation with Hungarian Handball Federation (HHF) and official partners. Further information is available from:

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(Event Management)**

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**European Handball Federation
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III. COMPETITION

Hungarian Handball Federation (Communication and Media Services)

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Hungarian Handball Federation (LOC Coordination)

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Hungary
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4 Fair play

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

Observe the rules of the game and the regulations governing the competition. Respect all participants (players, officials, spectators, media representatives, etc.). Promote the spirit of sportsmanship and pursue the cultural mission.

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

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

5 Timings

All timings indicated in the EHF FINAL4 Women 2023 manual are Central European Summer Time (CEST).

III. COMPETITION

6 General

The EHF is entitled to change and/or adapt the format of the competition (including but not limited to the playing system, playing periods, throw-off times etc.). The EHF will especially make use of such right in case of exceptional circumstances (such as acts, events, omissions or accidents beyond the reasonable control of a party including, without limitation, a labour dispute, pandemic, accident, fire, flood, riot or civil commotion, act of public enemy, legal enactment, government act etc).

7 Structure of the competition

The playing period of the EHF FINAL4 Women 2023 is fixed by the EHF calendar. The exact playing time of each match is subject to coordination between the EHF and the TV stations as follows:

III. COMPETITION

Saturday, 3 June 2023

Semi-final 1: Györi Audi ETO KC vs Vipers Kristiansand 15:15 CEST

Semi-final 2: FTC – Rail Cargo Hungaria vs Team Esbjerg 18:00 CEST

Sunday, 4 June 2023

3rd place match: Loser SF 1 vs Loser SF 2 15:15 CEST

Final match: Winner SF 1 vs Winner SF 2 18:00 CEST

Half-time for all matches: 15 minutes

The EHF reserves the right to amend the playing times following agreements with TV partners.

8 Entry Conditions

8.1 Pledge of commitment

All four clubs qualifying for the EHF FINAL4 Women 2023 are required to take note of the conditions governing the competition and expressly undertake to observe the applicable rules and regulations.

8.2 Entry fee

The entry fee to the EHF FINAL4 Women 2023 (EUR 4,500) will be taken from your club account. In case that the entry fee is not covered, the respective club has to ensure that the remaining amount is transferred to the EHF by Thursday, 1 June 2023.

8.3 Finances and taxes

Any financial questions between the EHF/EHFM and the participating clubs will be extended according to the valid Austrian fiscal regulations Austria and the countries of the participating clubs.

Participating clubs will have to provide all necessary fiscal documents in order to secure a proper handling (e.g. certificate of residence) without delay upon request.

Any taxes that might be due, in the EHF/M's reasonable assessment, due to the current or future Austrian fiscal regulations, double taxation treaties or the non-submitting of the requested fiscal documents, will be deducted from the amounts to be paid to the clubs and transferred to the fiscal authorities. In case of a change of the legal framework by the Austrian fiscal authorities this is also applicable for previous seasons. Respective documentation will be sent to the clubs concerned for further use.

III. COMPETITION

8.4 Withdrawal

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

In case of a withdrawal of a club or in case of one or more of the participating teams is not in the position to take part in the event, the EHF shall have the right to nominate a replacement team.

9 Player lists

9.1 Eligibility

Players are eligible to play in the EHF FINAL4 Women 2023 if they have already been confirmed by the EHF for their respective club.

10 Late entries

10.1 Conditions of late entry

In cases where a player is not recorded on the players list submitted at the beginning of the season but should become eligible to play in the EHF FINAL4 Women 2023 at a later date, the player may be named as a late entry under the conditions mentioned in point 13 (EHF FINAL4 Women 2023 manual) resp. point 11.3 (EHF Champions League Women Regulations).

10.2 Deadline

A late entry is only possible if the payment and the EHF late entry form are received by the EHF Office by Thursday, 1 June 2023 at 12:00 hrs (Vienna time) at the latest.

10.3 Communication of late entries

Each late entry shall be transmitted via EHFfamily to the National Federation and shall be confirmed by transmitting it via EHFfamily to the EHF. For each player entered late a fee of EUR 75 shall be payable to the EHF. Evidence of payment shall be uploaded in the EHFfamily with the late entry.

11 Players' participation in the event

11.1 Players' registration

A club may play the matches of the EHF FINAL4 Women 2023 with all those players that are eligible to participate in the matches of the EHF Champions League Women. This includes all players that are correctly registered for the club on Friday, 2 June 2023, one day after the deadline for late entries.

III. COMPETITION

A late entry of a player after the deadline of Thursday, 1 June 2023 (12:00 hrs. CEST) is not possible.

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

The 16 players and four officials shall be announced to the EHF competition office at the ENSANA Thermal Margaret Island Hotel by the following deadlines:

Matches on Saturday Deadline: Saturday, 3 June 2023, at 11:30 hrs.

Matches on Sunday Deadline: Sunday, 4 June 2023, at 11:30 hrs.

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

11.2 Use of suspended or ineligible players in the match

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

12 Technical meeting

The technical/organisational meeting will be held at the ENSANA Thermal Margaret Island Hotel on Thursday, 1 June 2023 at 20:00 hrs. The technical meeting will be conducted by the EHF in cooperation with all four teams, EHFM and the local organiser.

The colour of the team officials must be announced at the technical meeting.

13 Players' clothing

The EHF will coordinate the colours of the shirts of the teams at the EHF FINAL4 Women 2023 draw event. The result of the draw (for the semi-final and final matches) decides the choosing of the colour of the dresses. First named team of a match pairing has the right to choose the colours of dresses (incl. goalkeeper).

Each team shall have two sets of playing clothing in different colours (one dark colour and one light colour). These shall conform to the current EHF advertising on clothing regulations.

Each player must have his name on the back of the shirt above or under the number. The minimum dimension is of 7 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 EHF Champions League Women matches of the entire season, including the EHF FINAL4 Women 2023.

Team playing and training clothing should be in good condition and presentable.

III. COMPETITION

At the request of EHF Officials (delegate, referees) the team officials A-D must change the colour of his/her clothing.

In case of players wearing long sleeves under the playing shirt, the sleeves must be of the same colour of the shirt and all sleeves must be of equal colour.

In case of players wearing shorts or long tights under the playing shorts, the shorts/tights must be of the same colour as the main colour of the playing shorts and all shorts/tights must be of equal colour.

Advertising on players' match and training clothes is allowed in EHF FINAL4 Women 2023 matches in accordance with the EHF advertising on clothing regulations.

The EHF shall inform the four teams in good time prior to the event of any restrictions or bans regarding advertising on players' playing clothing.

A player must have the EHF Champions League Women sleeve badge fixed to the left sleeve of the shirt.

14 Scoring of matches and ranking

All matches of the EHF FINAL4 Women 2023 shall be played in 2 x 30 minutes with a half-time break of 15 minutes.

If a semi-final match or the final ends in a draw, there will be a five-minute break followed by one extra time of 2 x 5 minutes, there will be a one minute half-time break at half-time for the changeover of teams.

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

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

- Only players (incl. goalkeepers) who are listed on the match report and are not suspended or disqualified at the end of the playing time are entitled to participate at the penalty throws.
- Prior to the penalty throws, each team shall name five players by handing the referees a list of numbers. These players shall then take one throw each until a decision (a winner) is reached, alternating with their opponents. Each team is free to determine the sequence in which throwers will take their throws.
- The goalkeepers may be freely selected from the match report and exchanged in accordance with the Rules of the Game. Goalkeepers may take throws and throwers may perform as goalkeepers.
- At the Technical Meeting the teams will be informed at which goal the penalty throws will be taken. The team taking the first penalty throw shall be determined by the referees by drawing lots. The team winning the draw may choose whether it wishes to throw first or last.
- If the scores are equal after the first round of penalty throws, it shall be continued until a decision is reached. In the second round, the other team shall start. Again, five players shall be named who are eligible to play (the players named before may be named once again).

III. COMPETITION

- In the second round, a decision is reached when a goal difference arises after both teams have taken one throw each.
- Serious infractions committed during penalty throws shall be sanctioned by disqualification. If a thrower is disqualified or suffers an injury, an eligible substitute player shall be supplementary named.
- While the throws are being taken, only the player taking the throw, the current goalkeeper and the referees may enter the respective half of the playing court. If the number of eligible players falls below five, players may be named to take a second throw in the same round.

15 EHF Officials

EHF officials include representatives, delegates, referees, referee delegates, office staff and any other persons nominated by the EHF in relation to an EHF FINAL4 Women 2023 match.

15.1 Nomination

The EHF is entitled to appoint EHF officials to the EHF FINAL4 Women 2023.

15.2 Referees

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

15.3 Time keeper and secretary

The EHF is entitled to appoint time keepers and secretaries.

15.4 Travel arrangements

The EHF will handle the travel arrangements of all officials appointed to the EHF FINAL4 Women 2023.

16 Goal line technology

The EHF installs and uses the goal line technology at each of the goals during the matches. Please check the Guidelines for the use of officiating technology.

17 Goal light technology

The EHF installs and uses the goal light technology at each of the goals during the matches. Please check the Guidelines for the use of officiating technology.

18 Video replay technology

The EHF installs and uses the (instant) video replay technology during the matches. Please check the Guidelines for the use of officiating technology.

19 Electronic Team Time-Out

The EHF installs and uses the electronic Team Time-Out during the matches. Please check the Guidelines for the use of officiating technology.

20 Coaches Challenge

Each team has the possibility to use a Coaches Challenge. The use of a Coaches Challenge is limited to one challenge per match regardless if successful or not and only possible if a Team Time-Out is still possible to be used. The situations to be challenged are identical with those situations that can be reviewed by the referees and the consequences for a challenge that was not successful are following the handling of the incorrect use of the Electronic Team Time-Out (“Buzzer”).

Please check the EHF Guidelines for the use of officiating technology for using the Coaches Challenge.

21 Legal matters

21.1 EHF Legal Regulations

The provisions of the EHF Legal Regulations, the EHF List of Penalties and the EHF Catalogue of Administrative Sanctions apply to all legal matters including procedural aspects and disciplinary offences committed by the teams, delegations, individuals and/or EHF Officials at the EHF FINAL4 Women 2023 unless stipulated otherwise in the present chapter.

21.2 Competent bodies

21.2.1 Jurisdiction

Under the provisions defined in the present chapter, the Disciplinary Commission of EHF FINAL4 Women 2023 is the responsible body of first instance for disciplinary adjudication, punishing violations of applicable regulations including those of an administrative nature falling under the scope of Article 21 of the Legal Regulations, setting disputes including protests and deciding upon any other issues arising from EHF FINAL4 Women 2023. For the final matches (Sunday) the regular proceedings according to the Legal regulations conducted by the EHF Court of Handball and the EHF Court of Appeal applies.

21.2.2 Composition of the Disciplinary Commission as the body of first instance

The EHF FINAL4 Women 2023 Disciplinary Commission consists of the EHF Court of Handball acting as an ad hoc body. One (1) chairman and two (2) members are nominated by the Court of Handball President for the individual proceedings out of the Court of Handball (president, vice-presidents, members). All nominations within the Court of Handball ad hoc body are carried out in accordance with the independence criteria. A legal representative may be nominated by the EHF with regard to the facilitation of proceedings.

The EHF FINAL4 Women 2023 Disciplinary Commission makes decision by simple majority.

21.2.3 Composition of the body of second instance

III. COMPETITION

The EHF Court of Appeal (CoA) is the responsible body of second instance. The regular proceedings according to the EHF Legal Regulations apply.

Any decision made by the Disciplinary Commission according to the aforementioned may be appealed to the EHF Court of Appeal.

21.3 Regulations infringements/disciplinary matters

21.3.1 General principles

The clubs participating at the EHF FINAL4 Women 2023 and any of their players, officials, delegation members, as well as any person being member of the participating clubs or acting on their behalf shall observe the principles of fair-play and comply with all applicable regulations such as, without limitation:

- the IHF rules of the game
- the manual of the EHF FINAL4 Women 2023
- the EHF regulations for Anti-Doping and WADA Anti-Doping Code
- the EHF advertising on clothing regulations
- the EHF Code of Conduct
- the EHF Hygiene Concept

The clubs participating to the EHF FINAL4 Women 2023 are liable for ensuring a correct conduct of their protagonists. This including potential compensation claims in relation to violations of the above mentioned manual.

21.4 Protests

21.4.1 Definition

Under the present section, “protest” shall mean any match-related claim which may have an impact on the result of an EHF FINAL4 Women 2023 match.

21.4.2 Exclusion of protests

In all matches of the EHF FINAL4 Women 2023, there shall be no valid reasons for protests and protests shall be inadmissible if relating to:

- scheduling of and drawing for matches;
- nomination of referees and delegates;
- referees’ decisions on facts in accordance with the rules of the game, including those based on EHF delegate’s recommendations, this including decisions in connection with a Coaches Challenge
- EHF Hygiene concept

21.4.3 Procedure

Any protest related to any of the EHF FINAL4 Women 2023 matches shall be handed over in writing to an EHF Office staff member(s) present at the venue or at the EHF office in the ‘MVM Dome’ within one (1) hour after the end of the relevant match.

III. COMPETITION

Besides, a protest fee of EUR 1,000 shall be paid by the claimant to the EHF. Such amount shall be paid directly to an EHF Office staff member(s) at the venue or shall be transferred to the EHF bank account at the same time the protest is handed over. In case of transfer payment, a payment confirmation shall be provided together with the protest submission.

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

The reasons for the protest as well as any relevant statements, information and documents shall be submitted by the claimant in writing and in English to any EHF Office staff member present at the venue or at the EHF office no later than three (3) hours after the end of the relevant match.

21.4.4 Appeals

Any decision taken by the EHF FINAL4 Women 2023 disciplinary commission according to the aforementioned provisions may be appealed to the EHF Court of Appeal.

Unless otherwise provided in the decision of the EHF FINAL4 Women 2023 disciplinary commission, an appeal shall be filed to the EHF Office staff member(s) present at the venue or to the EHF Office in the 'MVM Dome' or filed to the EHF Office in Vienna in writing and in English within the deadline stipulated.

Besides an appeal fee of EUR 1,000 shall be paid by the appellant to EHF. Such amount shall be paid directly to an EHF Office staff member(s) or shall be transferred to the EHF bank account at the same time the appeal is filed. In case of transfer payment, the payment confirmation must be filed together with the appeal submission.

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

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

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

21.4.5 Eligibility to play

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

21.4.6 EHF Court of Arbitration

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

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

IV. EVENT/VENUE

21.4.7 Arising costs

For proceedings costs and decisions consequences article 48 of the EHF Legal regulations applies.

21.4.8 Exclusion of liability

The EHF shall not be liable for any third-party liability claims in connection with EHF Champions League Women.

IV. EVENT/VENUE

22 MVM Dome

The MVM Dome is the 7th biggest multifunctional indoor Arena in Europe with a capacity of 20,022.

Participating teams will be provided with their own changing room for both days in the MVM Dome. Allocation of the four changing rooms will be done by EHF and EHF Marketing.

23 Medical support

The medical support will be provided by the local organiser throughout the EHF FINAL4 Women 2023. A dedicated emergency doctor and ambulance will be on call at the MVM Dome and further medical support for teams will be offered at the official team hotel.

24 Training venue times

Each participating team will be offered a training session in a hall on Thursday, Friday, Saturday and Sunday. The individual training times will be coordinated by the EHF.

Each EHF FINAL4 Women 2023 participating team will have access to one of two training venues from Thursday, 1 June 2023 to Sunday, 4 June 2023. Training venues will be selected by the EHF, provided free of charge, and where possible, will be provided within 20 km of the MVM Dome. Each training venue will include a suitable training hall and changing facilities.

The first 15 minutes of one official training session will be open to the media/promotion winners.

25 Availability of playing court in MVM Dome

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

26 Accreditation zones

The concept of the accreditation system and the exact accreditation zones can be found in [APPENDIX 1](#).

V. CLUB DELEGATION, ACCOMMODATION & TRAVEL

27 Size of club delegation

The official club delegation of each participating EHF FINAL4 Women 2023 team consists of 30 persons, where up to 22 players and 8 officials should be announced to the organiser. EHF needs to understand who in the delegation is responsible for what and what the tasks are.

28 Travel to the EHF FINAL4 Women 2023

Each participating team is responsible for providing its own transport to Budapest for the EHF FINAL4 Women 2023. Teams must arrive in Budapest before the technical/organisational meeting in a way that at least one club representative can take part in this meeting. Any visa costs have to be borne by the participating teams.

Visa requirements have to be communicated to the EHF competitions department.

Local transport will be offered by the local organizer and will be at the disposal of the team from their arrival in Budapest on Thursday, 1 June 2023 to their departure on Monday, 5 June 2023 at agreed times.

29 Official team hotel

The EHF announces one official team hotel for the four participating teams. It is mandatory for each team to stay at the official team hotel. Each participating club will be provided with accommodation for 30 people (22 players and 8 officials – 11 double rooms and 8 single rooms, plus 1 massage room).

The EHF FINAL4 Women 2023 official team hotel is:

ENSANA Thermal Margaret Island Hotel

Budapest-Margitsziget
1007 Budapest
Hungary

Each team will be provided with a team meeting room and audio-visual equipment (beamer)) in the ENSANA Thermal Margaret Island Hotel in Budapest. Due to capacity reasons, additional meeting rooms cannot be reserved by the club.

All hotel enquiries should be made to the EHF office in Vienna. Persons not staying at the ENSANA Thermal Margaret Island Hotel (media etc.) will not have access to the team hotel.

V. CLUB DELEGATION, ACCOMMODATION & TRAVEL

30 Food and beverages

The following meals will be provided for participating clubs:

Thursday: snack and dinner

Friday: breakfast, lunch, snack and dinner

Saturday: breakfast, lunch, snack and dinner

Sunday: breakfast, lunch, snack and dinner

Monday: breakfast

The local organiser will provide water bottles for all participating teams during the weekend.

From Thursday 1 June 2023 on, all meals will be served in the team rooms of ENSANA Thermal Margaret Island Hotel Budapest. It is mandatory for all teams to use these rooms.

31 Towel & bottles

Teams will **not** receive bottles and towels from EHF supplier. Clubs are responsible for bringing their own.

32 Costs

The costs for board and lodging resp. local transport of the official team delegation of 30 persons in the official team hotel from Thursday, 1 June 2023 to Monday, 5 June 2023 will be borne by the EHF resp. local organizer.

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

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

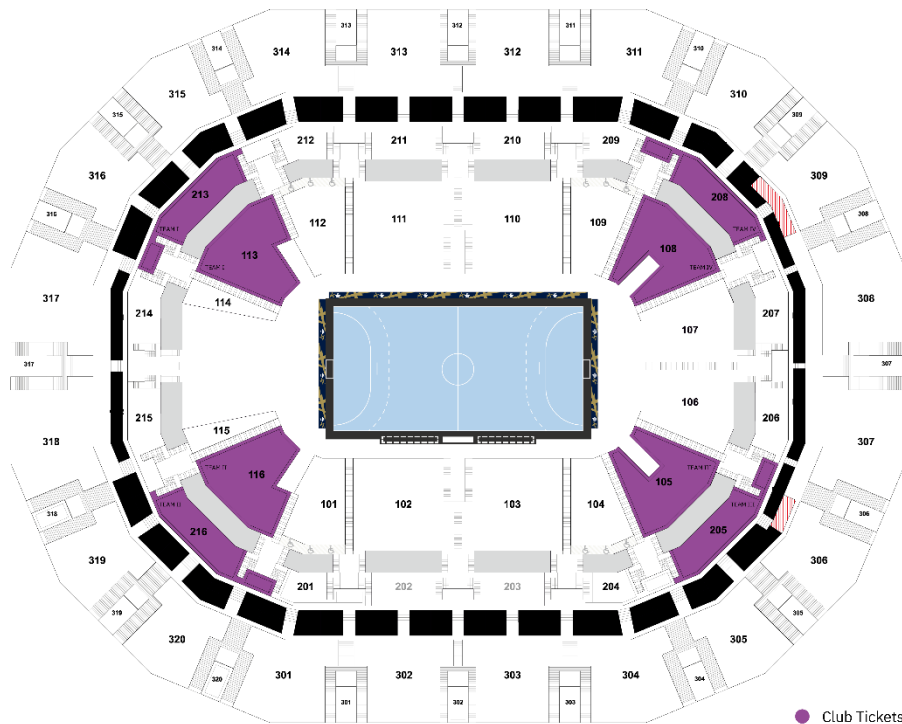
VI. TICKETS

33 EHF FINAL4 Women 2023 tickets

A total of 530 tickets in two sectors in the price category 2 (see ticket graphic) and 1 VIP Sky Box (see VIP SKY Box graphic) have been reserved for each of the four participating EHF FINAL4 Women 2023 teams. Following the EHF FINAL4 Women 2023 club workshop, each participating team informed EHFM by Friday, 13 May 2023 about the final number of tickets they required. If a club does not require their allocation, the organiser and EHFM will agree, if these tickets will go on general sale or will be offered to other participating clubs or will be used by EHFM and the organiser.

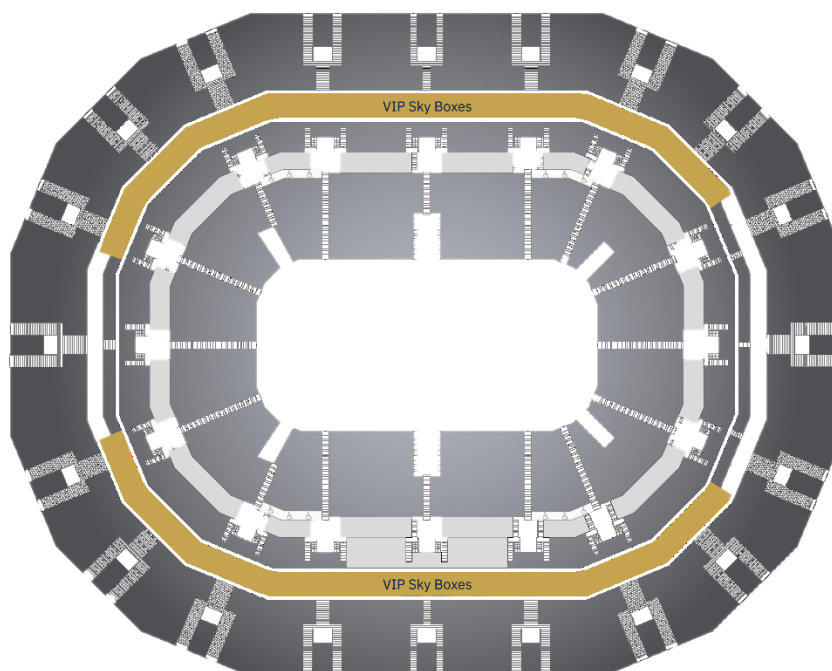
Team ticket order forms and VIP sky box order forms were sent out before the Club Workshop.

Team tickets for the participating clubs have been reserved within the marked areas as previously indicated (diagram below).



VII. OFFICIAL EVENTS

VIP Sky Box tickets for the participating clubs have been reserved within the marked areas as previously indicated (diagram below).



Category	Number of tickets	Regular Price
Category 2	530	~ EUR 120 incl. VAT
VIP Sky Box	1 (for 15 persons)	~ EUR 8.245 with discount, without VAT

VII. OFFICIAL EVENTS

The official schedule will be communicated after the club workshop in due time.

34 Organisational/Technical Meeting

A technical/organisational meeting will be held at the ENSANA Thermal Margaret Island Hotel on Thursday, 1 June 2023 at 20:00 hrs. The organisational meeting will be conducted by the EHF in cooperation with all four teams, EHF and the local organiser. The run-down of the event (ceremonies, side events, etc.) will be communicated in advance and also handed out to all participants at the meeting.

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

35 Team Media Manager Meeting

A team media manager meeting will take place at the ENSANA Thermal Margaret Island Hotel on Thursday, 1 June 2023 directly following the organisational/technical meeting (approximately 22:00 hrs). The meeting will be conducted by EHF/EHFM media managers. Information will be provided on the teams' media obligations during the event.

36 Media call

An official media call will take place on Friday, 2 June 2023 in the YBL room of the Grand Hotel Margaret Island (next to ENSANA Thermal).

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

A maximum of two players from each team will be required to take part in social media activities during the media call for the official channels. The selection of players for the media call has to be coordinated with the EHF media and communications team.

37 Opening party

An official opening party for fans with live music, entertainment programme and the official team presentation will take place on Friday, 2 June 2023 starting at 18:00 hrs in front of the MVM Dome.

All teams, including all players and officials from the official delegation, are obliged to attend the event for a meet & greet to assist in the promotion of the EHF FINAL4 Women. Team captains will be asked for a short interview on stage (English). The president of each participating team is invited to take part at the opening party with an autograph session afterwards.

38 VIP party

A VIP party will be held on Saturday, 3 June 2023 after the 2nd semi-final. The president of each participating team is invited to attend the respective VIP party.

VIII. CEREMONIES & AWARDS

39 Entry ceremony

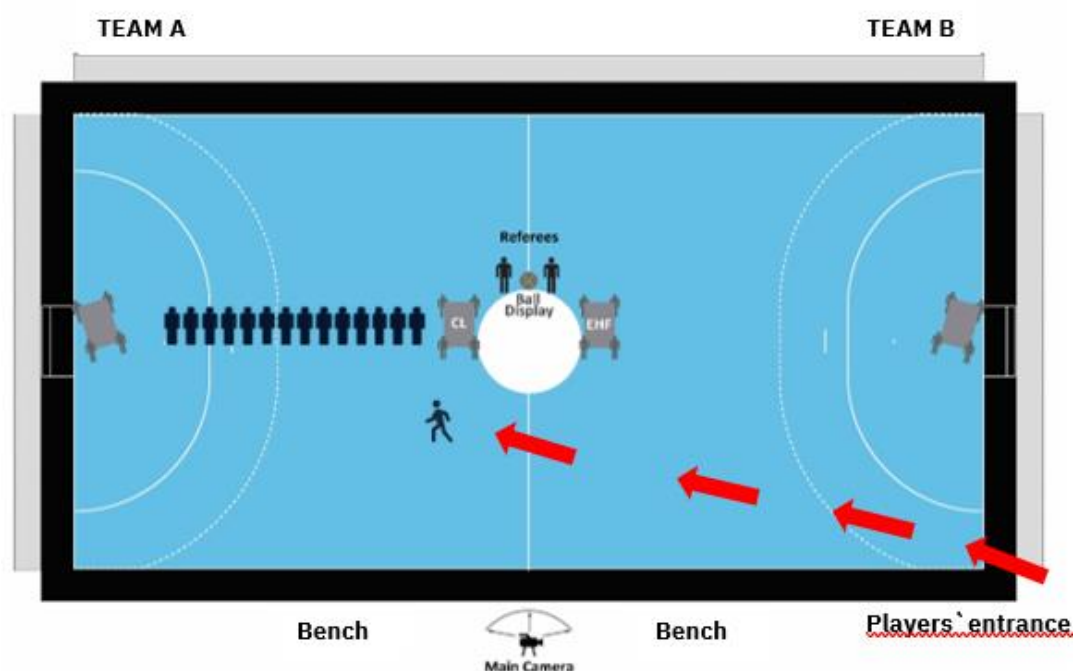
The entry ceremony of the EHF FINAL4 Women 2023 will be communicated to the four participating clubs in good time prior to the EHF FINAL4 Women 2023, specially commissioned by the EHF for the event. During the pre-match entry ceremony all players are required to stand in one line with the referees facing the main TV camera as the team line-up is presented to the TV audience. Players are not permitted to move or continue their warm-up routine during this phase of the entry ceremony.

VIII. CEREMONIES & AWARDS

Team A is always entering first.

Timing is scheduled as follows:

- Minus 15: empty playing court
- Minus 12: players ready
- Pre-match show
- Entry of EHF Officials
- Speaker introduces players one by one (player photos)
- Walk-in of players Team A
- Walk-in of players Team B
- Followed by team officials
- Official EHF Opening
- Fair-play text
- Throw-off



5

40 Award ceremonies

The procedures for the award ceremony for the EHF FINAL4 Women 2023 matches, including EHF FINAL4 Women 2023 final match, will be communicated to the four participating clubs in due time before the EHF FINAL4 Women 2023.

41 Awards

The winner of the EHF FINAL4 Women 2023 – and therefore the EHF Champions League Women – shall receive the EHF FINAL4 Women trophy.

IX. ANTI-DOPING

Anti-Doping controls may take place before, during and after the EHF FINAL4 Women 2023 in accordance with the EHF Regulations for Anti-Doping.

The EHF Regulations for Anti-Doping and the WADA's Anti-Doping Code including the list of banned substances are an entire part of these EHF FINAL4 Women 2023 manual.

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

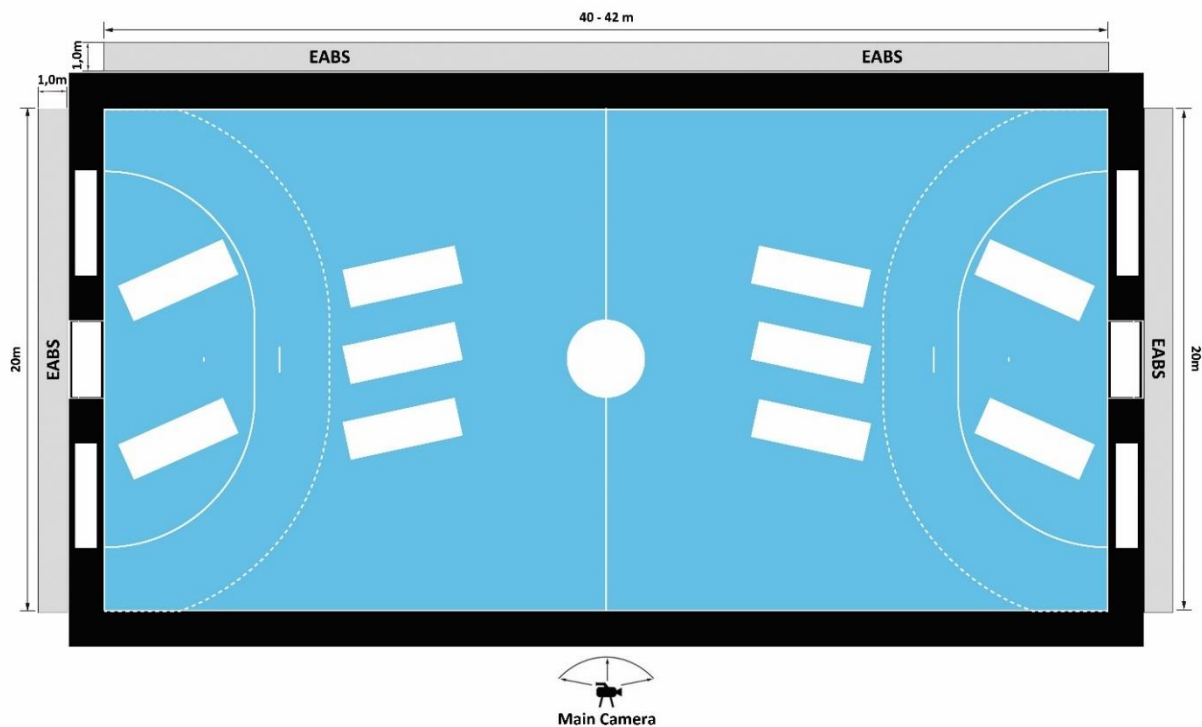
Member Federations must immediately inform the EHF of any decision at national level sanctioning a player for an anti-doping offence (including interim measures of protection/temporary injunction). A copy of the decision must be sent to the EHF Office. Decisions of Member Federations concerning Anti-Doping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

X. MARKETING

42 Marketing rights

All rights for the EHF FINAL4 Women 2023 are marketed centrally by EHF, its partners Infront and the local organizer. The marketing rights include all advertising on the cube, fascia boards, LCD/LED boards and on the floor, as well as advertising within and outside of the playing hall and all official EHF FINAL4 Women 2023 merchandising.

43 Floor advertising setup



The floor advertising setup is limited to a maximum of 17 positions (see graphic below).

44 EABS

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

45 Merchandising

The EHF holds all rights for merchandising products related to the EHF FINAL4 Women 2023 and the use of the EHF FINAL4 Women 2023 Logo. EHF has the right to use the club logos of the four participating clubs for merchandising purposes related to the EHF FINAL4 Women 2023.

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

46 Clothing for event staff and officials

The EHF together with the local organizer holds all rights for clothing of the EHF FINAL4 Women 2023 event staff and officials.

47 Signed players' shirts

Each team is obliged to provide 30 official EHF Champions League Women players shirts (including official badge) free of charge to EHF. All shirts have to be signed by each player. The t-shirts shall be handed over to an EHF representative during the technical meeting at the very latest.

48 Club Sponsors

Club sponsors are not permitted to be presented during the EHF FINAL4 Women 2023 either inside or outside the arena except where agreed in writing by EHF.

49 Additional promotional activities

Club sponsors are not permitted to be presented during the EHF FINAL4 Women 2023 either inside or outside the arena except where agreed in writing by EHF.

XI. CORPORATE IDENTITY

This corporate identity chapter is a brand design guide about the brand elements of the EHF FINAL4 Women 2023 and is designed to show the correct usage to all parties involved.

All information provided in this section is based on the online design guide of the EHF Champions League Women 2022/23, respectively the EHF FINAL4 Women 2023. Information on the general branding of the EHF FINAL4 Women 2023 is provided in this guide and is not repeated in this section.

50 Official name of the competition

The official name of the competition is: **EHF FINAL4 Women 2023**

The wording “EHF FINAL4” shall solely be used and written in capital letters and without a space between the letters and the number “4”. The use of the wording “Final Four” is not permitted in any event (i.e. it is not allowed to use the word “four” instead of the numeral “4” and/or the wording “Final Four” in a stand-alone format. However, the use of the wording “EHF FINAL4” is allowed). The word “Women” is written in normal letters with the “W” always capitalized.

In connection with the year/date, the year/date shall be always written at the end, e.g. “EHF FINAL4 Women 2023”.

51 Official name of the homepage

The official homepage of the EHF FINAL4 Women 2023 is:

<https://ehfcl.eurohandball.com/women/2022-23/>

52 Official typeface

The official font for all headlines and sublines in relation to the EHF FINAL4 Women 2023 is the “Formula Condensed”. The EHF font comes in 10 different weights which are used in various applications depending on the type of communication and material at hand. The font is available for download on the online design guide. The link has been sent to the club.

For continuous text (body text) and on all web related cases, one can use the secondary typeface “IBM Plex Sans” which can be found as a standard in Microsoft office packages

53 Logo usage

The EHF FINAL4 Women 2023 logos are the graphic representation of this special event as a brand. Please see the mandatory logo versions below:

Vertical (primary logo)



Horizontal (secondary logo)



54 Branding

This chapter gives an overview of branding layouts and production.

54.1 Official match ball

The official match ball for the EHF FINAL4 Women is provided by SELECT. Clubs will be supplied with 30 balls for training purposes. Balls will be sent directly to the clubs.

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

54.2 Flags

The official flags are provided by EHF. The nation flags are to be provided by the organizer.

54.3 EHF FINAL4 Women 2023 web banner

Each club participating in the EHF FINAL4 Women 2023 is obliged to integrate the official EHF FINAL4 Women 2023 web banners on their club homepage at a prominent position and the web banner must be linked to the EHF FINAL4 Women 2023 homepage.

Banners in different formats can be downloaded on the online design guide. If other formats are needed, please get in touch with the respective contact person from the EHF directly.

54.4 Player's clothing

Participating clubs are obliged to bring their own players' shirts, also used during the whole EHF Champions League Women 2022/23 season. No special players' shirts will be provided for the EHF FINAL4 Women 2023.

54.5 Official sleeve badge

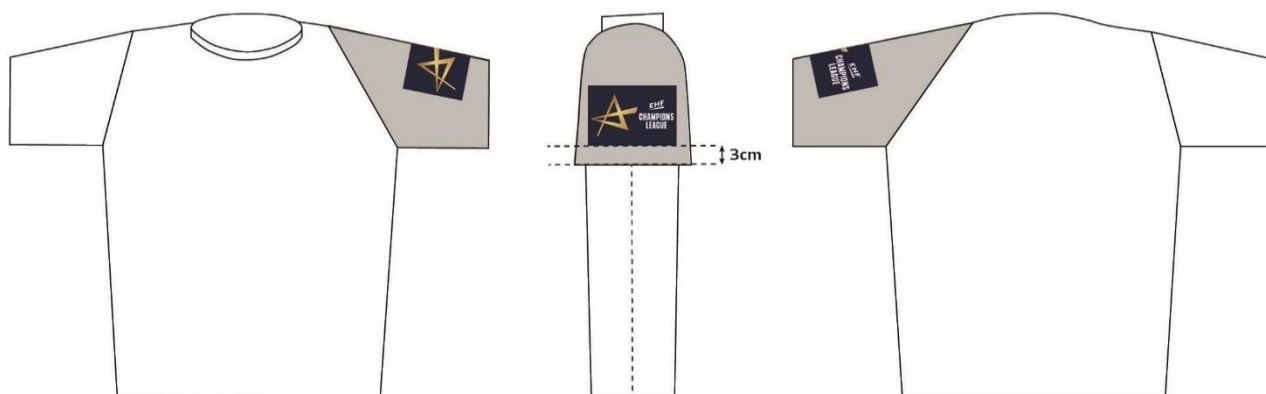
The implementation of the official sleeve badge (size 11 x 7,4cm) is mandatory for all clubs and the sleeve badge must **only** be printed on the left sleeve! The sleeve badge remains the same as during the EHF Champions League Women season.



Measurements:

Width: 110 mm

Height: 74 mm



The indicated grey area (in the graphic above) around the badge must be free from any advertisement, i.e. club sponsor logos as well as club logos. In this area, only shirt manufacturers' logos will be accepted.

XII. MEDIA /TV

55 Media obligation

The EHF FINAL4 Women 2023 will enjoy extensive coverage from the international media. The four participating teams and their players shall follow the media regulations drawn up by the EHF and be available for media enquiries during the EHF FINAL4 Women 2023 to ensure the maximum exposure and promotion of the sport of handball and the EHF Champions League Women.

56 EHF FINAL4 Women 2023 multilateral feed production

EHFM will be the Host Broadcaster of the EHF FINAL4 Women 2023 and for this will need the teams to cooperate with the production crew.

EHFM will organise a recording of the team's arrival at the MVM Dome on both match days. The recording will start at the team's arrival to the arena and will be carried out while the teams are walking to their changing rooms.

It is an obligation for each club to provide an interview during the warm-up. In order to don't bother the players before the match, EHFM will ask the head coach of each team to provide this interview. The exact timing will be agreed between the EHFM and the club. The interview will be held in English.

57 Club media manager

The teams taking part in the EHF FINAL4 Women 2023 shall nominate a media manager. This person shall be available to cooperate with the EHF media managers, before and during the EHF FINAL4 Women 2023 in order to ensure good promotion of the event. The media manager of the club will be key contact for the EHF making sure that the team carries out all media obligations. The club media manager will ensure that the EHF FINAL4 Women 2023 receives prominent coverage in the run-up to the event on the club's own website as well as local, regional and national media.

58 Press conferences

The following press conferences are scheduled to be held during the EHF FINAL4 Women 2023. Obligatory attendance at press conferences for participating clubs and officials is indicated:

Press conferences will be conducted in English.

Saturday, 3 June 2023

- 15 Minutes following match, semi-final 1 (Head coach and one key player nominated by the EHF)
- 15 minutes following match, semi-final 2 (Head coach and one key player nominated by the EHF)

Sunday, 4 June 2023

- 15 Minutes following match, 3rd place match (head coach and one key player nominated by the EHF)
- 15 minutes following awarding ceremony, final (head coach and one key player nominated by the EHF)

59 Media Calls

An official media call will take place on Friday, 2 June 2023 in the YBL room of the Grand Hotel Margaret Island (next to ENSANA Thermal).

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

Selected players from each team will be required to take part in media activities before or after the media call for the official channels. The selection of players for the media call has to be coordinated with the EHF media and communications team.

60 Open training for the media

Each team is required to allow the media (television and photographers) into the training session on Friday, 2 June 2023 for a minimum of the first 15 minutes in order to allow television footage to be filmed and players to be photographed. Teams may permit interviews to take place if they wish but this is not obligatory.

61 Dressing room access before and/or after the match

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

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

The club media manager or any other person of the club staff will decide the right moment to open the door of the dressing room to the camera.

62 Interviews for Multilateral Feed and EHF media

It is an obligation for each club to provide the following interviews for the Multilateral Feed and EHF media:

- At the dressing room during the warm-up (head coach); the exact timing will be agreed between the EHFM and the club, being also coordinated with the Fan-TV interview (see point 64)
- A flash interview immediately after the game (one player). The respective player will be agreed upon between the EHF media team and the club media representative during each game. It is the responsibility of the club media representative to make the player available.

63 Live interview for FanTV during warm-up

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

The timing of this Fan-TV interview and the Multilateral Feed interview will be coordinated by EHF Marketing to do one after each other.

64 Post-match procedures

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

The head coach and one key player nominated by the EHF from each team shall arrive punctually for the post-match press conference that will be carried out 15 minutes after the games in the press conference room (15 minutes after the awarding ceremony in the final).

The press conferences will be hosted by a moderator. The exact rundown of the press conference will be communicated to the participating teams in due course prior to the event. The physical presence of media representatives is foreseen.

65 Media accreditation

Accreditation for all members of the media will run until Friday, 19 May 2023. Media representatives will be informed as to whether they have been granted an accreditation at the latest on Wednesday, 25 May 2023. Each participating club will have a set number of media places reserved to ensure comprehensive local coverage.

66 Media facilities

Every accredited written media representative will receive a seat in the media tribune. The positions for photographers will be available behind each goal. If the routing and the hygiene concept allows for it, additional spaces in the stands may be available for photographers. There will be a dedicated media centre with info desk and catering. Media centre will be a place where media representatives will also be able to attend the post-match press conference as the media centre and the press conference room are connected. The work of the media will be managed by an experienced media team from the EHF/EHFM/HHF.

67 VOD service

Each team will receive a copy of each match on a download basis via an online tool (EhFamily). This is the same procedure which you already had during the season. The matches will be available shortly after the respective match and will have the quality of 2Mbit file. This service is done for the participating clubs to assist their preparations. The VOD material is only allowed to be used for training and preparation purposes and may not be used for any commercial purposes. For this service, the EHFM needs 1 contact person per club (name and email address) to deliver the respective login data.

68 Event coverage/interviews

The EHF will provide extensive coverage of the EHF FINAL4 Women 2023 on its official website. Before the EHF FINAL4 Women 2023, clubs are obliged to provide access to the coach and players for interviews by the EHF media team and to provide additional content as required.

69 Social media

The official social media channels of the EHF Champions League Women and the EHF FINAL4 Women 2023 are:

- - Facebook: facebook.com/ehf.champions.league
- - Twitter: twitter.com/ehfcl
- - Instagram: instagram.com/ehfcl
- - YouTube: youtube.com/thehomeofhandball
- - TikTok: tiktok.com/@homeofhandball
- - Twitch: twitch.tv/homeofhandball

The official hashtags of the event are #ehfcl #ehffinal4 #HandmadeHistory

70 EHF FINAL4 Women 2023 digital coverage

EHF will produce a Twitch show during the event. This show will start on Friday during the Media Call and it will deliver content until around one hour after the final match. The show will be done directly from Hotel (Friday) or the MVM Dome (weekend), with connections to different locations.

More information about the schedule will be shared with the clubs well prior to the event. It will be required the participation of the clubs on this show.

71 Post-production content

EHF will produce photo and video material to fill the official digital platforms of the EHF Champions League and to deliver additional footage for digital platforms of EHF stakeholders.

During matchdays, match footage will be inserted in an Artificial Intelligence software (WSC) which will be able to automatically create content which will be also automatically distributed to clubs, rights holders and other stakeholders of the EHF Champions League. This content will include, among others, the following elements:

- Near live clips
- Highlights (team and players based)
- Top 5 goals and saves
- Best 7
- Mixtape of the event

XIII. ADDITIONAL REGULATIONS & MANUALS

72 Organisation

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

73 EHF FINAL4 Women 2023 promotion

Clubs will ensure that players and officials are made available in order to promote the EHF FINAL4 Women 2023 and the sport of handball in the run up to and during the EHF FINAL4 Women 2023 event. This will include interviews with the media as well as partner/sponsor and fan promotions. Each team will make themselves available to sign autographs with fans at a time and place designated by EHFM.

74 Additional manuals

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

- the EHF Champions League Women Regulations 2022/23
- the Guidelines for the use of officiating technology
- the EHF Advertising on Clothing Regulations
- the EHF Legal Regulations
- the EHF List of Penalties
- the EHF Catalogue of Administrative Sanctions
- the EHF Regulations for Anti-Doping and the WADA Anti-Doping Code
- the EHF Design Guide
- the EHF Coaches Licensing Implementation Manual
- the Rinck Convention Manual (2010 edition)
- the EHF Back to Handball – EHF Hygiene Concept
- the EHF FINAL4 Women 2023 Media Information

XIV. APPENDIX

75 Accreditation Protocol

75.1 The main elements of accreditation system:

- Accreditation card provided with photo
- VIP wristband provided with daily colour code

75.2 Accreditation Zones

Playing Court	(1, Green)
Dressing Room	(2, Yellow)
Organisation	(3, Orange)
Press/ Media	(4, Red)
TV	(5, Gray)
VIP	Only on Sky level (Blue) – marked only on site

75.3 Accreditation office

The accreditation office in MVM Dome will be placed at gate XI.

75.4 Entrance entitlements – Process description

After having taken over the accreditation cards, individuals can already have free movement among the appropriate zones available for them.

75.5 Accreditation card with photo

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

75.6 VIP wristbands with daily colour code

VIP guests will not receive an accreditation, but VIP wristbands (daily a different one) assigned to 4 categories. Helping security staff, an overview of the actual wristbands will be placed onto the VIP hall's entrances for each day.

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

The number of volunteers will be restrained.

The support area can enter only be entered by the support table employees avoiding the undue walking through. People with TV accreditation are entitled to cross the support table area just in a special case.

75.7 Access rights – accreditation zones

Playing Court (1, Green)

- Players
- Referees
- EHF / HHF
- OC / LOC
- Host Broadcaster
- Photo
- TV
- Volunteers (according to function)
- Artists
- Technical / staff

Dressing Room (2, Yellow)

- Players
- Referees
- EHF / HHF
- OC / LOC
- Host Broadcaster
- Volunteers (according to function)
- Catering

Organisation (3, Orange)

- EHF / HHF
- OC / LOC
- Volunteers
- Artists
- Technical / staff
- Catering

Press / Media (4, Red)

- EHF / HHF
- OC / LOC
- Host Broadcaster
- MEDIA
- Photo
- TV
- Volunteers (according to function)
- Technical / staff
- Catering

TV (5, Gray)

- EHF / HHF
- OC / LOC
- Host Broadcaster
- TV
- Volunteers (according to function)
- Technical / staff

75.8 Masterplan Accreditation

