



REGULATIONS

**MEN'S EHF EURO 2028
QUALIFIERS & CUP**

MEN'S EHF EURO QUALIFIERS/CUP

Regulations

Persons to contact

Maximilian Riede

Tel: +43 180 151 141
Mobile: +43 664 88222547
Email: riede@eurohandball.com

Rima Sypkus

Tel: +43 180 151 146
Mobile: +43 664 88 222 510
Email: sypkus@eurohandball.com

Web: www.eurohandball.com
Emergency number: +43 664 410 52 43 (mobile)

Address:

European Handball Federation (EHF)
Platz des Europäischen Handballs
Baumgasse 60A
A-1030 Vienna
AUSTRIA

Account:

UniCredit Bank Austria AG
Rothschildplatz 1
A-1020 Vienna
AUSTRIA
Bank code: 12000
BIC code: BKAUATWW
Account n°: 00640 000 204
IBAN code: AT46 1200 0006 4000 0204

Valid for the Men's EHF EURO 2028 Qualifiers
Valid for the Men's EHF EURO Cup 2028

The following regulations have been adopted on the basis of article 3.1.8 §18 and 11.1 of the Statutes of the European Handball Federation (EHF)

I. GENERAL PROVISIONS	9
Article 1	9
Scope of application	9
Article 2	10
Fair play	10
Article 3	10
Applicable rules and regulations	10
II. COMPETITION BASICS	11
Article 4	11
Competition stages and rhythm	11
Competition announcement.....	11
III. ENTRIES / ADMISSIONS / DUTIES – CONDITIONS	12
Article 5	12
Right of registration	12
Single registration	12
Qualifiers and final tournament	12
Admission criteria and fees	12
Registration documents.....	12
Facilities/organisation capacity criteria	13
Entry fee	14
Lump-sum advance payment.....	14
Duties of the Member Federations	15
IV. WITHDRAWAL, FAILURE TO PLAY AND SIMILAR CASES	16
Article 6	16
Withdrawal, failure to play and similar cases	16
V. COMPETITION SYSTEM	18
Article 7	18
Number of participating teams	18
Article 8	18
EHF EURO CUP 2028.....	18
Article 9	18
EHF EURO Qualifiers/Cup - playing system	18
Group formation / Draw	19
Match system	19
Equality of points during and after the EHF EURO Qualifiers/Cup matches	19
Playing schedule	21

Article 10	21
Qualification to the Men’s EHF EURO 2028	21
Relegation to the Men’s EHF EURO 2030 Promotion Round	22
VI. COMPETITION / MATCHES DATES AND TIMES	23
Article 11	23
Playing periods and rounds	23
Match dates / Throw-off times.....	23
Training times	24
Teams’ arrival dates	24
VII. PLAYERS ELIGIBILITY AND REGISTRATION	25
Article 12	25
Nationality	25
Article 13	25
Registration / Official Squad.....	25
Official Squad.....	25
Official Delegation.....	26
Match report	27
Eligibility to participate	28
Availability and release	28
EHF Coaches Licensing	28
Player replacement.....	29
Participation of suspended and/or players not eligible to participate	29
VIII. KIT (PLAYERS’ CLOTHING – SHIRTS AND SHORTS)	30
Article 14	30
Team kits requirements	30
Choice of Kit.....	31
Players’ names / numbers – Officials letters.....	31
Additional requirements	32
Article 15	33
Advertising on players’ clothing	33
Non-obedience of the applicable points	33
IX. MATCH PROCEDURE	34
Article 16	34
Laws of the game	34
Article 17	34
Technical meeting.....	34
Article 18	36
A. Pre-match procedures.....	36
Warm-up.....	36

Preparation match report.....	36
Before teams' line-up.....	37
Teams' line-up.....	37
Pre-match procedure schedule	38
B. Post-match procedures.....	39
Handshake and line-up	39
Mixed Zone.....	39
Post-match press conference	40
Digital Match report	40
X. PARTICIPATING DELEGATIONS.....	41
Article 19	41
Number of delegation members.....	41
Availability for events	41
XI. RESPONSIBILITIES	42
Article 20	42
Responsibilities of the Member Federations	42
XII. INSURANCE 43	
Article 21	43
General principles.....	43
Host Federations.....	43
EHF	43
Further requirements	44
XIII. EXCLUSIVITY	45
Article 22	45
EHF sponsors / partners exclusivity.....	45
XIV. CHOICE OF VENUE.....	46
Article 23	46
General Provisions	46
Choice of playing halls.....	46
Infrastructure criteria.....	47
Choice of hotels.....	47
Article 24	48
Inspections	48
Article 25	48
Non-Conformity.....	48
XV. VENUE SET-UP	49

Article 26	49
General Provisions	49
Article 27	49
Basic set-up	49
Judges' table –Substitution area	49
Timekeeping and score-taking apparatus.....	50
Reserve clock.....	50
Match cards	50
Flag Presentation	50
Advertising set-up, removal and storage	50
Additional branding package.....	53
Fan Activation	54
Additional promotional activities.....	54
VIP facilities	54
Media seats / Media room	55
Anti-Doping infrastructure.....	55
Temperature	56
Article 28	56
Security.....	56
Article 29	57
Staff.....	57
Article 30	58
Statistics.....	58
Match video.....	59
Public relations material.....	59
Article 31	60
Non-compliance.....	60
XVI. TICKETS – ACCREDITATIONS.....	61
Article 32	61
Accreditation system.....	61
Playing court access control	61
Guest team(s)	61
EHF Officials.....	62
Media representatives.....	62
TV host broadcaster	63
EHF / EHF Partners - Sponsors	63
XVII. HOSPITALITY	65
Article 33	65
Transport to and from the playing venue	65
Local transport	65
Lodging	66
Board.....	66
Side events.....	67

XVIII. EHF OFFICIALS	68
Article 34	68
Definition	68
Code of Conduct.....	68
Article 35	68
EHF referees nomination	68
Arrival of referees	69
Refusal.....	69
Special report	70
Article 36	70
EHF delegate(s) nomination.....	70
Refusal.....	71
General responsibility	71
Special report	72
Digital Match report	73
Further tasks.....	74
Article 37	74
Other Officials.....	74
EHF representatives.....	75
XIX. FINANCIAL PROVISIONS	76
Article 38	76
A. Member Federations	76
Travel costs	76
Visa costs.....	76
Entry fee / Lump-sum advance payment	76
Board / Lodging / Local transport costs	76
Additional days of stays / Additional persons.....	77
Insurance	77
Others	77
B. Host Federations	78
Staging and organisational costs	78
Costs related to the guest delegation(s)	78
EHF Officials' costs	78
Event liability insurance	78
Member Federations' costs arrangements	79
C. EHF / EHF partners - sponsors	79
Other	79
Article 39	80
Financial distribution.....	80
XX. MEDIA OPERATIONS.....	81
Article 40	81
Media management	81
Media room	81

Media seats and commentary positions in stands.....	82
Mixed zone	83
Photographers	84
EHF EURO Qualifiers/Cup on national federation’s social media channel(s)	87
Highlight Match	91
XXI. SUPPORT OF PROMOTIONAL ACTIVITIES	92
Article 42	92
Involvement of the participating EHF Member Federations	92
Availability of key players	93
XXII. EXPLOITATION OF COMMERCIAL AND AUDIOVISUAL RIGHTS	94
Article 43	94
Audio-visual rights	94
Video recording	95
Article 44	95
Advertising / sponsoring rights	95
Article 45	96
Personality rights	96
XXIII. LEGAL MATTERS.....	98
Article 46	98
Protests	98
Definition	98
Exclusion of protests	98
Single matches	98
Eligibility to play	99
European Handball Court of Arbitration (ECA)	100
Arising costs.....	100
Exclusion of liability.....	100
XXIV. ANTI-DOPING.....	101
Article 47	101
Doping control	101
EHF Anti-Doping activities	102
XXV. CLOSING PROVISIONS.....	103
Article 48	103
ENCLOSURE 1 PLAYING SCHEDULE - BASIC	104
ENCLOSURE 2 SUBSTITUTION AREA SET-UP	106

ENCLOSURE 3	PRE-MATCH PROCEDURE	108
ENCLOSURE 4	POST-MATCH PROCEDURE.....	109
ENCLOSURE 5	ADVERTISING SET-UP/RIGHTS.....	110
ENCLOSURE 6	BACKDROP EXAMPLE.....	111
ENCLOSURE 7	VENUE INSPECTIONS.....	112
ENCLOSURE 8	MATCH PERSONNEL.....	114

I. GENERAL PROVISIONS

Article 1

Scope of application

- 1.1. The present European Championship Qualifiers/Cup Regulations (EHF EURO Qualifiers/Cup Regulations”) govern the rights, duties and responsibilities of all parties participating and involved in the preparation and organisation of the following team’s competitions organised by the European Handball Federation (“EHF”) pursuant to Articles 1.2 and 11.1 of the Statutes of the EHF:
- The European Championships – qualification round (Phase 2) – (hereinafter also referred to as “EHF EURO 2028 Qualifiers”)
 - EHF EURO Cup 2028
- 1.2. The final tournament of the European Championships (Men/Women), the Younger Age Category European Championships (qualifying competitions and final tournaments) and the European Beach Handball Championships (Younger Age Category, Adults) organised by the EHF are specifically excluded from the application of the present EHF EURO Qualifiers/Cup Regulations.
- 1.3. The EHF is entitled to change and/or adapt the format of EHF competitions (including but not limited to the playing system, playing periods, throw-off times etc.) also during ongoing seasons. The EHF will specially 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).

Article 2

Fair play

The principles of fair-play must be observed by the EHF Member Federations and their teams in all matches. Every member of the EHF Member Federation delegation participating in the EHF EURO Qualifiers/Cup must:

- 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

Article 3

Applicable rules and regulations

3.1. All EHF Regulations, Manuals and Guidelines applicable to the EHF EURO Qualifiers/Cup must form an integral part of the present EHF EURO Qualifiers/Cup Regulations including (without limitation):

- The EHF Regulations for Advertising on Clothing
- The EHF Rules on Safety and Security Procedure
- The EHF Legal Regulations
- The IHF Rules of the Game
- The IHF Player's Eligibility Code (part of the IHF Transfer Regulations)
- The EHF Regulations for Anti-Doping (on the basis of the WADA Anti-Doping Code 2021 and the IHF Anti-Doping Regulations)
- The EHF Codes of Conduct
- The EHF Off Court Officiating Guidelines
- The EHF EURO Event Set-up Manual
- EHF EURO Qualifiers Host Broadcaster Manual
- The EHF EURO Qualifiers Information Circulars

II. COMPETITION BASICS

Article 4

Competition stages and rhythm

- 4.1. The European Championship (the “Competition”) consist(s) of:
- Qualification rounds and the “EHF EURO Qualifiers”
 - The EHF EURO Cup
 - A final tournament (the “EHF EURO”)
- 4.2. The EHF EURO takes place in a two-year rhythm in even years. The EHF EURO Qualifiers ends minimum six (6) months prior to the final tournament.
- 4.3. The EHF EURO Qualifiers/Cup matches are staged and organised by the participating Member Federations. A Member Federation staging an EHF EURO Qualifiers/Cup match is herein referred to as “Host Federation”.

Competition announcement

- 4.4. The official announcement of an EHF EURO is made by the EHF to the EHF Member Federations.

III. ENTRIES / ADMISSIONS / DUTIES — CONDITIONS

Article 5

Right of registration

- 5.1. Any EHF Member Federation which has satisfied its obligations towards the EHF and the IHF is entitled to register in order to participate in an EHF European Championship (Qualifiers/Cup and/or final tournament).
- 5.2. Under exceptional circumstances, permission may be granted by the EHF Executive Committee to an Associated Federation or temporarily admitted Federation to register in order to participate in an EHF European Championship (Qualifiers/Cup and/or final tournament).

Single registration

Qualifiers and final tournament

- 5.3. The registration of the teams participating in the EHF EURO Qualifiers/Cup, including the payment of the respective entry fee, takes place at the same time before the beginning of the EHF EURO Qualifiers/Cup 2028.
- 5.4. The registration of a team participating in the EHF EURO Qualifiers/Cup 2028 is valid for the entire Competition: Qualifiers/Cup and final tournament.

Admission criteria and fees

Registration documents

- 5.5. For its team to be eligible to participate in the Competition, a Member Federation must fulfil the following criteria:
 - a) It must confirm in writing that the Member Federation itself, its players and team officials and each and every delegation member agree to respect the statutes,

regulations and decisions of the EHF (pledge of commitment / code of conduct – official forms).

- b) It must confirm in writing that the Member Federation itself, its players and team officials and each and every delegation member agree to recognise the jurisdiction of the European Handball Court of Arbitration in Vienna as defined in the relevant provisions of the Statutes of the EHF (arbitration agreement – official form).
- c) It must fill in the official registration documents which must be received by the EHF Office within the deadline set by the latter and communicated in due course to all Member Federations.

5.6. In principle, registrations submitted after the set deadline cannot be accepted as they adversely affect the technical preparations and the carrying out of the competition by the EHF.

Facilities/organisation capacity criteria

- 5.7. Member Federations wishing to participate in the EHF EURO Qualifiers/Cup must also have sports facilities and equipment conforming to the EHF Regulations and to the IHF Rules of the Game (subject to any specification defined by the EHF) and must have the ability to fulfil the duties of a Host Federation/participating Member Federation as stipulated herein.
- 5.8. The EHF is entitled to refuse the participation of a Member Federation in the Competition, if the Federation does not/is not able to fulfil the technical, organisational, financial or administrative requirements, applicable to the Competition. The competence to decide whether the requirements to participate in the Competition can be/are met by a Member Federation must be with the EHF Competitions Commission regarding technical questions and with the EHF Office regarding organisational, administrative and financial requirements.

Entry fee

- 5.9. For its team to be eligible to participate in the Competition, a Member Federation must pay an entry fee of € 1,260 to the EHF which must be received on the EHF account within the deadline set by the EHF and communicated in due course to all Member Federations.
- 5.10. The entry fee is paid once by the participating Member Federations for the entire Competition (Qualifiers/Cup and final tournament).
- 5.11. If the payment is not received by the EHF on the due date, the entry fee is automatically doubled.
- 5.12. If the entry fee is not received within four (4) weeks after the announced deadline, the Member Federation must be fined €2,520 and must be excluded from the respective Competition.

Lump-sum advance payment

- 5.13. Together with the entry fee, all Member Federations that wish to have a team participating in the Competition must make a refundable (or for the use of other purposes) advance payment to the EHF. The advance payment per Team must amount to a minimum of €4,200.
- 5.14. The EHF Executive Committee is allowed to set a permanent deposit of between €0 and €6,750 for each Member Federation, depending on the frequency of its participation in EHF competitions. If a Member Federation has a permanent deposit with the EHF, it does not have to transmit the advance payment as stipulated in Article 5.13.
- 5.15. If the frequency of Member Federation participation in EHF competitions changes the amount of the individual permanent deposit may be adjusted by the EHF Executive Committee.

Duties of the Member Federations

- 5.16. On entering the Competition, participating Member Federations agree:
- a) to comply with the IHF Rules of the Game (and with the specifications to the IHF Rules of the Game applying to the EHF EURO Qualifiers/Cup)
 - b) to respect the principles of fair play as defined in the Statutes of the EHF
 - c) to stage and participate in all matches in the Competition in accordance with the present EHF EURO Qualifiers/Cup Regulations and any other applicable regulations
 - d) to comply with all decisions regarding the Competition taken by the EHF Executive Committee, the EHF Office or any other competent body and communicated appropriately (by official letter, email)
 - e) to observe the EHF Rules on Safety and Security Procedure for all matches in the competition
 - f) to indemnify, defend and hold the EHF free and harmless against any and all liabilities, obligations, losses, damages, penalties, claims, actions, fines and expenses of whatsoever kind or nature resulting from, arising out of, or attributable to any non-compliance by the participating Member Federation or any of its players, officials, employees, representatives or agents with these EHF EURO Qualifiers/Cup Regulations.
- 5.17. Delegation members (including players and team officials) shall participate in the preparatory and accompanying activities (e.g. draw events, head of delegation conference, media day, etc.) organised by the EHF within the frame of the European Championships.

IV. WITHDRAWAL, FAILURE TO PLAY AND SIMILAR CASES

Article 6

Withdrawal, failure to play and similar cases

- 6.1. A team withdrawing from the EHF EURO Qualifiers/Cup or failing to play a EHF EURO Qualifiers/Cup match is immediately excluded from the Competition and shall be liable to pay compensation to the Host Federation and the EHF for extra expenses resulting from the withdrawal and from any nomination from a substitute team.
- 6.2. In case of withdrawal, the entry fee and the lump sum advance payment must be forfeited to the credit of the EHF. The Member Federation must moreover be fined:
 - withdrawal up to 3 weeks before the draw of the qualification: fine from €5,000 to €10,000
 - withdrawal at any later date: fine from €15,000 up to €25,000
- 6.3. If the withdrawal takes place after the draw of the Qualifiers, the team may additionally be suspended from participation in EHF national team competitions of the corresponding category and gender for up to two (2) competitions, including the respective Qualifiers/Cup.
- 6.4. In case of failure to play a scheduled Qualifiers/Cup match, the team must be excluded from the rest of the Competition and may additionally be excluded up to two seasons. Moreover, the respective Member Federation may be fined up to €35,000. In any case, the entry fee and the lump sum advance payment will be forfeited to the credit of the EHF.
- 6.5. Failure to play a match or late arrival at the venue of the match through a team's provable fault must, in addition to the basic punishment, 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.

- 6.6. If a team withdraws, refuses to play or is disqualified during the EHF EURO Qualifiers/Cup, the results of all of its matches are declared null and void and the points awarded are forfeited.
- 6.7. If a team that has qualified for the EHF EURO Qualifiers/Cup withdraws or is disqualified the EHF may replace it and if so, decides which Team is to take its place according to the results achieved by the team previously eliminated. No draw has to take place.
- 6.8. A team which withdraws, refuses to play or is responsible for a match not taking place or not being played in full loses all rights to payments from EHF. Besides, the entry fee is forfeited to the credit of the EHF.

V. COMPETITION SYSTEM

Article 7

Number of participating teams

- 7.1. The number of teams participating in the EHF EURO Qualifiers depends on the number of complete and approved registrations.
- 7.2. Apart from the team(s) of the Member Federation hosting the EHF EURO and the team(s) participating in the EHF EURO CUP, which qualify directly for the final tournament of the Competition, the teams of the Member Federations having a complete and approved registration must play the EHF EURO Qualifiers.

Article 8

EHF EURO CUP 2028

- 8.1. The three host nations of the Men's EHF EURO 2028 and the best ranked team of the Men's EHF EURO 2026 are playing in a format of home and away matches within a group. The team ranked first after the completion of all group match is the winner of the EHF EURO Cup.

Article 9

EHF EURO Qualifiers/Cup - playing system

- 9.1. The main phase of the EHF EURO Qualifiers is played in a format of home and away matches within groups and consists of a maximum of eight (8) groups with up to four (4) teams.
- 9.2. The number of groups depends on the number of teams registered and participating to the EHF EURO Qualifiers. The final format of the main qualification phase is decided by the

EHF and announced to the participating Member Federations in due time prior to the beginning of the EHF EURO Qualifiers. The decision of the EHF is final.

Group formation / Draw

- 9.3. The composition of the groups in the EHF EURO Qualifiers is decided by a public draw, one for each phase if applicable, carried out by the EHF in a place and at a date to be announced by the EHF in due time.
- 9.4. The seeding for the draw is based on the ranking of the teams according to the valid EHF 4-Year National Team Ranking after the previous EHF EURO.

Match system

- 9.5. The matches of the EHF EURO Qualifiers/Cup are played in groups with each team playing all opponents of its group twice in a series of home and away matches. The home and away matches of two given teams in a group must not be played in the same country. The matches of a specific group must not be played in the format of a tournament in one venue.
- 9.6. All matches are played in two times thirty (2x30) minutes with a half-time break of fifteen (15) minutes. There shall be no extra time.
- 9.7. Two points are awarded for a win, one point for a draw and no point for a defeat.
- 9.8. Teams' ranking in a group is obtained by adding up the number of points won by each team in each group match.

Equality of points during and after the EHF EURO Qualifiers/Cup matches

- 9.9. If two or more teams are equal on points in the EHF EURO Qualifiers/Cup their ranking is determined as follows:

During the EHF EURO Qualifiers/Cup matches (in each EHF EURO Qualifiers phase, if applicable):

- a) superior goal difference from all group matches (achieved by subtraction)
- b) higher number of goals scored in all group matches
- c) by alphabetical order

After completion of the EHF EURO Qualifiers/Cup matches (in each EHF EURO Qualifiers phase, if applicable):

Two teams are equal

- d) higher number of points obtained in the group matches played among the teams in question
- e) superior goal difference from the group matches played among the teams in question
- f) superior goal difference from all group matches (achieved by subtraction)
- g) higher number of goals scored in all group matches

More than two teams are equal

- h) higher number of points obtained in the group matches played among the teams in question
- i) superior goal difference from the group matches played among the teams in question
- j) higher number of goals scored in the group matches played among the teams in question
- k) superior goal difference from all group matches (achieved by subtraction)
- l) higher number of goals scored in all group matches

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

- 9.10. If this procedure does not lead to a decision after completion of all EHF EURO Qualifiers/Cup matches or the respective EHF EURO Qualifiers phase, if applicable, a draw must decide the ranking. The draw must be carried out by the EHF, if possible, in the presence of at least one (1) representative of each Federation concerned.

Playing schedule

- 9.11. The matches of the EHF EURO Qualifiers/Cup must be played according to the playing schedule defined in Enclosure 1.

Article 10

Qualification to the Men's EHF EURO 2028

- 10.1. Subject to Article 10.2 below, the teams ranked first (1st), second (2nd) and the four (4) best third (3rd) ranked teams in each group of the EHF EURO Qualifiers after completion of all matches qualify for the corresponding European Championship final tournament.
- 10.2. If the number of participants registered for and taking part in the EHF EURO Qualifiers does not allow the required number of teams (i.e. twenty-four (24) Teams) to be qualified for the final tournament according to Article 10.1, the EHF is entitled to define another qualification rule. The rule is communicated to all participating Member Federations in due time prior to the beginning of the respective competition. The EHF decision is final.
- 10.3. In case a qualification mode is in use which foresees that the best third (3rd) ranked team(s) after completion of the EHF EURO Qualifiers qualifies for the corresponding European Championship final tournament, the results of the teams ranked 1 (one) to 3 (three) are taken into consideration for calculation. Article 9.9 of these regulations shall apply if necessary. After the results of all best third (3rd) ranked teams are collected, the teams are ranked according to the following criteria:
- a) higher number of points obtained in the group matches against the first (1st) and the second (2nd) ranked teams

- b) superior goal difference from the group matches against the first (1st) and the second (2nd) ranked teams
- c) higher number of goals scored in the group matches against the first (1st) and the second (2nd) ranked teams
- d) draw

Relegation to the Men's EHF EURO 2030 Promotion Round

- 10.4. Up to a maximum of 4 lowest ranked teams of the 4th ranked teams in the Men's EHF EURO 2028 Qualifiers are relegated to the Men's EHF EURO 2030 Promotion Round.
- 10.5. The participating teams of the Men's EHF EURO 2030 Promotion Round may qualify for the Phase 2 of the Men's EHF EURO 2030 Qualifiers via the Promotion Round.

VI. COMPETITION / MATCHES DATES AND TIMES

Article 11

Playing periods and rounds

11.1. The dates of each EHF EURO Qualifiers/Cup playing periods are fixed by the EHF and notified to the Member Federation via the EHF calendar. EHF decision is final.

11.2. The dates of the EHF EURO Qualifiers/Cup rounds are fixed by the EHF and notified to the Member Federations with the announcement of the respective Competition. EHF decision is final.

Match dates / Throw-off times

11.3. The Member Federations of the playing teams must make a proposal of date for each of their home matches to the EHF at least three (3) months before the respective playing period. The exact dates and throw-off times of each EHF EURO Qualifiers/Cup match are subject to coordination between the EHF, the TV stations involved and the Member Federations of the playing teams. The final decision regarding dates and throw-off times of the EHF EURO Qualifiers/Cup matches lies with the EHF.

11.4. The exact date and throw-off times of the EHF EURO Qualifiers/Cup matches are communicated to the participating Member Federations by the EHF in due time before the start of the respective playing periods. Any later change of the match date or throw-off time must be subject to EHF approval. The EHF may condition its approval to the payment of the various costs arising from the change of the match date or throw-off time.

The last round match of the EHF EURO Qualifiers/Cup will be played at a unified throw-off time to be fixed by the EHF in due time before the respective round.

Training times

- 11.5. The Federations hosting an EHF EURO Qualifiers/Cup match must give the guest team the possibility to hold two (2) training sessions of at least one (1) hour at a reasonable time before the match, one (1) of these training sessions shall be in the playing hall prior to the match, upon a corresponding request of the guest team made in accordance with Article 11.7.
- 11.6. If the playing hall is not available for this purpose the day prior to the match date, the Host Federation must propose the guest team to hold the training session in another hall situated not more than twenty-five (25) kilometres and forty-five (45) minutes from the guest team's hotel.
- 11.7. The Federation of the guest team must request the respective Host Federation the possibility for its team to hold a training session the day before the match no later than ten (10) days before the match date.
- 11.8. If a respective request is not made by the Federation of the guest team within the required deadline, a training session the day prior to the match date may be granted to the guest team only upon consent of the Host Federation.
- 11.9. The training facilities must be offered free of charge by the Host Federation to the guest team.

Teams' arrival dates

- 11.10. The delegation of the guest team shall arrive at the match venue at least one (1) hour prior to the beginning of the technical meeting.

VII. PLAYERS ELIGIBILITY AND REGISTRATION

Article 12

Nationality

- 12.1. EHF EURO Qualifiers matches are carried out as international matches. Players of a team participating in EHF EURO Qualifiers/Cup must be in possession of the citizenship of the respective country. Proof of nationality (valid passport or national identity card) is required to take part in the EHF EURO Qualifiers/Cup. An original and valid passport or identity card must be shown during the Technical Meeting at the latest. A player who cannot present either a valid passport or national identity card from the country concerned is not eligible to participate in the respective match(es) of the EHF EURO Qualifiers/Cup.
- 12.2. In addition, every player participating in EHF EURO Qualifiers/Cup must be eligible to play for that country in accordance with the applicable IHF Regulations (IHF Players' Eligibility Code).

Article 13

Registration / Official Squad

Official Squad

- 13.1. The Member Federations must submit the list of the players and team officials incl. pictures ("Official Squad List") who will form the basic group of their team during the matches of each EHF EURO Qualifiers/Cup playing period via the EHF Family system nine (9) days prior to each playing period at the latest.
- 13.2. The Official Squad List can contain a maximum of thirty-five (35) players ("Official Squad"). The players (35 or less) listed in the Official Squad List are the only players eligible to play during the EHF EURO Qualifiers/Cup matches of the respective playing

period. Changes/insertions of players in the Official Squad List after the aforementioned submission deadline are not permitted.

13.3. The number of team officials in the Official Squad List is not restricted and is not final; changes/insertions of the team officials at a later stage but not later than at the technical meeting before the respective match are still possible.

13.4. The following information must be submitted with the Official Squad List:

- a) Shirt number of each of the players appearing on the List (from 1 to 99)
 - Later change of shirt number is forbidden
- b) Players' first names, surnames, dates of birth, clubs/nations, body heights, number of international matches, playing position, passport/national identity card numbers. Regarding the passport/national identity card numbers (if those numbers are available at the time of the submission, the final deadline to show a valid passport or national identity card being the Technical Meeting)
- c) Colours of the first and second full team kits (dark colours kit/light colours kit), clearly stating colours of shirts and shorts and colours of the first and second kit for goalkeepers
- d) Team officials' names, surnames, function, letter (head coach must be letter B)
- e) Up-to-date EHF Coaches Licensing information
- f) Player's and Team Official's photos

13.5. If the Official Squad List of a Member Federation is not received by the EHF Office within the set deadline, the Member Federation may be sanctioned according to applicable EHF Regulations.

Official Delegation

13.6. At the technical meeting, a maximum of sixteen (16) players from the thirty-five (35) listed players of the Official Squad as well as a maximum of six (6) team officials must be nominated as Official Delegation by each delegation. The valid passports or national

identity cards of each of the sixteen (16) players of the Official Delegation must be presented to the EHF delegate(s) at the technical meeting for verification.

Match report

- 13.7. The digital match report shall be used by the scorekeeper at the judges' table in all EHF EURO Qualifiers matches. The respective software will be provided by the EHF without any costs for the national federation. The national federation shall secure that the nominated scorekeeper is registered for the EHF digital match report and passed the respective training. The national federation shall provide a laptop with the respective digital match report software, with sufficient internet connection and power supply at the judges' table.
- 13.8. The match report must contain the names and number of the sixteen (16) players and six (6) team officials of the Official Delegations. The match report is prepared by the EHF delegate, in cooperation with the Host Federation, after the technical meeting based on the Official Delegation forms. The match report is checked by the EHF delegate(s) and handed over to the team officials in charge in due course before the throw-off of the match. One (1) hour prior to the throw-off of the match the team officials in charge must check the pre-prepared match report, confirm the participating players, reduce the number of team officials to five (5) by crossing out up to one (1) team officials listed per delegation and sign the match report.
- 13.9. Only the sixteen (16) players of the match report are allowed to play in the respective match of the EHF EURO Qualifiers/Cup.
- 13.10. Only the five (5) officials of the match report not crossed out are eligible to be in the substitution area during the match.
- 13.11. The head coach of a participating team must be team official B (letter B) on the match report.

Eligibility to participate

13.12. Players not meeting the eligibility criteria defined in Article 12 are not eligible to participate in the EHF EURO Qualifiers/Cup. Players not registered in accordance with the present Article 13 and/or by the announced date are not eligible to participate in the respective EHF EURO Qualifiers/Cup playing period.

Availability and release

13.13. All players selected by a Member Federation to participate in EHF EURO Qualifiers/Cup match(es) must join their national team on Monday prior to each respective playing period at the latest.

13.14. Each player must depart from the national team the latest on the day following the national team period unless differently agreed between the parties.

EHF Coaches Licensing

13.15. Member Federations participating in the EHF EURO Qualifiers/Cup ensure that the EHF is in possession of up-to-date information relating to the EHF Coaches Licensing. According to Article 13.4, the up-to-date information shall be submitted to the EHF Office as a part of the Official Squad list within the deadline set by the EHF and announced in due time to the participating Member Federations.

13.16. In the event that an official is not registered in the EHF Coaches Licensing database, the EHF will contact the respective Member Federation and request to complete the EHF Coaches Licensing Application Sheet with all required details and information.

13.17. The Member Federations can fill in the EHF Coaches Licensing Application Sheet for as many coaches as they wish but in any case a minimum of one (1) person with the proper license (i.e. minimum Category III of the EHF Rinck Convention) must be registered and take effectively part in the matches of the Member Federation.

Player replacement

13.18. Player replacement shall not be permitted at any stage within the frame of EURO Qualifiers/Cup single matches.

Participation of suspended and/or players not eligible to participate

13.19. The use of a player who has been suspended and/or is not eligible to play in any EHF EURO Qualifiers/Cup match must be sanctioned in accordance with the applicable EHF Legal Regulations.

VIII. KIT (players' clothing – shirts and shorts)

Article 14

Team kits requirements

- 14.1. Each team is required to have at least one (1) full team kit in light colours and one (1) full team kit in dark colours for the matches of the EHF EURO Qualifiers/Cup. Blue and red are considered dark colours. In case of multi-coloured shirts in any of the full team kits, only one of the colours – and not the main colour – can be repeated in the other full team kit.
- 14.2. Goalkeepers' kit must differ from court players' kit of both teams and from the goalkeeper kit of the opposing team, in both dark colour and light colour kit options.
- 14.3. The colours and the photos of the full team kits (at least one (1) light colour option and one (1) dark colour option) intended to be used must be provided to the EHF Office ten (10) days prior to each playing period. "Style guide" illustrations of the full team kits are not accepted as photos.
- 14.4. Any modifications requested by the EHF Office after communication of the full team kits colours and photos by the Member Federations in order to comply with the requirements defined herein must be implemented by the Member Federation(s) concerned within the deadline set forth by the EHF Office.
- 14.5. The full team kits approved by the EHF Office are the only ones allowed during the respective EHF EURO Qualifiers/Cup playing period.
- 14.6. The full team kits (at least one (1) light colour option and one (1) dark colour option) of each team must be presented at each technical meeting prior to their EHF EURO Qualifiers/Cup matches for final approval by the EHF delegate(s).

Choice of Kit

- 14.7. Each team must announce the full team kit (light colour or dark colour option) with which they will play in a match at the technical meeting prior to this match.
- 14.8. The “dressing plan” must be respected by each participating team.
- 14.9. If the EHF referees believe that the colours of the full team kits chosen by the teams are likely to cause confusion, the Team B must use its other full team kit.
- 14.10. If the full team kits of the guest team(s) get lost, the Host Federation must offer the guest team(s) a reserve full team kit.
- 14.11. At the request of any EHF Official (EHF delegate or EHF referee), the team officials must change the colour of their clothing.

Players’ names / numbers – Officials letters

- 14.12. During the entire duration of each phase of the EHF EURO Qualifiers/Cup, the players must wear the same shirt numbers than the ones assigned to them in the Official Squad List for their first EHF EURO Qualifiers/Cup match (per phase), regardless of their position (goalkeeper or court player).
- 14.13. The players’ shirts numbers must be affixed on the back and front of each player’s shirt. The numbers must be clearly legible, must range from 1 to 99 and be at least 20 cm high on the back and at least 10 cm high on the upper part on the front of the shirt. The colour of the number must contrast clearly with colour of the shirt.
- 14.14. The players’ surnames announced in the Official Squad List must be displayed in clearly legible Latin letters of a minimum height of 10 cm on the backs of the shirts above the players’ numbers.

14.15. Exceptions to the above-mentioned compulsory requirements regarding players' surnames size on shirts due to long players' names must be subject to EHF prior approval.

14.16. In case players of the same team have identical surnames and the same first letter in their first names, the respective Member Federation must inform the EHF and come to an agreement about the surnames to be displayed on the back of their shirts in due time prior to the deadline to submit the Official Squad List.

Additional requirements

14.17. During the team line-up, the entire team must wear identical clothing which shall consist of the shorts (except goalkeepers) of the approved team kit to be worn during the match together with the jackets of the or tracksuits. Under exceptional circumstances the EHF responsible for the match may permit long tracksuit trousers (harmonized for the entire delegation).

14.18. During the EHF EURO Qualifiers/Cup matches:

- a) The court players and the goalkeepers must wear the full team kit approved by the EHF Officials of the match. The surname and number of each player must appear on their shirts as defined here above.
- b) For further information related to clothing issues, please refer to the respective IHF Regulations on Protective Equipment and Accessories
- c) The team officials on the bench must wear clothing having clearly distinct colour(s) from the colour(s) of the opposing team's kit and of a different design from the one of their own players team's kit. Furthermore, the team officials on the bench must wear clothing of one (1) similar colour and one (1) similar colour tone; two (2) different type/design of outfit (e.g. one (1) civil type/design and one (1) sporting type/design) may be used.

Article 15

Advertising on players' clothing

- 15.1. Subject to the restrictions mentioned hereunder, advertising on players' kits is allowed.
- 15.2. Advertising related to drugs, pornography or spirits is strictly forbidden on the players' kits.
- 15.3. Advertising shall not cover the players' numbers and/or names on the players' kits.
- 15.4. For any advertising on kits during EHF EURO Qualifiers/Cup, the provisions and restrictions laid down in the "Regulations on Advertising on Clothing" must be respected.
- 15.5. The Host Federation must inform the Member Federations of the guest teams and the EHF Office of any restriction or ban regarding advertising on players' kit in due time before the beginning of the EHF EURO Qualifiers/Cup.

Non-obedience of the applicable points

- 15.6. Non-obedience of one or more of the provisions states here above, and/or of the Regulations on Advertising on Clothing, may be referred to the competent EHF legal body, which will decide on appropriate measures in accordance with the applicable EHF Regulations. In addition, the respective Member Federation may be required to reimburse all damages occurred.

IX. MATCH PROCEDURE

Article 16

Laws of the game

- 16.1. EHF EURO Qualifiers/Cup matches are played in conformity with the applicable Rules of the Games promulgated by the International Handball Federation (IHF) subject to the following specifications:
- a) Teams can play with up to sixteen (16) players in EHF EURO Qualifiers/Cup
 - b) Chairs instead of benches are installed in the substitution area
 - c) The requirements concerning the substitution area set-up defined in Enclosure 2 prevail
 - d) Matches must be played with EHF Level 1 (pro/match) approved handballs, unless by agreement with the EHF.

Article 17

Technical meeting

- 17.1. A technical meeting must be carried out in a meeting room of the guest team hotel or of the playing hall one (1) day before each EHF EURO Qualifiers/Cup match date or at 10am at the latest on the respective EHF EURO Qualifiers/Cup match date if the respective match starts after 3pm.
- 17.2. The Host Federation must ensure the availability of a meeting room in the guest team hotel or in the playing hall at the required date and time. The Host Federation must support the administrative organisation of the technical meeting and must provide the necessary equipment and materials to such meeting.

- 17.3. The technical meeting is conducted by the EHF delegate(s) of the match and the head of organisation at the venue. At least one (1) representative of each playing team and the team guide(s) (guest team responsible) must attend it. The EHF referees of the match may be present at the technical meeting.
- 17.4. The technical meeting must be carried out in English. The Host Federation must ensure the presence of a translator during the technical meeting, if required.
- 17.5. During the technical meeting, each delegation must:
- a) Nominate its Official Delegation composed of a maximum of sixteen (16) players from the thirty-five (35) players of the Official Squad List and six (6) team officials and confirm the respective shirts numbers and letters. The players shirts numbers must correspond to those announced with the Official Squad List. The team officials must be assigned letters ranging from A to F.
 - b) The team official in charge must complete all fields of the Official Delegation form, accordingly, must sign it and must hand it over.
 - c) Present a valid passport or national identity card for each of the players nominated as part of the Official Delegation.
 - d) Present the full team kits. One (1) piece of each full team kit (dark colour option and light colour option) must be brought along.
 - e) Choose the full team kit with which they will play.
 - f) Confirm the music of the national anthem of the respective country.
- 17.6. The full team kits of each team must be checked and approved by the EHF delegate(s) at the technical meeting.

- 17.7. The Official Delegation forms presenting the list of players and team officials nominated as Official Delegation and their respective numbers or letters must be checked with the players' passport or national identity card, be approved and signed by the EHF delegate(s) at the technical meeting.
- 17.8. The topics dealt with during the technical meeting include (without limitation):
- 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.)
 - venue set-up (floor, judges' table, support table, advertising boards, floor stickers, etc.)
 - press conference (time, place, participants) /mixed zone
 - pre-match and post-match procedure (line-up, players' presentation, etc.)
 - side events (awards on the court, banquet, etc.)
 - organisational matters (VIP guests of guest teams, etc.)

Article 18

A. Pre-match procedures

Warm-up

- 18.1. Approximately one (1) hour before the start of an EHF EURO Qualifiers/Cup match, the playing court must be made available to the players of the two playing teams for warm-up.

Preparation match report

- 18.2. The match report containing the names of the players and officials of the teams' Official Delegations as well as their respective numbers or letters is prepared by the EHF delegate after the technical meeting based on the Official Delegation forms, it is checked by the EHF delegate(s) and handed over to the team officials in charge in due course before the throw-off of the match.
- 18.3. One (1) hour before the throw-off of the match, the pre-prepared match report must be checked and confirmed by the team officials in charge. Moreover, the team officials in

charge must reduce the number of team officials to a maximum of five (5) by crossing out up to one (1) team officials listed. Only those five (5) officials are eligible to be in the substitution area during the match.

18.4. The match report must be signed by an official of each team and be handed over to the EHF delegate(s) fifteen (15) minutes prior to the throw-off of the match.

18.5. The EHF delegate coordinates and is responsible for match report procedure before the throw-off.

Before teams' line-up

18.6. Each player being on the playing court for the warm-up must immediately leave the playing court upon EHF referees' instructions to do so (twelve (12) minutes before the throw-off of the match at the latest).

Teams' line-up

18.7. Each player of the playing teams must be ready for the official teams' line-up ten (10) minutes prior to the official throw-off of the match.

18.8. Before entering the playing court for the official teams' line-up, the players must follow both the EHF referees' and floor managers' instructions and gather at the defined meeting point (pre-defined corner of the playing hall surrounding area).

18.9. Once the EHF referees have given the playing teams the instruction to gather, none of the player is allowed to leave the playing court area.

18.10. In case a players' escort is used, a corridor for players' entry must be created.

18.11. The ten minutes pre-match procedure must be started with the EHF protocol flag to be presented by four (4) children.

18.12. The players must individually/as a team enter the playing court, in ascending order by jersey numbers following the respective EHF referee and flag bearer carrying the flag of

the teams' country. The players of the team entering second on the playing court must pass by the first team in the centre of the court and high five with the other team players before taking their line-up position (Enclosure 3).

18.13. The following fair-play announcement must be read by the public announcer in English and in the official language of the country of the Host Federation once the team lined-up, before the throw-off:

“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.”

Pre-match procedure schedule

18.14. The detailed pre-match procedure schedule of the EHF EURO Qualifiers/Cup matches is the following:

- 10:00 Flag, referees, teams ready at the entry meeting point
- 09:45 Flag, referees, teams ready at the entry meeting point. Player escorts (children) form a tunnel (optional)
- 09:30 Start of the protocol flag presentation by 4 flag presenting children
- 09:00 Line-up of Team B
- 08:30 Line-up of Team A
- 08:00 Introduction of Team B – players and officials
- 06:30 Introduction of Team A – players and officials
- 05:00 Introduction of the referees, EHF officials
- 04:00 National anthem of Team B
- 02:45 National anthem of Team A
- 01:30 Fair play announcement / parallel with final match preparations of the teams
- 00:00 Throw-off / Order by EHF delegate

18.15. Further details and information about the pre-match procedure are provided to the participating Member Federations in Enclosure 3. Additional information may also be

provided by the EHF before the beginning of the EHF EURO Qualifiers/Cup or during the respective technical meeting (via the EHF delegate(s)). The additional information may contain modifications to the schedule mentioned under Article 18.14 due to the practicalities of each venue and each match.

18.16. Instructions regarding pre-match procedure given by the floor manager and/or the EHF delegate(s) in the playing hall before each match prevail and must in any case be followed by any persons involved in the pre-match procedure.

18.17. The Host Federation must ensure that the pre-match procedure is carried out in accordance with the present Regulations (including Enclosure 3) and the EHF/EHF Officials' instructions communicated from time to time before the match. The Host Federation must further ensure that the match starts exactly on time.

18.18. The participating Member Federations are liable towards the EHF for any damage incurred due to an early start or delay in the throw-offs (start/half-time/time-out) of any EHF EURO Qualifiers/Cup match caused by their delegations or any individual under their responsibility, including without limitation the spectators and the technical staff.

B. Post-match procedures

Handshake and line-up

18.19. Immediately after the end of an EHF EURO Qualifiers/Cup match, the team officials must carry out an informal handshake with the team officials of the opposing team.

18.20. After the public announcer's announcement of the teams' line-up, the playing teams must line-up in the centre of the playing court facing the judges' table according to Enclosure 4 and must thereafter carry out an informal handshake with the opposing team players.

Mixed Zone

18.21. A mixed zone must be set-up by the Host Federation as defined under articles 40.10 to 40.14. This obligation may be lifted by the EHF according to the circumstances, upon a respective request of the Host Federation.

18.22. After the end of each EHF EURO Qualifiers/Cup match, all players and officials of each playing team (physiotherapists and doctors excepted) must pass through the mixed zone. They must be available for interviews to the media representatives

18.23. The players, team officials and media representatives must comply with any instruction regarding the mixed zone provided by the Host Federation media officer.

18.24. The Host Federation ensures that the mixed zone area comply with the requirements defined under articles 40.10 to 40.14, is safe and not accessible by the general public or any other unauthorised people.

Post-match press conference

18.25. An official post-match press conference may take place in the press conference room in the playing hall fifteen (15) minutes after the end of each EHF EURO Qualifiers/Cup match.

18.26. Alternatively, interviews can take place in the mixed/flash zone, the official backdrop has to be used. If post-match press conference is organised, the following requirements apply:

18.27. Official press conference backdrop must be installed

18.28. The head coach of each playing team must take part in the post-match conference.

18.29. The post-match press conference must be held in English as first language or should be translated into English.

Digital Match report

18.30. The match report completed must be verified and signed by the EHF delegate(s).

18.31. The Host Federation shall ensure that all necessary equipment is available to enable the preparation of the digital match report (e.g. internet connection and laptops at the judges' table). The software to be used is provided by the EHF.

X. PARTICIPATING DELEGATIONS

Article 19

Number of delegation members

- 19.1. No limitation applies as to the number of delegation members (including players and officials) that each Member Federation may travel with to an EHF EURO Qualifiers/Cup match venue.
- 19.2. The information as to the number of delegation members shall be provided to the Host Federation in due time and at the latest thirty (30) days prior to the beginning of each EHF EURO Qualifiers/Cup playing period and is subject to EHF approval. The EHF decisions are final.
- 19.3. The respective financial terms are defined under section XVIII (Financial Provisions) of the present regulations.

Availability for events

- 19.4. Delegation members (players and team officials) must be available for activities relating to the EHF EURO Qualifiers/Cup events (TV interviews, reportages, autograph sessions, social media activities, charity events, draws etc.) upon EHF request.

XI. RESPONSIBILITIES

Article 20

Responsibilities of the Member Federations

- 20.1. The Member Federations are legally and financially accountable towards the EHF in respect of their delegation and team participating in the EHF EURO Qualifiers/Cup. In particular, the Member Federations are accountable for the conduct of their players, officials, other delegation members, supporters and of any person having a function in the Member Federation and/or carry out a function at a match on behalf of the Member Federation. The Member Federations may be sanctioned accordingly.
- 20.2. The Host Federation is responsible for security and order before, during and after the match. The Host Federation may be called to account for incidents of any kind.
- 20.3. The EHF informs the Member Federations participating in the EHF EURO Qualifiers/Cup about any further guidelines, directives or decisions related to the EHF EURO Qualifiers/Cup to be respected and provides them with all relevant documents in due time.

XII. INSURANCE

Article 21

General principles

- 21.1. Everyone involved in the EHF EURO Qualifiers/Cup is responsible for their own insurance cover.
- 21.2. The participating Member Federations are responsible for and undertake to conclude all necessary and adequate insurance cover, including accident and health insurance, for their delegation members, including players, technical staff and officials, at their own expense for the whole duration of the EHF EURO Qualifiers/Cup.

Host Federations

- 21.3. The Host Federations are responsible for the insurance cover of the sites used for the EHF EURO Qualifiers/Cup matches including hall, facilities and official zones. If the Host Federations are not the owner of the hall used, they are also responsible for ensuring that the hall owner and/or tenant in question provides a fully comprehensive insurance cover, including third-party liability and property damage.
- 21.4. In addition to Article 21.2, the Host Federations must conclude at their own expense adequate insurance cover (including cancellation) for all risks arising from organising and staging the respective EHF EURO Qualifiers/Cup matches, in accordance with their responsibilities. The insurance cover must include third-party liability insurance coverage and must cover the possible loss or damage of the materials provided by the EHF.

EHF

- 21.5. The EHF is responsible for the accident and health insurance of the nominated EHF Officials for the duration of their assignment.

Further requirements

21.6. Claims for damages against the EHF are expressly excluded. Anyone involved must hold EHF harmless from any and all claims for liability arising in relation to the execution of single matches or any other events in connection with the EHF EURO Qualifiers/Cup.

XIII. EXCLUSIVITY

Article 22

EHF sponsors / partners exclusivity

22.1. Notwithstanding rights granted to EHF under the present EHF EURO Qualifiers/Cup Regulations, all exclusivity rights relating to sponsorship/partnership during the EHF EURO Qualifiers/Cup shall be with the participating Member Federations. All related and necessary measures to be taken as to these rights shall therefore be the sole responsibility of the participating Member Federations.

XIV. CHOICE OF VENUE

Article 23

General Provisions

- 23.1. The Member Federations are responsible for staging and organising their EHF EURO Qualifiers/Cup home matches in a venue complying with the criteria/requirements defined herein and in any other applicable EHF Regulations and manual.
- 23.2. The participating Member Federation may stage their EHF EURO Qualifiers/Cup home matches in different venues/playing halls.

Choice of playing halls

- 23.3. Matches of EHF EURO Qualifiers/Cup must be played only in playing halls which have been expressly approved by the EHF following, if necessary, one or more inspections.
- 23.4. If not already approved by the EHF, the playing hall(s) in which the Member Federations intend to stage their EHF EURO Qualifiers/Cup home matches and the playing hall(s) in which the Host Federations intend to stage the EHF EURO Qualifiers/Cup must be presented by the respective Member Federation to the EHF three (3) months before the respective match date. The Host Federation must send to the EHF Office the playing hall documentation requested by the EHF.
- 23.5. The participating Member Federations must present playing halls meeting the criteria defined herein, in other applicable EHF Regulations and manuals as well as the specific requirements of each individual match staged (expected number of spectators, security risks, etc.).

Infrastructure criteria

23.6. The EHF EURO Qualifiers playing halls must meet in particular the following infrastructure criteria:

- Clean and harmonised appearance (e.g. floor, goals, walls, wires etc.)
- A minimum spectator capacity of 2,000 spectators
- A base area of at least 45m x 25m
- Grandstands on both long sides with a minimum of 8 rows on each side
- A clean handball floor with handball lines only and with even colour shades of different floor colours
- Obligatory usage of the official venue dressing
- Two (2) score boards
- Catch net equipment (20m x 7m / black colour)
- Dressing rooms for the teams of at least 30m² with adequate equipment
- Dressing room for EHF referees of at least 16 m² with adequate equipment
- Media room of at least 75m² (optional)
- Lighting: min 1200-1500 LUX
- Stable Free Internet access (media tribune/media centre)
- An anti-doping infrastructure
- Heating and air conditioning
- Mobile phone reception
- Free internet connection available for EHF Officials and media (seating and working area) min. 50 mbps

Choice of hotels

23.7. The Host Federation must organise and reserve the hotels of the guest team(s) and of the EHF Officials at the venue.

23.8. The home team hotel must be different from the EHF Officials' hotel. The hotels chosen must not be the one where the guest team fans stay.

23.9. The hotels must meet the following criteria:

- Three (3) stars minimum (international standard)
- Availability of single and double rooms with twin beds
- Distance to the playing hall: maximum 25 km/45 min
- Free internet connection

Article 24

Inspections

24.1. The EHF may carry out venue (playing hall/hotels) inspections at any time before and during the EHF EURO Qualifiers/Cup to check the required criteria have been and are still being met.

24.2. If after the inspection(s), a venue is not approved by the EHF, the Member Federation must immediately propose another venue able to meet all required criteria and provide the EHF Office with the relevant documentation.

24.3. If the second proposed venue does not meet the required criteria or if a venue is not proposed within the required deadline, the participation of the Member Federation in the EHF EURO Qualifiers/Cup can be cancelled by the EHF.

24.4. The sequence of a standard EHF inspection and the related Host Federation obligations and duties are defined in Enclosure 7. All duties and obligations defined under Enclosure 9 must be complied with by the Host Federation.

Article 25

Non-Conformity

Cases of non-conformity with the required infrastructure criteria may be referred to the competent EHF legal body, which will decide on appropriate measures in accordance with the applicable EHF Regulations.

XV. VENUE SET-UP

Article 26

General Provisions

- 26.1. The Host Federation staging and organising an EHF EURO Qualifiers/Cup match is responsible for the organisation of the match including the set-up of the venue in accordance with the requirements defined herein, in any other applicable EHF Regulations and manual and otherwise by the EHF.
- 26.2. Member Federations taking part in EHF EURO Qualifiers/Cup must participate, with at least one (1) representative per Member Federation, in coordination meetings and workshops organised by the EHF relating to the EHF EURO Qualifiers/Cup organisation.

Article 27

Basic set-up

- 27.1. The following basic equipment must be prepared and set-up in the playing hall for each EHF EURO Qualifiers/Cup match by the Host Federation:

Judges' table –Substitution area

- 27.2. A judges' table as well as substitutes' chairs must be set-up and installed in the playing hall. The event banner provided by the EHF must be affixed on the front side of the judges' table. Additionally, a support table may be set-up and installed.
- 27.3. The size, position and other requirements concerning the judges' table, support table, substitutes' chairs and the overall substitution area defined in Enclosure 2 must be complied with.

Timekeeping and score-taking apparatus

27.4. For all EHF EURO Qualifiers/Cup matches, the playing halls must be equipped with an electric timekeeping (counting 0 to 30 minutes for the first half and counting 30 to 60 for the second half) and score taking apparatus which can be read without difficulty and be operated from the judges' table. It is the official time-keeping apparatus and must be in full working order prior and during matches.

Reserve clock

27.5. As a reserve, a large clock (approx. 25 cm in diameter) with minute and second hands must be available at the judges' table.

Match cards

27.6. A sufficient number of cards (size A4) matching EHF sample design must be at the disposal of the time/score - keeper for noting the numbers of the suspended players and the end of the suspension period. These cards must be placed on the judges' table, where visible and in a vertical position, clearly legible for both playing teams.

27.7. Three (3) green cards showing the capital letter "T" marked T1, T2 and T3 must be at the disposal of the timekeeper for the team time-outs. They are handed over to the responsible members of the respective playing team at the beginning of each half-time of the regular playing time.

Flag Presentation

27.8. Hanging from the ceiling on the opposite side of the judges' table, flags (90 x 150) shall be presented in the following order from left to right, any other flag shall be forbidden:

- EHF – Home – Away

Advertising set-up, removal and storage

27.9. The Host Federation is responsible for the correct set-up, removal and storage of all allowed advertisings, including the Competition, the EHF and the EHF partners/sponsors advertising.

27.10. Floor advertising (stickers) and advertising on and around the playing court are allowed under the conditions defined herein. The affixing of advertising on any other position than the ones defined herein is strictly forbidden.

27.11. The Host Member must set-up the advertising on and around the playing court in accordance with the following requirements and the diagram to be found in Enclosure 5:

Advertising on the playing court

- a) A maximum of ten (10) floor advertising stickers may be affixed on the playing court and an additional three (3) in each goal line/side goal line area.
- b) Additionally, a 4 diameter middle circle must be affixed in all EHF EURO Qualifier/Cup matches.
- c) Notwithstanding the foregoing, two (2) additional floors stickers reserved to the EHF may be affixed on the playing court.
- d) In the event that the floor used was donated by the EHF, the side goal line area sticker to the left of each goal must be reserved for the floor supplier for a period of three (3) years. The Host Federation is required to produce the floor stickers at its own cost, based on templates supplied by the EHF, respectively the floor supplier.
- e) The floor stickers must not be slippery. They must be made of material adequate to the handball practice.

Advertising around the playing court

- f) An LED/LCD system must be installed on the long side opposite the TV camera as well as on both short sides of the playing court.

The following applies:

- The EHF right of advertising on this LED/LCD system must amount to a total of five (5) minutes during the match.
 - All advertising must move at the same time. The LED sequences must be of thirty (30) seconds at least. Further technical details must be agreed with the EHF at least three (3) months prior to the match date.
 - The LED advertising rundown/playlist must start with the advertising sequence provided by the EHF, respectively the presenting sponsor/partner, at the beginning of each half of the match.
 - The LED/LCD system must cover the entire length of the long side (i.e. 40m) as well as 20m on each short side (80m in total).
 - The LED/LCD system must consist of only one row of a unified size as illustrated in Enclosure 5.
- g) The two gaps in between the long side and the short sides advertising boards must not exceed twenty (20) centimetres each or, optionally, a corner board may be set-up.
- h) An LED/LCD system may be installed next to the players benches on both sides. The system must not exceed a length of 5m each.
- a. The LED/LCD system must face the court side.
 - b. In case of use of the additional LED/LCD system it must be installed beside both benches. The use of only one additional system is not allowed.

27.12. The EHF reserves the right to promote EHF related topics such as final tournament event and ticketing promotion, EHF apps, digital channels, events or similar on the LED/LCD system before, during, in the half-time break or directly after the match if time is available and in coordination with the Host Federation.

- 27.13. The EHF may grant an exception to the placement of the floor advertising due to a different positioning of the TV cameras. An exception must be requested by the Member Federation in writing and be subject to the expressed prior approval of the EHF. Such decisions are final.
- 27.14. The dimensions of floor advertising stickers and LED/LCD advertising system must meet the requirements set out in Enclosure 5. Three-dimensional, luminescent or fluorescent advertising must be subject to EHF prior approval.
- 27.15. The advertising material of the EHF, respectively of the EHF partners/sponsors, is delivered to the Host Federation one (1) week prior to the relevant match at the latest.
- 27.16. If the floor advertising stickers cause difficulties to the players or cause interruptions of the match, the Host Federation must remove them on request of the EHF delegate(s).
- 27.17. The Host Federation must ensure that EHF and the EHF partners/sponsors advertising is not covered by spectators, organiser's staff, photographers or materials during the EHF EURO Qualifiers/Cup matches. The visibility of the EHF and EHF partners/sponsors advertising on the TV screen must not be impeded by any obstacle.
- 27.18. The advertising of the EHF and of the EHF partners/sponsors must be carefully removed by the Host Federation after the match in order to be used for the next EHF EURO Qualifiers/Cup home match.
- 27.19. Backdrops must be set-up in the mixed zone. A lay-out example is enclosed in Enclosure 6. A movable plexiglass backdrop must be used in the flash zone. The content and place of the backdrops must be coordinated with the EHF.

Additional branding package

- 27.20. For selected matches of the EHF EURO Qualifiers/Cup, EHF reserves the right to introduce and provide an additional branding package with the aim to improve the visual appearance

of the competition (e.g. a highlight match). The implementation of the additional branding package is mandatory for the respective Host Federation. Detailed instructions are given by EHF in good time prior to the respective event. All costs that arise through additional branding must be borne by EHF and/or its sponsors, partners and suppliers.

Fan Activation

27.21. The Host Federation shall inform the EHF at least two weeks prior to the match of any fan activation activity taking place.

27.22. Any fan activation activity for which the use of advertising positions is herein prohibited may be allowed by the EHF Office under the condition that the given activity takes place prior to the pre-match procedure.

Additional promotional activities

27.23. For selected matches of the EHF EURO Qualifiers/Cup, EHF reserves the right to organise additional promotional activities with the aim to increase the awareness of the competition (e.g. a highlight match). Further details about the event organisation, rundown and protocol of these specially marketed matches will be communicated separately to the selected Host Federations in good time prior to the event. All costs that arise through additional promotional activities must be borne by EHF and/or its sponsors, partners and suppliers.

VIP facilities

27.24. VIP facilities must be available in the playing halls during the EHF EURO Qualifiers/Cup matches. The Host Federation must implement the following requirements:

- a) The VIP room must be easily accessible from the stands and clearly indicated by a sign-posting system in English
- b) The VIP room must be opened at forty-five (45) minutes before until thirty (30) minutes after the match(es)

- c) The VIP room must be equipped with a buffet table, tables and chairs and/or standing tables. Besides, the following guidelines should be followed: minimum fifteen (15) tables and chairs and/or minimum ten (10) standing tables, for altogether approximately fifty (50) persons
- d) The buffet table and the tables must be covered with tablecloths
- e) Reserved tables with sponsor branding for the EHF partners/sponsors must be made available on request

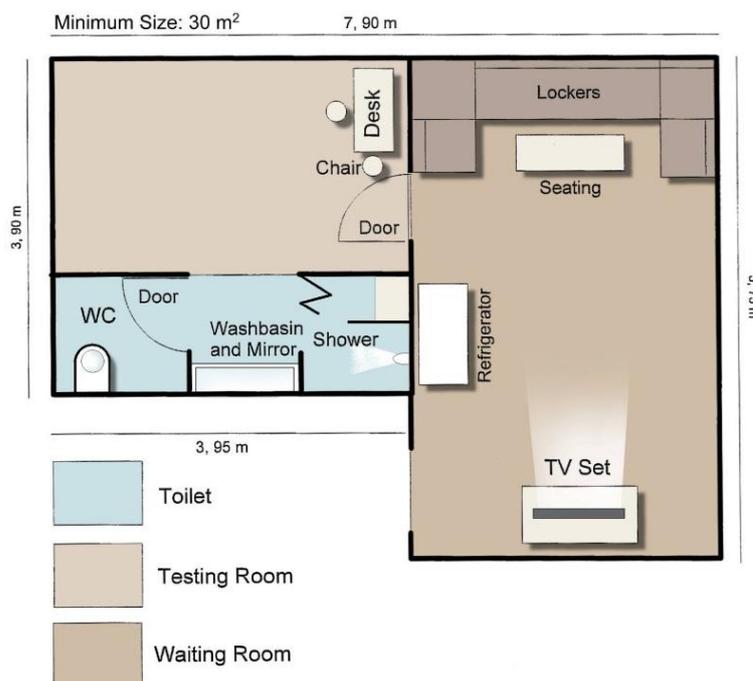
Media seats / Media room

27.25. All requirements regarding the set-up of the media seats in the stands of the playing hall and of the media room are defined under section XX. of the present regulations.

Anti-Doping infrastructure

27.26. An anti-doping infrastructure complying with the WADA Anti-Doping Code and the EHF Regulations for Anti-Doping applicable at the date of the beginning of the EHF EURO Qualifiers/Cup must be available in the playing halls during the EHF EURO Qualifiers matches. Such infrastructure must include without limitation:

- An anti-doping room with working infrastructure (table, chairs, control equipment, etc.) for the anti-doping control staff and a refrigerator as further defined in the diagram
- A direct access to a toilet
- A waiting room



Temperature

27.27. The minimum temperature in the playing hall must be 18°C.

Article 28

Security

- 28.1. The Host Federation must ensure the good order, the safety and security of all participants (players, officials, spectators, staff etc.) before, during and after the EHF EURO Qualifiers/Cup match.
- 28.2. The Host Federation must make available necessary security staff, first-aid teams and any other personnel required to ensure the good order, the safety and security of all participants in accordance with the standards set by the EHF Rules on Safety and Security Procedure.
- 28.3. All necessary and adequate measures of security and safety including those defined in the EHF Rules on Safety and Security Procedure must be implemented. Those measures must be co-ordinated with the persons in charge of security services and the EHF delegate(s) of the match.

28.4. The Host Federation may be held responsible for incidents of any kind and may be sanctioned according to the EHF applicable Regulations.

Article 29

Staff

29.1. The Host Federation must make available all necessary and adequate personnel to stage and organise an EHF EURO Qualifiers/Cup match in accordance with the requirements defined herein, in the applicable EHF Regulations and manuals and otherwise by the EHF, respectively the EHF partners/sponsors, and/or by the TV host broadcaster. Moreover, personnel must be made available to support the EHF Anti-Doping Official.

29.2. In due time prior to the beginning of the EHF EURO Qualifiers/Cup, the Host Federation must nominate a person in charge to be responsible, on behalf of the Federation, of the following area/persons prior, during and after each EHF EURO Qualifiers/Cup home match:

- Guest team (Team Guide)
- EHF delegate(s)/referees/representative
- Floor/Protocol procedures (Floor Manager)
- Security
- Media/TV
- Statistics
- Marketing
- Tickets/Accreditations

29.3. The Host Federation must also nominate the following persons, acting on behalf of the Federation, in due time prior to each EHF EURO Qualifiers/Cup home match:

- A head of organisation
- A timekeeper
- A scorekeeper
- An announcer
- The “flag presenting” children and “flag bearer children” of the pre-match procedure

- 29.4. The respective obligations and duties of the persons nominated according to articles 29.2 and 29.3 are defined under Enclosure 8. The Host Federation must ensure that all duties and obligations defined under Enclosure 8 are fulfilled by the respective persons.
- 29.5. The Host Federation is responsible, legally and financial accountable towards the EHF of the work and/or conduct of any person nominated, employed, chosen according to the present regulations.

Article 30

Statistics

- 30.1. The EHF has implemented official match statistics for the EHF EURO Qualifiers/Cup matches. The project is carried out in cooperation with the official EHF match statistic partner and participating Member Federations.
- 30.2. The Host Federation must cooperate with the EHF or its statistic partner, to implement and run the official match statistics system prior, during and after the matches. The required software is provided by the EHF or by its statistic partner. The Host Federation must make available the necessary technical support (at least two (2) working station with power supply, internet access and view over the entire court area in the playing hall) and personnel (one (1) or two (2) statistics assistants) upon EHF request.
- 30.3. National Federations are required to assist with the recruitment of scouts, through promotion via website, social media, etc. In case the EHF and its statistic partner are not able to recruit enough scouts, the national federation is obliged to ensure that scouts are made available for training. Those scouts need to be registered and go through a training process prior to the start of the current season. The knowledge of English language is mandatory for the scouts. The effort to pass the training is estimated to approx. 10 hours (containing of reading through the Tutorial, doing the multiple-choice quiz, downloading the application, completing 3-4 training matches).

Match video

30.4. The EHF's media and marketing partner is responsible for the upload of matches to the EHF video platform. Match videos in low-resolution quality will be available to the participating federations up to twenty-four (24) hours after the end of each match for preparations purposes.

Public relations material

30.5. The Host Federation may create and print an official programme magazine in due time before each EHF EURO Qualifiers/Cup home match. If created, the Host Federation must inform the EHF accordingly and the programme magazine must be distributed in the playing hall, in particular in the VIP stand and in the media seats area. It may be sold to spectators.

30.6. The official programme magazine of each EHF EURO Qualifiers/Cup match should include the following material and content:

- EHF EURO logo on the front cover
- Presentation of the home and guest team(s): list of players with pictures and, if available, personal players' information.
- Teams picture (home and guest team(s))
- Current standing of the teams in the competition

Besides, one (1) page of the official programme magazine should be reserved for the EHF for information or promotion purposes. The EHF informs the Host Federation of the choice of the page and provides the requested content at least ten (10) days prior to the match date.

30.7. The Host Federation is expected to distribute promotional material for the EHF EURO Qualifiers/Cup matches it stages, such as posters and flyers in the local institutions, shops, schools etc.

30.8. The participating Member Federations must insert a banner dedicated to the EHF EURO Qualifiers/Cup on their website. This section must include a direct link to the official EHF EURO homepage: <https://ehfeuro.eurohandball.com/>

Article 31

Non-compliance

Non-compliance with the applicable requirements and obligations regarding EHF EURO Qualifiers/Cup match organisation, including playing-hall infrastructure, equipment and set-up and availability of the required personnel, may be referred to the competent EHF legal body, which will decide on appropriate measures in accordance with the applicable EHF Regulations.

XVI. TICKETS — ACCREDITATIONS

Article 32

- 32.1. The Host Federation is responsible for the ticketing and management of accreditations for the EHF EURO Qualifiers/Cup matches.

Accreditation system

- 32.2. The EHF has the right to implement an accreditation system across all matches played in the EHF EURO Qualifiers/Cup. In the case that this is not implemented by the EHF, the Host Federation is responsible for implementing an accreditation system for delegation members, media representatives, EHF partners/sponsors, court personnel and EHF Officials, whereby the playing hall areas which can be accessed by the accreditation holder are clearly defined.

Playing court access control

- 32.3. The Host Federation must organise a clear access control to the playing court area. Only EHF Officials, delegation members, Federations' officials, ceremony/event staff, the official photographer, medical and security staff as well as a specific number of camera operator/technical TV support, media representatives and other personnel officially approved by the EHF must be authorised to access the playing court area and to stay next to the playing court area during the match.

Guest team(s)

- 32.4. The Host Federation must make available to the Federation of the guest team(s) ten percent (10%) of the admission tickets against payment of the customary local price. At least ten (10) of those tickets must be with VIP access.
- 32.5. The Member Federation of the guest team must order match tickets in writing from the Host Federation specifying the exact number of wanted tickets and must pay the respective price no later than one (1) month prior to the respective match date. The

recipients' names of the VIP tickets must be provided at the technical meeting, one (1) day prior to the match at the latest.

32.6. The tickets ordered by the Member Federation of the guest team(s) must be made available by the Host Federation upon arrival of the guest team(s) delegation or at the technical meeting.

32.7. If the Host Federation does not receive a tickets order and the respective payment within the required deadline, the Host Federation can sell the tickets reserved for the guest team(s) without any restriction.

EHF Officials

32.8. The Host Federation must provide the EHF officials (delegate(s), referees, representative, office staff, etc.) with an accreditation given access to all playing hall areas upon their arrival.

Media representatives

32.9. The Host Federation must invite local and international media in cooperation with the EHF to the match.

32.10. Should the Host Federation wish to refuse a request for media accreditation from a foreign media representative, the Host Federation must consult the EHF beforehand. The EHF has the right to grant a request for media accreditation from a foreign media representative; EHF decision is final.

32.11. The Host Federation must, upon request, provide the local and international media representatives approved by the EHF with accreditations giving them access to the media room, the press conference room, the mixed zone and the media seats in the stands upon their arrival.

32.12. The journalists accompanying the guest team(s) must apply for such an accreditation at least ten (10) days prior to the match date.

32.13. The Host Federation must reserve a sufficient number of parking areas for media representatives.

TV host broadcaster

32.14. The Host Federation must agree with the TV host broadcaster about the number and type of accreditations to be given to the TV host broadcaster ten (10) days before the match date at the latest. The Host Federation must provide the TV host broadcaster staff with accreditations as agreed.

32.15. The Host Federation must provide other international TV rights holders, approved by the EHF or by the EHF media partners with accreditation, upon a respective request. The accreditations must give them access to the media room, the press conference room, the mixed zone and the media seats in the stands upon their arrival.

32.16. The Host Federation must not grant on-site accreditations to any broadcaster or other TV crew without the prior approval of the TV host broadcaster and/or the EHF. The restriction also includes access for news coverage.

32.17. The TV host broadcaster information shall be provided to the EHF one (1) month prior to the respective match.

EHF / EHF Partners - Sponsors

32.18. The Host Federation must make available to the EHF a maximum of ten (10) VIP tickets free of charge. Those VIP tickets must offer excellent visibility to the playing court.

32.19. The EHF orders the VIP tickets from the Host Federation no later than ten (10) days prior to the respective match date.

32.20. Upon EHF request, the VIP tickets must be sent directly to the EHF partners/sponsors or be made available at the tickets/accreditation counter of the home team in the playing

hall. In the latter case the tickets must be handed out in envelopes showing the company name(s) and the visitor(s) name(s).

32.21. If applicable, the EHF informs the Host Federation of the number of ordered tickets which are not going to be used and returns them in due time.

32.22. The Host Federation is expected to reserve a sufficient number of parking areas for EHF VIP guests.

32.23. The Host Federation must grant free access and movement to all indoor premises and outdoor area of the playing hall to the EHF media and marketing partners representatives. Upon request, the Host Federation must hand out the EHF a maximum of ten (10) accreditations upon arrival.

XVII. HOSPITALITY

Article 33

Transport to and from the playing venue

- 33.1. If travelling by plane, the Guest Team must organise their travel to the airport indicated on the Match Information Sheet.
- 33.2. The Member Federation of the guest team must inform the Host Federation of the exact number of delegation members travelling to the match venue and their travelling schedule at the latest thirty (30) days prior to the match date or.
- 33.3. The EHF organises the travel of the EHF Officials to and from the playing venue.
- 33.4. The EHF informs the Host Federation of the exact number of EHF Officials travelling to the match venue and their travelling schedules in due time prior to the match date.

Local transport

- 33.5. The Host Federation must organise the local transport of the guest delegation at the venue between the airport/train station, the team's hotel, and the playing/training halls. A heated/air-conditioned bus with a sufficient number of seats must be at the sole disposal of each guest delegation any time from their arrival at the venue until their departure. A separate bus must be organised for the home delegation.
- 33.6. The Host Federation must organise the local transport of the EHF Officials at the venue between the airport/train station, the EHF Officials' hotel and the playing/training halls during the entire competition period as well as during the venue inspection(s). Appropriate transportation must be offered.

- 33.7. Upon EHF request, the Host Federation must organise local transport facilities for the EHF sponsors/partners representatives. A shuttle service must also be organised by the Host Federation for the EHF VIP guests and for the media representatives upon request and in cooperation with the EHF.
- 33.8. The Host Federation must provide the necessary assistance with visa applications to the journalists accompanying the guest delegation(s).

Lodging

- 33.9. The Host Federation must organise the accommodation of the guest delegation, of the EHF Officials (delegate(s), referees, representative(s), marketing supervisor) in hotels meeting the criteria/ standards defined under Article 23.
- 33.10. The Member Federation of the guest team(s) must inform the Host Federation of the number of single and/or double rooms with twin beds to be reserved in due time before the match date. The Host Federation must reserve hotel rooms for the guest delegation accordingly.
- 33.11. The Host Federation must reserve single rooms for the EHF Officials.
- 33.12. Upon EHF request, the Host Federation must reserve single rooms, if possible, in a four-star hotel for the EHF sponsors/partners representatives. Accommodation must also be organised by the Host Federation for the EHF VIP guests and for the media representatives (including journalists accompanying the guest team) upon request and in cooperation with the EHF.

Board

- 33.13. The Host Federation must organise the board (breakfast, lunch and dinner) of the guest delegation(s) and of the EHF Officials in the restaurant of their respective hotels during their stay at the venue.

- 33.14. The Member Federation(s) of the guest team(s) must inform the Host Federation of specific wishes, desired meals times and of any food restrictions ten (10) days before the respective match date. The Host Federation must order the meals for the guest delegation(s) accordingly.
- 33.15. If the guest delegation(s) has specific wishes, the Host Federation must inform the restaurant in advance.
- 33.16. The Host Federation must organise the board (breakfast, lunch and dinner) of the EHF sponsors/partners representatives in the restaurant of their hotels or in any first-class restaurant, if requested accordingly.
- 33.17. A minimum of one and a half (1.5) litre of water per person must be provided free of charge by the Host Federation to each member of each team delegation and to each EHF Official in the dressing rooms during the training sessions and the match(es). Water should be provided, when possible, in small bottles of half (1/2) litre without gas.
- 33.18. Food and beverage must be made available for the spectators in the playing hall.

Side events

- 33.19. Depending on the local possibilities, the EHF and/or its sponsors/partners must have the right to integrate honorary guests into VIP events and other events or receptions (including food service) organised by the Host Federation on the occasion of the EHF EURO Qualifiers/Cup match.
- 33.20. The EHF, respectively its marketing and media partner, has the right to organise incentive and hospitality trips along with on-site services in connection with the EHF EURO Qualifiers/Cup matches. Available options and requirements must be discussed and agreed with the respective Host Federations.

XVIII. EHF OFFICIALS

Article 34

Definition

- 34.1. EHF Officials are EHF representatives, EHF delegates, EHF referees, EHF Office staff members as well as any other persons nominated by the EHF in relation to an EHF EURO Qualifiers match.

Code of Conduct

- 34.2. Any EHF Official nominated to participate in an EHF EURO Qualifiers/Cup match must sign the EHF Code of Conduct. During their assignment, the EHF Officials are bound by the obligations of the EHF Code of Conduct and the applicable EHF Regulations.

Article 35

EHF referees nomination

- 35.1. Two (2) EHF referees are appointed by the EHF for each EHF EURO Qualifiers/Cup match. The appointed EHF referees must acknowledge the EHF nomination and inform the EHF accordingly without delay.
- 35.2. The nominations of the EHF referees for the EHF EURO Qualifiers/Cup matches can be withdrawn at the EHF's sole discretion. The EHF decisions in matter of referee nomination for the EHF EURO Qualifiers/Cup matches are final.
- 35.3. The EHF referees nomination is communicated by the EHF to all parties concerned in due time.

Arrival of referees

- 35.4. The travel arrangements of the EHF referees appointed to an EHF EURO Qualifiers/Cup match are organised by the EHF Office and notified to the Host Federations in due time. The nominated EHF referees must arrive at the relevant venue on the date and time communicated by the EHF Office.
- 35.5. If any of the referees does not arrive at the match venue as planned and organised, the Host Federation must inform the EHF delegate(s) of the match. The EHF delegate(s) coordinate(s) further actions to be taken. As a first step, the EHF delegate(s) must contact the EHF Office (+43 664 41 05 243) and report the situation.
- 35.6. The EHF takes the appropriate decisions in consultation with the EHF delegate(s). If the EHF decides to replace the referees, such a decision is final and no protest against the person or nationality of the referee is allowed.
- 35.7. If a solution to play the match cannot be found, the EHF reschedules the match on the next day with newly appointed referees. If the EHF decides to reschedule the match and replace the referees, such a decision is final and no protest against the new playing date and/or the person or nationality of the referee(s) is allowed.
- 35.8. Any costs and expenses incurred, except in case of force majeure, must be borne by the Member Federation of which the referee(s) who failed to appear is/are member(s).

Refusal

- 35.9. If the appointed EHF referees are unable to fulfil a nomination, they must inform the EHF Office without delay by phone and subsequently in writing. In this case, the EHF appoints substitute referees.

Special report

- 35.10. In case of direct disqualifications or any major incidents, the EHF referees have to write an additional detailed report and send it to the EHF Office immediately after the end of the match.
- 35.11. In their report, the EHF referees report in as much detail as possible on any incidents before, during and after the match, such as:
- Misconduct of players leading to direct disqualification.
 - Unsportsmanlike behaviour by officials, members, supporters or anyone carrying out a function at a match on behalf of a Member Federation.
 - Any other incidents.
- 35.12. Notwithstanding the foregoing, the absence of report on an incident does not prevent the initiation of proceedings.

Article 36

EHF delegate(s) nomination

- 36.1. One (1) EHF delegate is appointed by the EHF for each EHF EURO Qualifiers/Cup match. If required a second EHF delegate may be appointed by the EHF. The EHF decision is final. The appointed EHF delegate(s) must acknowledge the EHF nomination and inform(s) the EHF accordingly without delay.
- 36.2. The nominations of the EHF delegates for the EHF EURO Qualifiers/Cup matches can be withdrawn at the EHF sole discretion. The EHF decisions in matter of delegate nomination for the EHF EURO Qualifiers/Cup matches are final.
- 36.3. The EHF delegate(s) nomination is communicated by the EHF to all parties concerned in due time.

Refusal

- 36.4. If the appointed EHF delegate is unable to fulfil a nomination, he/she must inform the EHF Office without delay by phone and subsequently in writing.
- 36.5. In this case, the EHF appoints a substitute delegate.

General responsibility

- 36.6. The EHF delegate acts on behalf of the EHF.
- 36.7. When on duty, the delegate must always carry a copy of the EHF Regulations as well as the IHF Rules of the Game.
- 36.8. The EHF delegate verifies and ensures the orderly conduct of the event before, during and after the match. In particular he/she supervises the conduct of the match and prevents any occurrences that may lead to a protest or a repetition of a match following EHF requirements. If necessary, the EHF delegate acts as mediator.
- 36.9. The EHF delegate verifies and ensures the correct venue set-up by the Host Federation before, during and after the match. In particular, he/she supervises the set-up of the judges' table, support table and all required equipment, of the required flags, of the routing system and of the advertising in the playing hall. Moreover, the EHF delegate controls that all required measures to maintain the security and safety of all persons involved are taken.
- 36.10. The EHF delegate guides and supports the referees, observes and assesses their performance. However, a delegate is not a chief referee. Responsibility on the playing area rests solely with the EHF referees.
- 36.11. Nonetheless, the EHF delegate must interrupt the match if necessary and bring errors that may lead to a protest to the EHF referees' attention. Errors in this context do not mean

decisions made by the referees on the basis of their observation of facts. The delegate must not make decisions but only make recommendations.

36.12. The EHF delegate must always sit at the judges' table to have a good view of the substitution area at any time and to be able to intervene if necessary.

Special report

36.13. The EHF delegate must control that all participating entities and persons respect the EHF rules and regulations applicable to EHF EURO Qualifiers/Cup, including without limitation the present EHF EURO Qualifiers/Cup Regulations and the EHF Regulations on Advertising on Clothing.

36.14. If any violation of the EHF rules and regulations or a major incident is observed the EHF delegate must:

- Write a specific remark on the match report and cross the box "report follows"
- Report such violation and/or incident in writing to the EHF Office immediately after the match.

36.15. On his/her report, the delegate reports in as much detail as possible on any violation/incidents before, during and after the match, such as:

- Incorrect teams' line-up
- Incorrect player clothing (number, name, advertisings...)
- Delays in the match throw-offs
- Unsportsmanlike behaviour by officials, members, supporters or anyone carrying out a function at a match on behalf of a Member Federation
- Infrastructure shortcomings
- Any other incidents

36.16. The EHF delegate must also provide the EHF Office with an event report after each match informing about the overall match appearance and organisation, in particular about the implementation of the applicable technical requirements and procedures within 48 hours once the match has ended.

36.17. Notwithstanding the foregoing, the absence of remark on the match report or report on an incident does not prevent the initiation of legal proceedings.

Digital Match report

36.18. The EHF delegate is responsible for the match report.

36.19. One (1) hour before the throw-off, the EHF delegate must take care that the match report is confirmed and signed by an official of each playing team.

36.20. The EHF EURO Qualifiers/Cup shall be administered by the digital match report (DMR) system, the host Federations have the obligations to prepare the software for the scorekeeper.

36.21. The nominated EHF Delegates are responsible for the pre-prepared match report. The official delegation lists will be published on the delegate portal:

36.22. The host Federations shall offer a computer with internet access for the period right after the technical meeting (for the preparation of the match report) and also right after the match (for the completion of the match report).

36.23. The EHF Delegate shall take/print the Digital Match Report (DMR) ticket and provide it to the scorekeeper.

36.24. The host federations shall secure that the scorekeeper duly handles the provided Digital Match Report (DMR) ticket by opening such ticket prior to the match. The scorekeeper shall put the match data directly into digital match report during the match and he/she shall compare the match data with the EHF Delegate during the half time and after the end of the match, following that he/she completes the digital match report.

36.25. The host federations shall secure that the timekeeper managing the match data (goals, time, etc.) on the score board shall continuously checking the data on the scoreboard with the EHF Delegate.

36.26. After the match, the EHF Delegate shall check the digital match report with his/her match data and statistics, and he/she shall sign the digital match report.

Further tasks

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

- Check of the playing hall infrastructure (e.g. changing rooms, VIP room, press conference room, media room)
- Check of the hotel of the guest team
- Holding of the technical meeting
- Supervision of the TV meeting
- Preparation of the match report in co-operation with the Host Federation
- Preparation and final check of the judges' table / support table equipment / scoreboards
- Overall programme of the event at the venue
- Verify the security aspects in and around the playing hall
- Overall plan of the activities around the match incl. local transport, etc.
- Supervision of the venue set-up
- Supervision of the correct installation of the EHF advertising boards and possible additional branding activities (e.g. competition floor stickers)
- Throw-off time countdown.

Article 37

Other Officials

37.1. In addition to the EHF delegate(s), the EHF may appoint further Officials for supervising different field related to the event (e.g. marketing, security, organisation).

37.2. The duties and competence of those Officials are to be defined with each individual appointment.

EHF representatives

37.3. The EHF representatives act on behalf of the EHF. They are involved and represent the EHF in official activities. They are in contact with the local authorities as well as with the head of delegation of both teams.

XIX. FINANCIAL PROVISIONS

Article 38

A. Member Federations

Travel costs

38.1. The travel expenses of all delegation members to and from the playing venue must be borne by the respective Member Federation.

Visa costs

38.2. All expenses arising from the procurement of visas for the members of the entire delegation must be borne by the respective Member Federation.

Entry fee / Lump-sum advance payment

38.3. The entry fee and advance payment defined under Article 5 must be paid by the respective Member Federation within the announced deadline to enter the EHF EURO Qualifiers/Cup.

Board / Lodging / Local transport costs

38.4. The board, lodging and local transport of the members of the guest delegation at the venue must be organised and the related costs must be borne by the Host Federation for up to a maximum of twenty-one (21) persons per delegation for two (2) days (48 hours).

38.5. This obligation extends to three (3) days (72 hours) according to the guest delegation travel schedule if the match starts earlier than 13:00 on the match date. In that case, the guest delegation is allowed to arrive two (2) days prior to the match date.

Additional days of stays / Additional persons

- 38.6. The board, lodging and local transport of additional delegation members up to a maximum of altogether thirty-five (35) persons per delegations must be organised by the Host Federation upon payment by the respective Member Federation of a daily fee. The daily fee must be paid by the guest team delegation at the technical meeting before the match at the latest.
- 38.7. If agreed by the EHF and the Host Federation, the guest delegation may arrive at the match venue and/or leave the match venue before/after the regular dates upon payment by the respective Member Federation of a daily fee. The daily fee must be paid by the guest team delegation at the technical meeting before the match.
- 38.8. The Host Federation must inform the EHF Office and the Member Federation(s) of the guest of team of the daily fee to be paid per additional person (up to 35) and per additional day of stay at least three (3) months prior to the match date or.

Insurance

- 38.9. Member Federations having a team participating in the EHF EURO Qualifiers/Cup must arrange, at their own expense insurance for all members of their delegation, including team officials, technical staff and players as further defined under section XII. Written confirmation regarding the insurance shall be provided to the EHF upon request.

Others

- 38.10. Any costs related to a sightseeing trip by the guest delegation and/or the sponsors/partners of the guest team in the host country must be borne by the respective Member Federation.
- 38.11. Any further costs related to personal matters (phone calls from hotel, mini bar, pay TV etc.) of any member of a delegation before, during or after an EHF EURO Qualifiers/Cup match must be borne by the respective Member Federation.

B. Host Federations

Staging and organisational costs

38.12. All expenses incurred in the host country to stage and organise an EHF EURO Qualifiers/Cup match must be borne by the Host Federation. This includes (without limitation) all costs and expenses for the provision of the required personnel and equipment to set-up the playing hall, prepare and run the match in accordance with all EHF applicable requirements.

Costs related to the guest delegation(s)

38.13. The board (including water in the dressing rooms), lodging and local transport of the delegation members of the guest team(s) at the venue is organised by the Host Federation for up to a maximum of thirty-five (35) persons. The related costs and expenses must be borne by the Host Federation under the following conditions:

- for a maximum of twenty-one (21) persons
- for two (2) days (48 hours) – up to three (3) days (72 hours) under the conditions defined in Article 38.5. in case of a single match, or

Should the guest team stay less than two (2) days at the venue in case of a single match, the Host Federation must nonetheless not be liable for more than twenty-one (21) persons.

EHF Officials' costs

38.14. For each EHF EURO Qualifiers/Cup match, the Host Federation must bear the following costs and expenses of the nominated EHF Officials (definition under Article 34.1).

38.15. The payment of the EHF officials is carried out by the EHF after the respective match. The amount paid to the EHF officials is then booked to the account of the respective Host Federation.

Event liability insurance

38.16. The Host Federation must arrange, at its own expense insurance covers for the venue site and all risks and damages relating to the staging and the organisation of an EHF EURO

Qualifiers/Cup match, including third party liability and property damage, as further defined under section XII.

Member Federations' costs arrangements

38.17. Upon mutual consent, the Member Federation of the guest team and the Host Federation may cover their own costs for board, lodging and local transport in the respective host countries.

38.18. The EHF cannot be held responsible for financial issues resulting from special agreements between participating Member Federations regarding extra persons or extra days.

C. EHF / EHF partners - sponsors

38.19. The EHF or the EHF sponsors/partners representatives bear(s) the following costs:

- Accommodation of the EHF VIP guests organised by the Host Federation
- Shuttle service for the EHF VIP guests organised by the Host Federation
- Accommodation and board of the EHF partners/sponsors representatives organised by the Host Federation
- Local transport of the EHF partners/sponsors representatives organised by the Host Federation
- Sightseeing tour by the EHF partners/sponsors representatives organised by the Host Federation
- Other further costs related to personal matters incurred by the EHF partners/sponsors representatives in the host country.

38.20. The EHF or the EHF partners/sponsors bear(s) the costs of production and delivery of the EHF advertising (LED sequence/floor stickers) in the playing hall.

Other

38.21. The EHF Officials must pay any further costs related to personal matters incurred in the host country (phone calls from hotel, mini bar, pay TV, etc.).

38.22. The media representatives (including the journalists accompanying the guest team) must bear the costs of accommodation and of shuttle service organised for them at the venue by the Host Federation.

Article 39

Financial distribution

39.1. Out of the income of the audio-visual and marketing rights a share of ten per cent (10%) shall go to the qualification system (sixty per cent (60%) for men – forty per cent (40%) for women).

39.2. The income, minus the costs below are distributed to the participating nations sixty per cent (60%) fix and forty per cent (40%) fulfilling certain criteria.

- Necessary investments (e.g. venue dressing, digital campaign, production support, material);
- costs for EHF officials (referee and delegates);
- the injury fund;
- Support of the organisers and participants of the Qualification Phase 1 tournaments

XX. MEDIA OPERATIONS

Article 40

Media management

- 40.1. The responsibility at local level for media management of an EHF EURO Qualifiers/Cup match lies with the Host Federation. All related costs must be borne by the Host Federation.
- 40.2. Each participating Member Federation must nominate a person in charge of the media management of the EHF EURO Qualifiers/Cup home matches (“media officer”). His/her contact details must be communicated to the EHF Media and Communication department in due time prior to the beginning of the EHF EURO Qualifiers/Cup. This person must be able to speak fluent English and have experience on working with the local and international media.
- 40.3. The Host Federation commits to actively promote the EHF EURO Qualifiers/Cup matches before the local media (newspapers, magazines, radio, etc.) in particular by providing them relevant information on a regular basis. The Host Federation communication about the event must be of highest standard in accordance with the top sporting events.

Media room

- 40.4. The Host Federation may set-up a media room in the playing hall (depending on interest of Media) with the following features and equipment:
- 75m² minimum
 - Adequate number of workstations
 - Electrical power points
 - Tables and chairs according to practicalities
 - Internet access (if possible high speed: 50 Mbps minimum / WLAN or cable connection) free of charge

- 1 printer/photocopier minimum
- Beverage (water, coffee, non-alcoholic drinks) / light snacks (optional)
- Adequate heating / central air conditioning
- Mobile phone reception
- Non-smoking policy

40.5. The media room must be accessible at least two (2) hours before the match until two (2) hours after the match. The access must be limited to the accredited media representatives.

40.6. All media information such as player lists, match reports, statistics, official programme, line ups as well as additional team and player information must be made available by the Host Federation to the accredited media representatives and be accessible in an online format and in printed format upon request.

Media seats and commentary positions in stands

40.7. The Host Federation must reserve an adequate number of seats and commentary positions in the playing hall for media representatives according to the needs of each EHF EURO Qualifiers/Cup home match, in particular according to the number of accreditation requests.

40.8. The media seats and commentary positions must allow a clear view of the whole playing court, must be separated from the spectators' area and must, when possible, be situated in the middle of the sitting area. Each media seat must be equipped with a writing desk, electricity power points and an access to the internet (WLAN and/or cable, min. speed 50 Mbps).

40.9. The Host Federation must ensure the security of the media seats area: it must remain separated from the spectators' area, no spectator must be allowed to enter, media representatives must be able to work and must not incur any risk at any time.

Mixed zone

40.10. The Host Federation must set-up an official back drop and a mixed zone on the way from the playing court to the teams' dressing room to be used after the match by the media representatives. This obligation may be lifted by the EHF according to the circumstances, upon a respective request of the Host Federation.

40.11. The mixed zone must be located directly outside the player exit, not far from the media seats area. It must be divided into two (2) zones: walkway for the players and section for the media representatives. The media representative zone must be divided into four (4) specific areas, when possible: one for the TV rights-holders, one for radio reporters, one for non-rights holders and one for written press.

40.12. The mixed zone must be accessible by the TV host broadcaster and the accredited media representatives. The Host Federation must ensure that the mixed zone is safe and not accessible by the general public of any other non-authorized people.

40.13. All players of both teams are obliged to pass through the mixed zone after the match on their way to the dressing rooms. The Host Federation media officer must inform the teams on the location of the mixed zone accordingly.

40.14. The official backdrop must be used in the mixed zone.

Flash zone

40.15. A flash zone on the playing court must be set-up. Access must only be available to the host broadcaster and the away right holder if present on site.

40.16. Flash interviews can only be held during the half-time break and after the match.

40.17. The official movable plexiglass backdrop must be used in the flash zone.

Quotes and additional information for the official EHF channels

40.18. To ensure extensive coverage of the EHF EURO Qualifiers/Cup matches on the official websites and social media channels, the EHF has a network of journalists reporting on the competition. By 12:00 CET two (2) days prior to each EHF EURO Qualifiers/Cup, the national federations shall send one quote of the head coach and one quote of a key player on the following match to the EHF Media and Communications department (newseditor@eurohandball.com).

40.19. At the same time, the national federations shall inform the EHF about VIPs and special guests attending the home matches.

40.20. Match reviews are posted to the official website on the evening of each playing day. To assist with the writing of these reviews, the Host Federation shall provide post-match quotes from players and coaches from both home and guest team in English immediately after the match/post-match procedure either from the mixed zone or from the press conference to the EHF Media and Communications department (newseditor@eurohandball.com). It is mandatory to send these quotes in written form (no audio files, etc.) no later than 45 minutes after the final whistle.

Photographers

40.21. Each professional photographer must have an accreditation to enter the playing hall and related media areas and must wear it at any time.

40.22. The Host Federation must ensure that the accredited professional photographers are given access to the playing court/playing surrounding area under the following conditions:

- a) During the pre-match procedure including team line-up, the photographers must be placed in the area on the playing court defined by the Host Federation in due time prior to the match. Teams' line-up photos must be allowed.

- b) During the match, the photographers must stay at the end of the playing court behind the advertising boards. Seats must be placed at each end of the playing court accordingly. Photographers may sit in front of the net only after the point where it is fixed to the advertising boards.
- c) Photographers must not be allowed behind the players' seats or on the opposite site.
- d) Photographers (except Host Federation or EHF official photographer) must not be allowed to move around or to access the playing court after the teams' line-up.
- e) A change of playing court ends is allowed only during the half-time. The routing system set-up for that purpose by the Host Federation must be followed.

40.23. The Host Federation must ensure that photographers follow the access restrictions to the playing court/playing surrounding area as defined under Article 40.15 and do not obstruct the game and the view of the advertising boards at any time during the match. Respective instructions must be provided to the accredited professional photographers by the Host Federation in due time prior to the match.

40.24. Strobe light photography must be forbidden.

40.25. The Host Federation must ensure that the accredited professional photographers are given access to the media room (if applicable).

40.26. A professional photographer must be hired by the Host Federation to make high resolution pictures of the EHF EURO Qualifiers/Cup match(es).

- 4 pre-match photos (fans, full arena, warm-up, entry ceremony) – sent 10 min before the match's start
- 6 action/emotion photos from the first half (one photo of each team in action) – sent before the start of the second half
- 10 match photos – sent not later than 20 minutes after the match

These photographs (minimum 20) must cover at least the scenes as outlined below:

- Match pictures (action/emotions) with sponsor presence on barrier boards and floor stickers and with both teams represented
- Cheering picture of the winning team
- Goalkeepers in action
- Coaches in action
- Referees in action
- Team line-up
- Beauty shot of the arena showing the full playing court
- Team pictures before the match (changing room, on-court during warm up, etc.)
- Team timeout
- Ceremonies (EHF Representatives + VIPs)
- Opening and awarding ceremony
- Fans emotion/close up

40.27. The related costs must be borne by the Host Federation.

40.28. The pictures must be provided free of charge to the EHF Media and Communications Department either via email to media@eurohandball.com or via upload to the EHF photo system for use on the EHF's official communication channels. The details of uploading process will be distributed to the respective host federation in due time prior to the Qualifiers/Cup rounds. The following quality criteria shall apply to each photo:

- Minimum resolution of at least 8 Megapixel per picture
- 300dpi
- Jpg format

EHF EURO Qualifiers/Cup on official national federation website

40.29. All national federations participating in the EHF EURO Qualifiers/Cup must have an official website, on which the national federation's latest news, updates related to the competition, and corresponding ticket sales are presented and promoted.

The official web banners linking to ehfeuro.eurohandball.com and EHFTV as well as links to the federation's social media platforms and to those of the EHF EURO can be integrated into the official website of the national federation for promotion purposes. If implemented, these references and links must be integrated into the national federation's website, on the main page/starting page, at a prominent position. The respective web banners can be requested from the EHF.

EHF EURO Qualifiers/Cup on national federation's social media channel(s)

40.30. All national federations participating in the EHF EURO Qualifiers/Cup must run at least one social media channel – the most relevant in the country's region on which the national federation's latest news, updates related to the competition and corresponding ticket sales are presented and promoted.

The national federations must ensure that their official social media channel(s) follow/like the official social media channels of the EHF EURO, e.g. Facebook, Twitter, Instagram etc. The EHF encourages the national federations to share the social media content provided by the EHF on their channels. Sharing content is part of the Development Fund criteria catalogue and can result in financial reimbursement if content is shared.

In addition, promotions, contests or other online activities shall be promoted with mutual effort in order to increase traffic on the respective channel(s). Such activities will be announced by the EHF in good time prior to its implementation.

Television

40.31. The Host Federation must send to the EHF the Host Broadcasting contact form stating the name of the Host Broadcaster and the contact details of the responsible person latest four (4) weeks before the match.

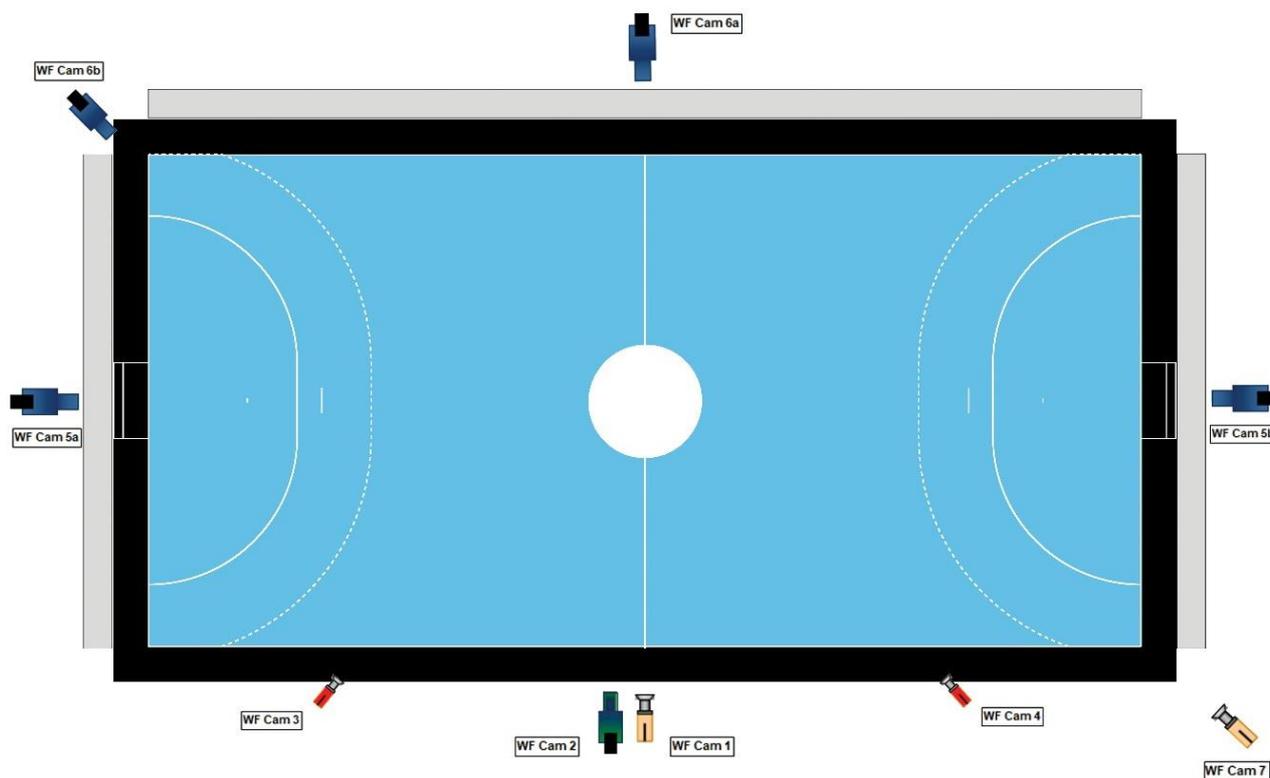
40.32. The Host Federation must ensure the production of a HD TV-signal meeting the standards set out in the Host Broadcasters Manual for each EHF EURO Qualifiers/Cup match. This signal must be made available free of charge to the EHF or its partners.

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

40.33. The EHF will book the satellite capacity for the host broadcasters' world feed (WF) distribution as defined in the official EHF EURO Qualifiers/Cup Host Broadcaster Manual for all matches played in the EHF EURO Qualifiers/Cup. All feeds will be scheduled on Hotbird 13F East and will use DVB-S2 technology. Each host broadcaster guarantees "BISS-1" encryption for the TV signal. DVB-S2 technology is mandatory. Host broadcasters as well as all takers are required to have the appropriate technical equipment to uplink/receive the DVB-S2 modulated signal. All matches are produced in HD and must be distributed in MPEG4 on 9Mhz satellite channel. Host Broadcasters as well as all other takers are required to have the appropriate technical equipment to receive the MPEG4 compressed signal. It is advised to all Host Broadcasters which are uplinking the international signal with the SNG trucks to use 2+1 SNG in order to accommodate additional signal uplink for potential unilateral activities of the home or away broadcaster.

40.34. The Host Federation must send to the EHF the Official uplink form outlining the details of the uplink services and the contact details of the responsible person latest two (2) weeks before the match.

40.35. All matches of the EHF EURO Qualifiers/Cup should be covered under a base production setup with a minimum number of seven (7) camera of which six are manned and one unmanned. There are no upward limitations regarding the number of cameras. Any change to the setup described must be approved by the EHF in advance.



Description #	Position	Description	Lens*
1	Main position 1	Main wide shot; elevated on the main side, aligned with half-way line	14-22x
2	Main position 2	Main close-up; positioned next or below camera 1	55-70x
3	Corner left	Handheld; left court side, timeout & interviews	14-22x
4	Corner right	Handheld; right court side, timeout & interviews	14-22x
5	High behind goal	High pan camera or higher stand left or right	22x
6	Reverse camera	Opposite side to main camera, bench coverage	36-70x
7	Beauty shot camera	High in the corner to provide inside arena overview, unmanned	11x

*Lens sizes are meant as a reference but may vary.

40.36. An International Soundtrack must be produced in stereo based on a mix using a minimum of six (6) dedicated microphones to provide a blend of courtside sounds and atmosphere. Directional microphones should be placed isolated with basic protection on stands around the court to cover the sound of the players, ball, goal posts, team benches. The microphone for arena ambience should be strategically placed on the main camera platform to provide a sound that compliments the main camera coverage. In addition, two timeout microphones on a boom are required to cover the team timeouts and two hand microphones need to be provided for interviews or pre-booked unilateral services.

- 40.37. The Host Federation must provide all facilities for the installation of TV equipment (e.g. cameras) required by the TV host broadcaster. Further requirements in terms of equipment, facilities and personnel are defined in the Host Broadcaster Manual must be complied with by the Host Federation.
- 40.38. A parking area large enough to fit the OB van, the SNG truck and up to 4 additional trucks (production, editing, graphics and technical devices) must be available directly next to the playing hall. The exact number of vehicles will be confirmed depending on the individual preparation of TV productions. A LAN internet connection with a minimum of 50 MB should be available at the TV compound. This area must be secured and closed to the public.
- 40.39. The host broadcaster's access to the venue at least 12 hours before the match shall be guaranteed. The respective accreditations (see 32.15) must be issued to the TV representatives and staff.
- 40.40. Camera platforms or fixed camera positions for a minimum of 7 cameras shall be available and must be provided to the host broadcaster by the home national federation. Spectators must be informed about possible viewing restrictions.
- 40.41. The position of the main camera must be in line with the centre line of the playing court in the playing hall. The exact positions of all additional cameras - height, angle and distance to the playing court – will be decided by the host federation in cooperation with the host broadcaster. The host federation shall make the respective seats/area(s) available to the host broadcaster for the positioning of cameras.
- 40.42. Power supply: 2 x 63 Amp, 3 x 32 Amp or as requested by the Host Broadcaster
- 40.43. Cable ways for all technical devices in the playing hall.
- 40.44. A working area for the statistic supplier must be made available (upon implementation of official EHF statistics by the EHF).

40.45. The installation of at least two (2) TV commentary positions (each with two seats) must be possible. The position shall be on the same side as the main camera. A good view onto the playing court must be guaranteed. The commentary positions must fulfil international standards: TV monitor provided by host broadcaster (statistics channel – if available), one (1) table, two (2) chairs, ISDN connection. The commentary position must be big enough to ensure good working conditions for two commentators. Security personnel must ensure that there is no interference from the public.

40.46. Depending on local conditions and facilities the construction of a TV studio shall be feasible either courtside or integrated into the tribunes.

40.47. The Host Federation must organise a TV-meeting in the playing hall two (2) hours before the throw-off of each EHF EURO Qualifiers/Cup match, with the responsible representatives from the TV host broadcaster, the EHF delegate(s) and a representative of each playing team. The following points must be discussed:

- Pre-match run-down (entry ceremony, exact timing – see Article 18.14.)
- Detailed event schedule (before the match, half-time programme, after the match, expected number of spectators etc.)
- Teams' line-up
- Information regarding injuries/ come backs/ new players etc.
- Names of EHF officials/ referees
- Information about position of the mixed zone (for interviews before and after the match)
- TV set-up, interest in interviews, TV schedule

Highlight Match

40.48. For selected matches of the EHF EURO Qualifiers/Cup, EHF reserves the right to organise/coordinate additional media activities for TV and digital channels (e.g. a highlight match) with the aim to boost the media coverage of the competition.

XXI. SUPPORT OF PROMOTIONAL ACTIVITIES

Article 42

Involvement of the participating EHF Member Federations

- 42.1. EHF Member Federations participating in the EHF EURO Qualifiers/Cup shall actively organise and support promotional activities and campaigns of any kind taking place prior, during and after the Qualifiers/Cup phase.
- 42.2. In this respect, all EHF Member Federations shall support the following measures:
- Create digital promotion campaigns, using owned and operated digital and social media platforms for the promotion of the EHF EURO Qualifier/Cup matches
 - Actively support EHF EURO 2028 digital campaigns developed by the EHF created by the EHF and its media and marketing partner by posted video and social media assets
 - Post content (incl. highlights and ‘best of’ clips) provided by the EHF and its media and marketing partner on the federation’s platforms
 - Hold open training sessions for at least fifteen (15) minutes for the fans and media upon request of the EHF;
 - Make available official playing shirts signed by the entire team upon request;
 - Participate in media calls;
 - Provide pictures and video recordings complying with EHF guidelines;
 - Endeavour to involve a national tourist/event professional agency to support the promotional activities, e.g. by producing and distributing promotional material.

Availability of key players

42.3. Each EHF Members Federations shall ensure the availability of at least two (2) key players acting as ambassadors to participate in promotional activities taking place prior, during and after the EHF EURO Qualifiers/Cup phase such as:

- Autograph sessions;
- Media activities (e.g. social media, video and/or photograph sessions);
- Draw events;
- “Event-Messenger” in the respective country of the player’s club;
- Participation in Players Ambassadors Programmes if implemented.

XXII. EXPLOITATION OF COMMERCIAL AND AUDIOVISUAL RIGHTS

Article 43

Audio-visual rights

- 43.1. Subject to rights granted hereunder, the Host Federation owns and has the sole right to exploit all audio-visual rights of the EHF EURO Qualifiers/Cup home matches in the host country.
- 43.2. The EHF owns and has the sole right to exploit all audio-visual rights of the EHF EURO Qualifiers/Cup matches in all countries except in the host countries (secondary and tertiary media rights).
- 43.3. The EHF owns and has the sole right to exploit all audio-visual rights for all related activities (draw, opening and closing ceremonies...).
- 43.4. The EHF has the right to transfer some or all of its media rights on the EHF EURO Qualifiers/Cup matches to a media/marketing partner and to entitle this partner to undertake the respective measures with regard to the use of these rights.
- 43.5. The guest team/federation has the non-exclusive right to use a maximum of ninety (90) seconds of match content on its owned and operated platforms, but not before the end of the respective match.
- 43.6. The Host Federation grants EHF, and by extension its partner, the right to use existing television and film footage for the production and broadcasting of a news magazine/programme, for handball/EHF competition promotion and sport development purposes (training, teaching, etc.) at a later date free of charge.
- 43.7. The use of additional cameras, microphones etc. for broadcasting during the EHF EURO Qualifiers matches is at EHF sole discretion.

43.8. The participating Member Federations must ensure that their partners, commercial or otherwise, do not use or otherwise exploit directly or indirectly any EHF audio-visual rights to the EHF EURO Qualifiers/Cup without EHF express prior agreement, which may be granted or withheld at its sole discretion.

Video recording

43.9. Upon application to the EHF using the official form, any participating delegation must be allowed to make video recordings of the EHF EURO Qualifiers/Cup matches for teaching and training purposes.

43.10. Video recordings, however, may only be made by one (1) member of the respective delegation, using one (1) camera and must be used solely for the purposes of team preparation and match tactic (education of players). The use of the video recordings for any other purpose whatsoever, including (without limitation) a commercial exploitation, is strictly forbidden.

43.11. The person of a delegation wishing to record a match on video must have a permit issued by the EHF and an official bib to be provided by the Host Federation. Persons who do not present an EHF permit and/or do not wear an official bib may be asked to leave the playing hall.

43.12. Due to space limitations in a playing hall, restrictions on video recordings may have to be imposed by the Host Federation. Such restrictions must be agreed with the EHF.

Article 44

Advertising / sponsoring rights

44.1. The advertising rights on the playing court and in the playing court surrounding area during EHF EURO Qualifiers/Cup matches are defined under Article 27.

44.2. The exclusive right for a “presenting sponsor/partner” at EHF EURO Qualifiers/Cup matches belongs to the EHF. The positioning of this sponsor within the TV-coverage

and/or at the venue lies with the EHF bearing in mind the general requirements in the various areas.

- 44.3. The EHF owns and has the sole right to exploit advertising/sponsoring right on referees' and EHF Officials' kits (shorts and T-shirts).
- 44.4. The respective Member Federation owns and has the sole right to exploit advertising/sponsoring right on the team players' kits (shorts and T-shirts) under the conditions defined in Article 15 and in the Regulations on Advertising on Players' Clothing.
- 44.5. The Host Federation must provide photographs of the marketing set-up within the arena for documentation purposes within 48 hours of the completion of the match, including:
- court advertising set-up (taken from main camera position)
 - LED set-up
 - Presenting Partner floor stickers (if implemented)
 - Gerflor floor sticker (if implemented)
 - Media backdrops
 - Press conference backdrops
 - VIP Room set-up
 - Any other promotional or marketing activities

Article 45

Personality rights

- 45.1. All participating Member Federations grant EHF the right (royalty-free) to use photos, video and graphic materials of players and officials as well as Member Federations names, emblems and players uniforms within the framework of the Competition for non-commercial purposes.
- 45.2. All participating Member Federations grant EHF the right (royalty-free) to use any photo, any material (print material, ads, internet, product presentation, video etc.) produced

for/at the EHF EURO Qualifiers/Cup matches for handball/EHF competitions promotions and sport development (training, teaching, etc.) purposes.

- 45.3. Upon EHF request, the participating Member Federations must provide the EHF Office with photos, material and any information required free of charge.
- 45.4. The EHF has the right to transfer these aforementioned rights of use to a marketing partner for the same purposes. Such transfer is limited to an advantageous usage in the framework of the direct promotion of the event and/or the sport, prior, during and directly after the event and serves the increase of the event venue and the attraction of additional spectators. Exclusively film material, TV footage and group pictures may be used for such purposes by the EHF and its related partners. Any individual picture use or any use which assigns an individual person to a specific product and its values shall not be comprised by the actual entitlements.
- 45.5. Each participating Member Federation must obtain the consent of the respective players and officials participating to the EHF EURO Qualifiers/Cup to the use of their image as defined here above. Each participating Member Federation must hold EHF and its partners harmless from any legal action from a player concerning the player's image rights.

XXIII. LEGAL MATTERS

Article 46

46.1. The provisions of the EHF Legal Regulations, the EHF List of Penalties and the EHF Catalogue of Administrative Sanctions apply to all legal matters including procedural aspects and disciplinary offences committed by the teams, delegations, individuals and/or EHF Officials of the EHF EURO Qualifiers/Cup unless stipulated otherwise in the present section.

Protests

Definition

46.2. Under the present section “legal matters”, “protest” shall mean: any match-related claim which may have an impact on the result of an EHF EURO Qualifiers/Cup match.

Exclusion of protests

46.3. With regard to all and any EHF EURO Qualifiers/Cup matches, protests shall not be permitted when relating to:

- a) Scheduling and drawing of the matches;
- b) Nomination of referees and delegates;
- c) Referees’ decisions on facts in accordance with the Rules of the Game, including those based on EHF delegate’s recommendations.

Single matches

46.4. Protests must be handled at first instance by the EHF Court of Handball unless they are related to matters of administrative nature. In these administrative cases, the EHF Office is competent to decide upon the protest.

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

- 46.6. Besides, a protest fee of €1.120 must be paid by the claimant to the EHF. Such amount must be paid directly to the EHF delegate at the same time the protest is handed over or must be transferred to the EHF bank account within twenty-four (24) hours after the end of the match. A written proof of payment of the protest fee within the defined deadline shall be deemed sufficient.
- 46.7. If the protest is fully granted, the protest fee is refunded to the claimant; otherwise it is forfeited to the credit of the EHF.
- 46.8. The reasons for the protest as well as any relevant statements must be submitted in writing to the EHF Office by the claimant within twenty-four (24) hours after the end of the match.
- 46.9. The decisions of the EHF Office and of the EHF Court of Handball on protests may be appealed to the EHF Court of Appeal.
- 46.10. Appeals must be received by the EHF Office in writing no later than three (3) days after communication of the decision to the parties.
- 46.11. Besides, an appeal fee of €1.120 must be paid by the appellant to the EHF within the aforementioned deadline. The receipt by the EHF Office of a written proof of payment of the appeal fee no later than three (3) days after communication of the decision to the parties shall be deemed sufficient.
- 46.12. If the appeal is fully granted, the appeal fee is refunded to the claimant; otherwise it is forfeited to the credit of the EHF.

Eligibility to play

- 46.13. Subject to the submission of protests concerning eligibility to play is not subject to any mandatory deadline.

European Handball Court of Arbitration (ECA)

46.14. Any issue decided upon by the EHF Court of Appeal may be brought by any of the relevant parties before the ECA. The Rules of Arbitration for the ECA apply.

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

Arising costs

46.16. In principle the actual costs for personnel and material arising from the activities of the legal instances shall be charged in connection with the procedure. Rules governing the apportionment and payment of costs related to the EHF bodies' legal proceedings by and between the parties are stated in article 48 of the EHF Legal Regulations.

Exclusion of liability

46.17. 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 EURO Qualifiers matches.

XXIV. ANTI-DOPING

Article 47

Doping control

- 47.1. Doping controls may take place before, during and after the EHF EURO Qualifiers/Cup matches in accordance with the EHF Regulations for Anti-Doping. The participating Member Federations must fill-in the official “where-about” forms and send them to the EHF and the EHF Anti-Doping Official. The “where-about” forms must be regularly updated by the participating Member Federations and communicated accordingly to the EHF and the EHF Anti-Doping Official prior and during the EHF EURO Qualifiers/Cup.
- 47.2. The selection of a WADA accredited laboratory, the transport of the samples, the necessary support to EHF Anti-Doping Official as well as any arrangements related to anti-doping must be under the responsibility of the Host Federations.
- 47.3. The EHF Regulations for Anti-Doping, its enclosures and the WADA’s Anti-Doping Code including the list of banned substances are an integral part of these EHF EURO Qualifiers/Cup Regulations.
- 47.4. 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 and the EHF Regulations for Anti-Doping. This may include the imposition of provisional measures.
- 47.5. Member Federations must immediately inform the EHF of any decision at national level sanctioning a player for doping (including interim measures of protection/temporary injunction). A copy of the decision must be sent to the EHF Office. Decisions of Member Federations concerning doping confirmed by the EHF Anti-Doping Unit will be automatically implemented by the EHF at European level.

EHF Anti-Doping activities

- 47.6. Delegation members (including players and team officials) shall participate in the Anti-Doping activities organised by the EHF within the frame of the European Championships.

XXV. CLOSING PROVISIONS

Article 48

- 49.1. All enclosures form an integral part of these regulations.
- 49.2. These regulations were adopted by the EHF Executive Committee at its meeting on April 9, 2011, and came into force on June 1, 2011. Lastly amended in January 2026.

ENCLOSURE 1 PLAYING SCHEDULE – BASIC

Group with 4 teams (home and away matches):

Two teams qualify:

Round	Match	Match n°	Match	Match n°
1 st	1-3	(01)	2-4	(02)
2 nd	4-1	(03)	3-2	(04)
3 rd	2-1	(05)	4-3	(06)
4 th	1-2	(07)	3-4	(08)
5 th	3-1	(09)	4-2	(10)
6 th	1-4	(11)	2-3	(12)

One team qualifies:

Round	Match	Match n°	Match	Match n°
1 st	1-3	(01)	4-2	(02)
2 nd	2-1	(03)	3-4	(04)
3 rd	4-1	(05)	2-3	(06)
4 th	1-4	(07)	3-2	(08)
5 th	3-1	(09)	2-4	(10)
6 th	1-2	(11)	4-3	(12)

Group with 3 teams (home and away matches):

Two teams qualify:

Round	Match	Match n°
1 st	2-1	(01)
2 nd	1-2	(02)
3 rd	1-3	(03)
4 th	3-1	(04)
5 th	3-2	(05)
6 th	2-3	(06)

One team qualifies:

Round	Match	Match n°
1 st	1-3	(01)
2 nd	3-1	(02)
3 rd	3-2	(03)
4 th	2-3	(04)
5 th	2-1	(05)
6 th	1-2	(06)

ENCLOSURE 2 SUBSTITUTION AREA SET-UP

SUBSTITUTION AREA SET-UP

The substitution area of the playing halls hosting the EHF EURO Qualifiers/Cup matches must measure: 2m x 24 m. No adhesive tape or any other kind of stickers must be affixed on the substitution area.

A **judges' table** of an approximate size of 3m x 0,75m x 0,60m must be set-up on the main camera's side. Places at the judges' table must be reserved for the EHF delegate(s), the timekeeper and the scorekeeper.

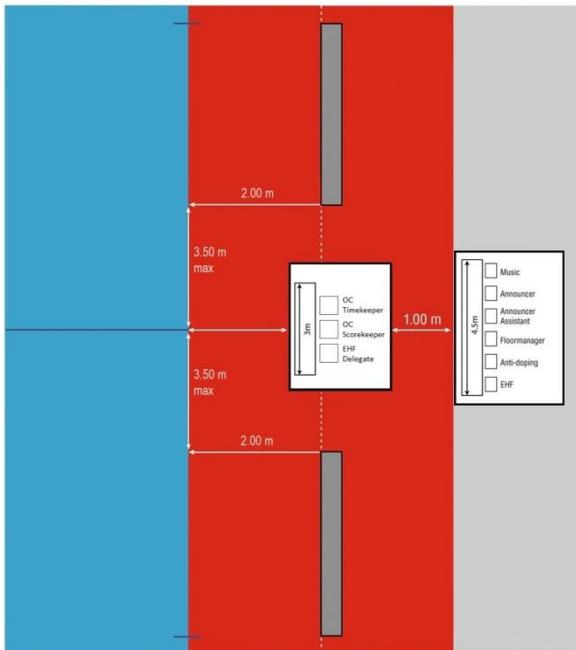
16 **chairs** in EHF EURO Qualifiers must be installed the substitution area on each side of the camera/judges' table side and must be tied together. The first chair must be placed on each side 3,5m maximum from the centre line.

A **support table** of an approximate size of 4,50m x 0,75m may also be set-up. If set-up, the support table must be positioned 1m (one meter) behind the judges' table on a podium/platform of approximately 65 cm. Places at the support table must be reserved for 2 EHF Officials (anti-doping Official + assistant), the floor manager, the public announcer, the spotter and the person responsible for the sound in the Playing Hall (music and entertainment).

Those requirements are detailed in the following graphs:

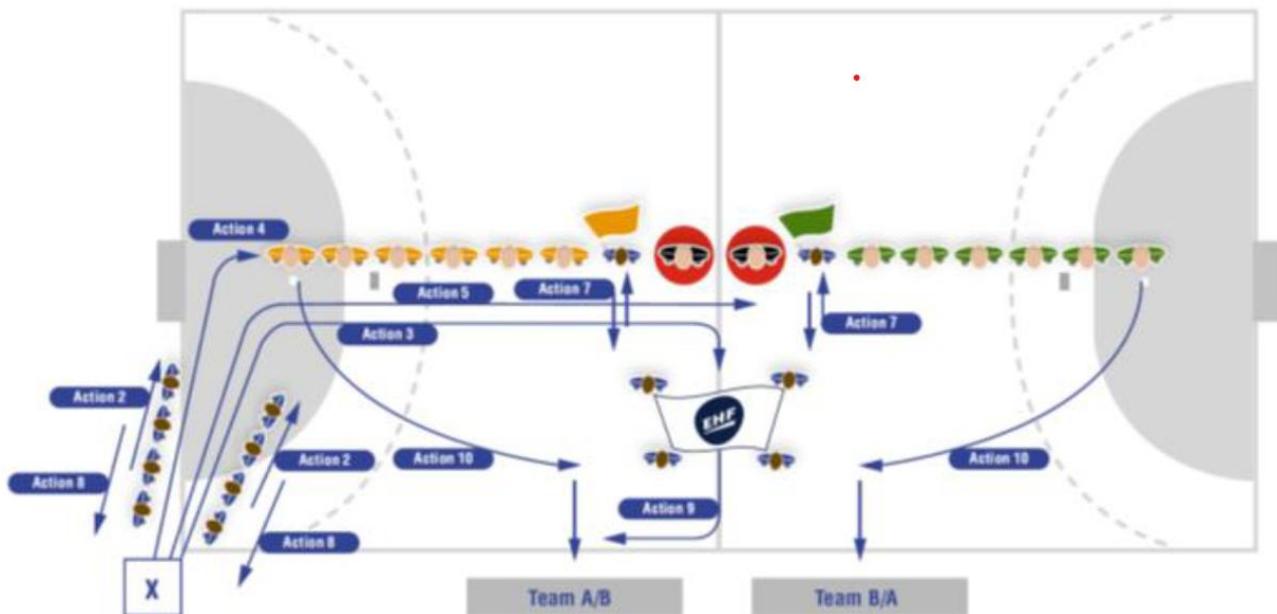
Substitution area and judges table measurements

Plan View



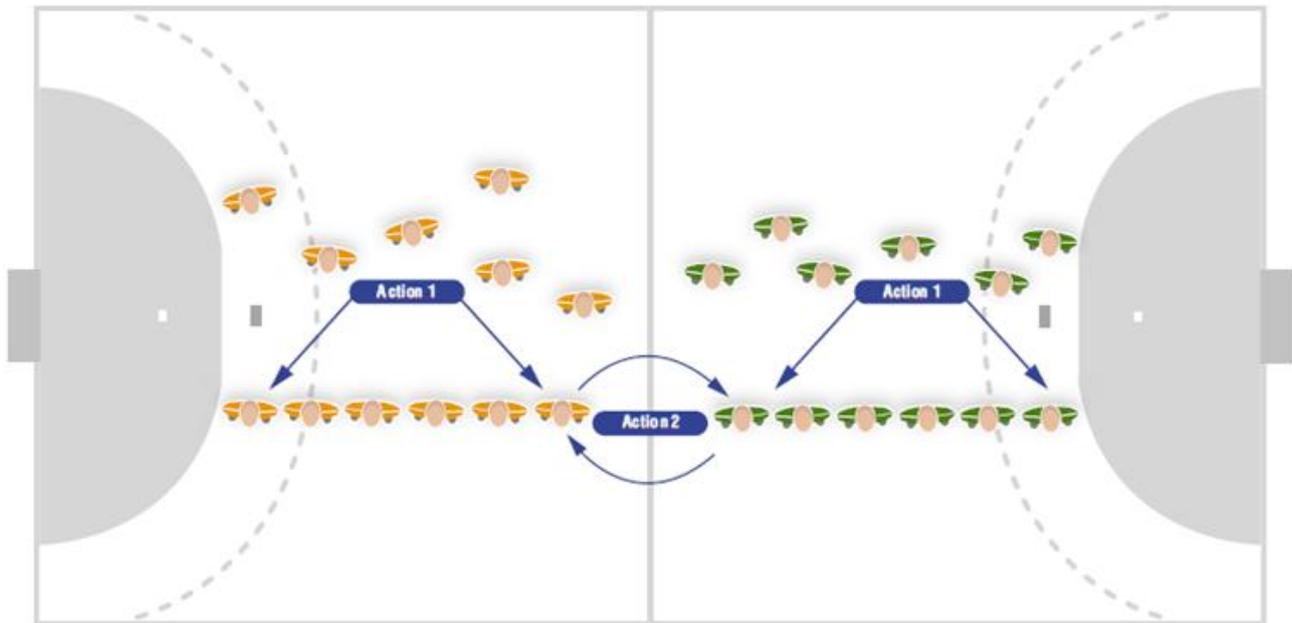
* The substitution area covers a distance of 12m on both sides of the centre line.

ENCLOSURE 3 PRE-MATCH PROCEDURE



- 10:00 Flag, referees, teams ready at the entry meeting point
- 09:45 Flag, referees, teams ready at the entry meeting point. Player escorts (children) form a tunnel (optional)
- 09:30 Start of the protocol flag presentation by 4 flag presenting children
- 09:00 Line-up of Team B
- 08:30 Line-up of Team A
- 08:00 Introduction of Team B – players and officials
- 06:30 Introduction of Team A – players and officials
- 05:00 Introduction of the referees, EHF officials
- 04:00 National anthem of Team B
- 02:45 National anthem of Team A
- 01:30 Fair play announcement / parallel with final match preparations of the teams
- 00:00 Throw-off / Order by EHF delegate

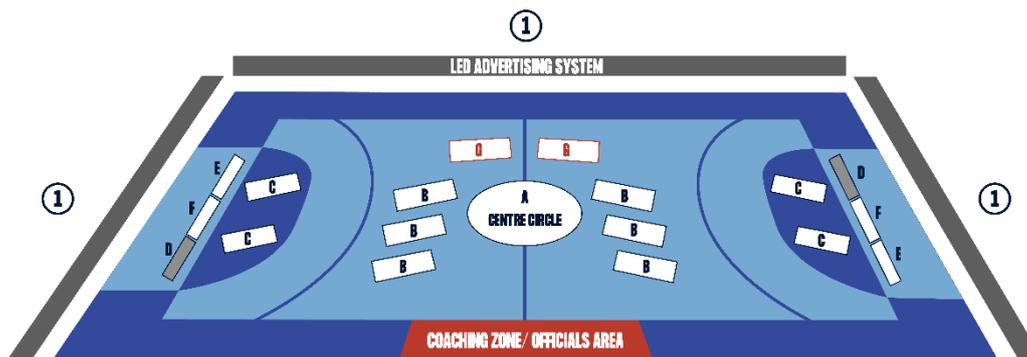
ENCLOSURE 4 POST-MATCH PROCEDURE



- Action 1** Post-match team line-up
- Action 2** Official "passing by" handshake

ENCLOSURE 5 ADVERTISING SET-UP/RIGHTS¹

SET-UP EHF EURO QUALIFIERS



① LED boards - 40m+20m+20m long x 1m high (min. 80cm)

Ⓐ Centre circle - Ø 4m

Ⓑ Court floor sticker - 4.5m x 1.5m

Ⓒ Goal area floor sticker - 4.5m x 1.5m

Ⓓ Side goal line floor sticker - 4m x 80cm*

Ⓔ Side goal line floor sticker - 4m x 80cm

Ⓕ Goal line floor sticker - 3m x 80cm

Ⓖ EHF EURO Presenting Partner floor stickers - 4.5m x 1.5m, placed 1.5 m from centre line and 1.5m from sideline at an angle

* Floor sticker D: position reserved for floor supplier in case the floor in use is an EHF donation

¹ Please refer to article 44

ENCLOSURE 7 VENUE INSPECTIONS

1st inspection

Duration: up to 2 days

Meeting post inspection: with all parties involved

Official report: signed by the EHF venue inspector and the Member Federation

Approved: playing hall, hotels of the venue in good condition meeting the required criteria; venue accepted without further remark by the EHF.

Approved under condition: playing hall and/or hotels of the venue not meeting some of the required criteria; improvement necessary. Amendments and possible solutions are presented by the EHF. A timetable for implementation and a date for a second inspection must be agreed by the parties involved.

Not Approved: playing hall and/or hotels of the venue not meeting the required criteria and/or the technical, facilities or security standards. Improvements impossible due to time factor or budgetary restrictions of the Federation. Venue cannot be used.

2nd inspection – Audit (optional)

Duration: up to 2 days

Meeting post inspection: with all parties involved

Official report: signed by the EHF venue inspector and the Member Federation

Approved: playing hall, hotels of the venue in good condition meeting the required criteria; venue accepted.

Not Approved: Some or all of the required amendments not implemented; playing hall and/or hotels of the venue not meeting some of the required criteria. Venue cannot be used.

Member Federation obligations and duties

- The person in charge of the EHF EURO Qualifiers in the Member Federation must be present during the inspection(s). This Member Federation representative must be in command of the English language.

- The Member Federation must ensure the presence of the local persons in charge of individual topics (playing hall, media/TV, marketing) for the entire duration of the inspection(s).

- Local transport, full board and accommodation (if necessary) of the EHF venue inspector must be organised by the Member Federation at the Federation's expenses for the 1st inspection

- Local transport, full board and accommodation (if necessary) of the EHF venue inspector must be organised by the Federation at the Member Federation's expenses and inspection related costs including the costs of travel to and from the venue and the daily allowances of the venue inspector must be borne by the Member Federation for the 2nd inspection.

ENCLOSURE 8 MATCH PERSONNEL

Tasks, obligations and duties

Member Federation's head of organisation

He/she is informed about all duties of the different responsible persons in the structure. He/she supervises the whole event in all terms of reference.

Guest team responsible = Team guide

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

The guest team responsible is liable for arranging local transport as well as the booking of the hotel contingent requested. He/she makes sure that the hotel rooms meet the requirements of the EHF. The guest team responsible also orders the meals requested by the guest team and is the contact person for any change in menus and timing of meals.

The guest team responsible accompanies the team representatives to the Technical Meeting and the team to training sessions, possible sightseeing tours as well as to the match. He/she supervises the dressing rooms, makes sure that water is available and remains at the disposal of the guest team during the complete stay.

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

EHF delegate(s)/referees/representative responsible

He/she is informed about the travel schedules of the EHF delegate(s), 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.) he/she will be in close contact to the EHF.

The EHF delegate(s)/referees/representative responsible is liable for arranging local transport as well as the booking of the hotel rooms. He/she makes sure that the hotel rooms meet the requirements of the EHF and also reserves the restaurant for relevant lunch/dinner.

He/she accompanies the EHF delegate(s) and the referees to the Technical Meeting as well as to the match, where he/she supervises the dressing rooms and makes sure that water is available. He/she is in charge of the timekeeper and the scorekeeper who are positioned on the judges' table assisting the EHF delegate(s).

In case there is time for additional activities he/she is responsible for the respective organisation.

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

Floor/protocol procedures responsible = Floor manager

The floor/protocol procedures responsible is liable for the correct set-up of the playing court / floor as well as for the correct implementation of security distances (bench/spectators; playing court/boards), lines, goals, judges' table and team's chairs. He/she makes sure that the equipment, technical facilities (lighting system, heating, scoreboard, sound system, etc.) of the playing hall and related areas comply with the EHF requirements and that technical support personnel of the playing hall are available. Together with his/her team he/she is responsible for securing a good standard of locker rooms for teams and referees. He/she must ensure that emergency exits are not closed or blocked by spectators.

In case any of the technical devices or rooms (e.g. VIP room, media 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. During the event, he/she must ensure that at least two (2) persons are available in case of any technical problem/incident.

He/she is responsible for the protocol procedures.

The floor/protocol procedure responsible is positioned next to the playing court during the complete duration of the match.

He/she recruits and instructs the floor moppers (one positioned on each side of the playing court) – at least two (2).

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

Security responsible

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

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

He/she takes part of the Technical Meeting and supplies the EHF delegate(s) with the necessary information concerning the security situation. The security responsible must be in contact with the EHF delegate(s) before, during the entire match and after the event in case of any incident.

Media/TV/statistics responsible = Media officer

The media/TV/statistics responsible must have experience in the media sector and a wide knowledge of all areas within this branch. The media/TV/statistics responsible must be able to confer in English.

He/she organises the promotion of the event within the local media representatives prior to the match. Media releases (previews, media 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 must be prepared; a good standard of English is a must. Together with the marketing responsible, he/she must produce a competition programme to satisfy the needs of the on-site spectators and the media.

The media/TV/statistics responsible is in charge of the media team and is in overall charge of the media room/working area and makes sure that the necessary equipment, information and beverages are available.

He/she is in charge of the post-match press conferences. The media/TV/statistics responsible ensures that the teams attend at the correct time, that translation is available and that the conference room is correctly equipped for a press conference. The media/TV/statistics responsible must inform the media representatives accordingly and act as a chairman of the press conference.

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

Shortly after the match he/she makes sure that the mixed zone gives media representatives the opportunity to do interviews with the players/coach by informing teams on the location of the mixed zone in advance. He/she ensures that this area is supervised by security.

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

The media/TV/statistics responsible is in charge for providing professional assistance to the host broadcaster. He/she is the first contact person for the TV representative and is present in the playing hall during the set-up of the host broadcaster's equipment. On request he/she makes sure that commentary positions are available. The media/TV/statistics responsible organises the TV meeting before the match as well as a short feedback meeting after the end of the match. He/she can be substituted for the feedback meeting in case there are any scheduling problems with the post-match press conference. He/she is in charge of providing the meeting room as well as beverages for the participants.

Should EHF provide an official EHF EURO Qualifiers statistics programme, the media/TV/statistic responsible supervises the two (2) statistic assistants, take care that the necessary equipment are provided and has to organise the necessary hardware.

In close cooperation with the responsible for tickets & accreditations, he/she hands out media accreditations to local and international media representatives. A list of the media representatives which are accredited must be kept and made available to the EHF upon request.

Marketing responsible

The marketing responsible is liable for the correct implementation of the event advertising and instructs the staff carrying out the advertising set-up. He/she secures the advertising rights granted to the EHF and acts in case of eventual problems with advertising banners/stickers during the match. If product exclusivity is guaranteed to the EHF partner, he/she makes sure that this exclusivity is guaranteed and handles the set-up, removal and storage of the advertising material.

He confirms in written form the receipt of the advertising material sent by the EHF respectively its partners.

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 co-operates 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.

Tickets/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 media/TV/statistics responsible he/she allocates any kind of necessary accreditation (VIP, Media, TV, etc.) and instructs the ushers.

Together with the floor/protocol procedures responsible an accreditation plan concerning seating and parking availability has to be developed. He/she assists the floor/protocol procedures responsible in positioning the VIP guests on the VIP tribune.

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

Timekeeper - Score keeper

The scorekeeper and the timekeeper are appointed by the Member Federation in whose territory the venue of the match is located. The timekeeper and the scorekeeper should have a minimum knowledge of the English language. The cost of the timekeeper and the scorekeeper are borne by the home Federation.

During the match, the timekeeper must have at his/her 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 must be placed visibly on the time-keeper's desk, in

vertical position, easy legible for both teams. For team time-out signalling, the timekeeper must 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.

The digital match report shall be used by the scorekeeper at the judges’ table in all EHF EURO Qualifiers matches. The respective software will be provided by the EHF without any costs for the national federation.

The national federation shall secure that the nominated scorekeeper is registered for the EHF digital match report and passed the respective training.

The national federation shall provide a laptop with the respective digital match report software, with sufficient internet connection and power supply at the judges’ table.

Announcer

The announcer provided by the Host Federation must have public speaking experience, good knowledge of the game and should be able to make all announcements also in English language. The announcer can be enthusiastic but must in any case be neutral in his/her statements and must not push the crowd to unsportsmanlike behaviour against the guest team or the referees. In any case the instructions of EHF officials must be followed by the announcer.

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

- The announcer must be well prepared for the match (script; time schedule; background information concerning the competition, the teams; top scorer; etc.).
- The announcer must be well informed about the rundown of the official entry/closing ceremony (see section X). The given time schedule before the match must be controlled by the announcer.
- Rules of fairness must prevail also in the official entry and closing ceremony by presenting the home and guest team in the same way.

- The announcer must be informed about the names of players, the names and nation of referees, EHF delegate(s), EHF representatives, the names and functions of special VIP guests, etc. Please ensure proper pronunciation!
- The announcer must draw the attention to the official programmes handed out by the Host Federation.
- The announcer must draw the attention to the official EHF European Championship website (<https://ehfeuro.eurohandball.com>) in order to view player's information, latest results, background stories, interviews, etc.
- The announcer must be informed about events planned before, in the break and after the match.
- The announcer must be familiar with emergency procedures.
- The announcer must have the latest player information of the home and guest team (injuries, comebacks, jubilees, etc.)
- A sound check must be carried out before the match. The best position in the playing hall to avoid interferences of the microphone must be located. In case the announcer takes seat on respectively next to the judges' table, it must be agreed by the EHF delegate(s).
- The announcer must not speak during match actions.
- The announcements must contribute to the good atmosphere in the playing hall and must calm down the crowd in case of unsportsmanlike behaviour against the referees, the guest team or their supporters. Examples for unsportsmanlike behaviour are disrespectful yells/songs, political or racist slogans, booing, throwing objects on the playing court, quarrels with supporters of the guest team, etc.
- In case referee whistles or horns are used the announcer must ask the spectators to stop using these instruments.
- The announcer must not misuse its influence for the purpose to gain advantage for any team.
- After the end of the match the announcer must inform about further upcoming matches of the EHF EURO Qualifiers.