

EHF

WOMEN'S EHF EURO QUALIFIERS

REGULATIONS



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Regulations

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Valid for the qualification to the Women's EHF EURO 2020

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

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I. GENERAL PROVISIONS

Article 1

Scope of application

1.1. The present Women's European Championship Qualifiers Regulations ("Women's EHF EURO Qualifiers 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:

- Women's European Championships – qualification rounds

These competitions are hereinafter also referred to as "EHF EURO Qualifiers".

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 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 especially make use of such right in case of exceptional circumstances (such as acts, events, omissions or accidents beyond the reasonable control of a party including, without limitation, a labour dispute, pandemic, accident, fire, flood, riot or civil commotion, act of public enemy, legal enactment, government act etc).

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 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 must form an integral part of the present EHF EURO Qualifiers 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
- The EHF Codes of Conduct
- The EHF Off Court Officiating Guidelines
- The EHF EURO Event Set-up Manual
- The EHF EURO Qualifiers Information Circulars

II. COMPETITION BASICS

Article 4

Competition stages and rhythm

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

Competition announcement

- 4.4. The official announcement of a Women’s 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 a Women's EHF European Championship (Qualifiers 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 a Women's EHF European Championship (Qualifiers and/or final tournament).

Single registration

Qualifiers and final tournament

- 5.3. The registration of the teams participating in the Women's EHF EURO Qualifiers—and of those directly qualified for the final tournament, including the payment of the respective entry fee, takes place at the same time before the beginning of the Qualifiers of the Competition.
- 5.4. The registration of a team participating in the Women's EHF EURO Qualifiers is valid for the entire Competition: Qualifiers 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 EHF 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 Women's EHF EURO Qualifiers must also have sports facilities and equipments conform 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 € 1,125 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 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 €2,250 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 €3,750.
- 5.14. The EHF Executive Committee is allowed to set a permanent deposit of between €0 and €6,000 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)
- 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 Women's EHF EURO Qualifiers 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, fax or 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 Women's EHF EURO 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 Women's EHF EURO Qualifiers or failing to play a Women's EHF EURO Qualifiers 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.
- 6.4. In case of failure to play a scheduled Qualifiers 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 a 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 Women's EHF EURO Qualifiers, 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 Women's EHF EURO Qualifiers 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 Women's EHF EURO Qualifiers depends on the number of complete and approved registrations.
- 7.2. Apart from the team of the Member Federation hosting the Women's EHF EURO, which qualifies directly for the final tournament of the Competition, the teams of the Member Federations having a complete and approved registration must play the Women's EHF EURO Qualifiers.

Article 8

EHF EURO Qualifiers – Phase 1 playing system

- 8.1. Women's EHF EURO Qualifiers may be played in up to two (2) phases. If due to the number of participating teams, the Women's EHF EURO Qualifiers cannot be organised in one (1) phase only pursuant to Article 9.1, the EHF is entitled to organise a first phase of Qualifiers among the teams with lowest position in the EHF National Team Ranking. This phase is called Women's EHF EURO Qualifiers Phase 1.
- 8.2. The teams which must play the Women's EHF EURO Qualifiers phase 1 are decided by the EHF according to the EHF National Team Ranking based on the teams results in the Women's EHF EURO and Women's IHF World Championship competitions in the three years preceding the respective Women's EHF EURO Qualifiers. The EHF National Team Ranking is communicated to the Member Federation together with the Competition announcement. The other participating teams are directly qualified for the main phase of the Women's EHF EURO Qualifiers.

- 8.3. The Qualifiers Phase 1 is played in a format of tournaments with one (1) or more groups. The exact playing modalities of the Women's EHF EURO Qualifiers Phase 1, the number of groups as well as the number of participating teams are decided by the EHF according to the practicalities and announced to the registered Member Federations in due time prior to the beginning of the Women's EHF EURO Qualifiers. The EHF decision is final.
- 8.4. Notwithstanding the foregoing, the Member Federations of the teams in each group of the Qualifiers Phase 1 may decide to play their matches in the format of home and away matches. In a specific group, the majority of all Member Federations must agree or disagree (3:1 or 1:3 decision) accordingly and the EHF must be informed of the respective agreement and its particulars within the deadline set forth by the latter. If the Member Federations do not find an agreement (in case 1:3 or 2:2 decision) among them to play home and away matches, the tournament format and the corresponding playing modalities decided by the EHF and communicated are to be implemented.
- 8.5. The teams participating in the Women's EHF EURO Qualifiers Phase 1 may qualify for the main phase of the Women's EHF EURO Qualifiers. The qualification rule between phases of the Women's EHF EURO Qualifiers is decided by the EHF according to the practicalities and final format of Women's EHF EURO Qualifiers Phase 1 and is announced to the participating Member Federations in due time prior to the beginning of the Women's EHF EURO Qualifiers. The decision of the EHF is final.
- 8.6. The Member Federations participating to the Women's EHF EURO Qualifiers Phase 1 and staging Women's EHF EURO Qualifiers Phase 1 matches are subject to all rights, obligations and duties defined herein and in other applicable EHF Regulations.

Article 9

EHF EURO Qualifiers - playing system

- 9.1. The main phase of the Women's 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 Women's 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 Women's EHF EURO Qualifiers. The decision of the EHF is final.

Group formation / Draw

- 9.3. The composition of the groups in the Women's 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 EHF National Team Ranking communicated to the Member Federations together with the announcement of the Competition.
- 9.5. In Phase 1, priorities for the organisation rights of the tournament are drawn after the draw for the composition of the groups. Member Federations which organised a tournament during the previous Women's EHF EURO Qualifiers Phase 1 must be granted the last priority for the organisation rights even though they obtain the first priority per draw.

Match system

- 9.6. The matches of the Women's EHF EURO Qualifiers Phase 1 are played in groups with each team playing all opponents in its groups once in a tournament (round robin system) or twice in a series of home and away matches.
- 9.7. The matches of the Women's EHF EURO Qualifiers 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.

- 9.8. All matches are played in two times thirty (2x30) minutes with a half-time break according to the IHF Rules of the Game. There shall be no extra time.
- 9.9. Two points are awarded for a win, one point for a draw and no point for a defeat.
- 9.10. 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 Women's EHF EURO Qualifiers matches

9.11. If two or more teams are equal on points in the Women's EHF EURO Qualifiers their ranking is determined as follows:

During the Women's EHF EURO Qualifiers matches (in each Women's 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 Women's EHF EURO Qualifiers matches (in each Women's 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) higher number of goals scored in the away matches played among the teams in question
- g) superior goal difference from all group matches (achieved by subtraction)
- h) higher number of goals scored in all group matches

More than two teams are equal

- i) higher number of points obtained in the group matches played among the teams in question
- j) superior goal difference from the group matches played among the teams in question
- k) higher number of goals scored in the group matches played among the teams in question

- l) superior goal difference from all group matches (achieved by subtraction)
- m) 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.

- 9.12. If this procedure does not lead to a decision after completion of all Women's EHF EURO Qualifiers matches or the respective Women's 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

- 9.13. The matches of the Women's EHF EURO Qualifiers Phase 1, played in tournament must be played according to the playing schedule communicated by the Host Member Federation and approved by the EHF.
- 9.14. The matches of the Women's EHF EURO Qualifiers Phase 1, played in away and home matches, must be played according to the playing schedule communicated together with the announcement of the Competition ("basic match schedule").
- 9.15. The matches of the Women's EHF EURO Qualifiers must be played according to the playing schedule defined in Enclosure 1.
- 9.16. Notwithstanding the foregoing, after the draw of the groups, the participating Member Federations may come to an agreement with the other Member Federations of the group regarding the playing schedule. In a specific group, all Member Federations must agree accordingly and the EHF must be informed of the respective agreement within the deadline set forth by the later.
- 9.17. If the Member Federations do not find an agreement among them regarding some or all of the proposed changes, the basic schedule remains valid.

Article 10

Qualification in the EHF EURO

- 10.1. Subject to Article 10.2 below, the teams ranked first (1st) and second (2nd) in each group of the Women's 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 Women's EHF EURO Qualifiers does not allow the required number of teams (i.e. sixteen (16) 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 after completion of the Women's 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 9.11 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

VI. COMPETITION / MATCHES DATES AND TIMES

Article 11

Playing periods and rounds

- 11.1. The dates of each Women's EHF EURO Qualifiers playing periods are fixed by the EHF and notified to the Member Federation via the EHF calendar. EHF decision is final.
- 11.2. The playing period which may be used for tournaments and the dates of the Women's EHF EURO Qualifiers 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 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 matches lies with the EHF.
- 11.4. The exact date and throw-off times of the Women's EHF EURO Qualifiers 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.
- 11.5. The last round match of the Women's EHF EURO Qualifiers will be played at a unified throw-off time to be fixed by the EHF in due time before the respective round.

Training times

- 11.6. The Federations hosting a Women's EHF EURO Qualifiers match must give the guest team the possibility to hold two (2) training sessions of a 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 11.8.
- 11.7. 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.
- 11.8. 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.
- 11.9. 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.
- 11.10. In case of tournaments, the Host Federations must give the guest teams the possibility to hold at least one (1) training session in the playing hall at a reasonable time before the beginning of the tournament. The Host Federations must also prepare a training schedule offering the possibility to the guest teams to train regularly during the tournament. The training schedule must be approved by the EHF. The following minimum requirements must be complied with:
- a) The teams playing against each other the same day must be offered a training session at the same time in different halls.
 - b) A rotation system must be put in place offering an equivalent number of training sessions in the playing hall and in the training hall to each participating team.

- c) An interval of eight (8) hours between the end of each training session and the beginning of the match and of eighteen (18) hours between the end of the match and the beginning of the next match must be respected.

The training schedule must be communicated in due time to all participating teams. If the participating team(s) do not intend to use any of the planned training sessions, the respective Member Federation should inform the Host Federation accordingly ten (10) days prior to the beginning of the tournament at the latest.

11.11. The training facilities must be offered free of charge by the Host Federation to the guest team(s).

Teams' arrival dates

11.11. The delegation of the guest team(s) shall arrive at the match/tournament venue at least one (1) hour prior to the beginning of the technical meeting.

VII. PLAYERS ELIGIBILITY AND REGISTRATION

Article 12

Nationality

- 12.1. Women's EHF EURO Qualifiers matches are carried out as international matches. Players of a team participating in Women's EHF EURO Qualifiers 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 to Women's EHF EURO Qualifiers. 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 Women's EHF EURO Qualifiers.
- 12.2. In addition, every player participating in Women's EHF EURO Qualifiers must be eligible to play for that country in accordance with the applicable IHF Regulations (IHF Players' Eligibility Code).
- 12.3. A player who has already played for the team of a Member Federation in a European Championship (Qualifiers rounds, final tournament) is not allowed to play in the same Competition for the team of another Member Federation.

Article 13

Registration / Official Squad

Official Squad

- 13.1. The Member Federations must submit the list of the players and team officials ("Official Squad List") who will form the basic group of their team during the matches of each Women's EHF EURO Qualifiers playing period in writing to the EHF Office nine (9) days prior to each playing period.

- 13.2. The Official Squad List can contain a maximum of twenty-eight (28) players (“Official Squad”). The players (28 or less) listed in the Official Squad List are the only players eligible to play during the Women’s EHF EURO Qualifiers 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/tournament 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, weights, 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) Photos of the first and second full team kits (court players’ kit and goalkeepers’ kit; original kits to be used during the respective Women’s EHF EURO Qualifiers matches)
 - e) Team officials’ names, surnames, function, letter
 - f) Up-to-date EHF Coaches Licensing information
- 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 twenty-eight (28) 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 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 four (4) by crossing out up to two (2) team officials listed per delegation and sign the match report.
- 13.8. Only the sixteen (16) players of the match report are allowed to play in the respective match of the Women's EHF EURO Qualifiers.
- 13.9. Only the four (4) officials of the match report not crossed out are eligible to be in the substitution area during the match.

Eligibility to participate

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

Availability and release

- 13.11. All players selected by a Member Federation to participate in Women's EHF EURO Qualifiers match(es) must join their national team on Monday prior to each respective playing period at the latest.
- 13.12. Each player has to be released by the respective Member Federation on the days after the second match of each playing period at the latest.

EHF Coaches Licensing

13.13. Member Federations participating in the Women’s EHF EURO Qualifiers 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.

13.14. 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.

13.15. 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’s replacement

13.16. Player’s replacement shall not be permitted at any stage within the frame of EURO Qualifiers single matches.

13.17. In Women’s EHF EURO Qualifiers matches played in tournaments, any of the sixteen (16) players can be replaced by a maximum of four (4) new players from the original contingent of twenty-eight (28) or less during the competition, in accordance with the following conditions:

- Up to two (2) players on the second day of the tournament
- Up to two (2) players on the third day of the tournament

13.18. The delegations must inform the EHF delegate at the venue (the “EHF Tournament Office”) about the replacement of players by submitting in person or sending by email the

duly completed stamped and signed official form for replacements as well as the passport or national identity card of the replaced player(s) (original). The information shall be submitted (in person or by email) to the EHF Tournament Office by 10:00hrs (in the morning) at the latest on the respective match day.

13.19. If a copy of the passport or national identity card of the replacing player(s) is sent/presented to the EHF delegate, the original passport or national identity card must be presented one (1) hour prior to the throw-off of the next match at the latest to the relevant EHF delegate (supervisor).

13.20. Upon confirmation of the replacement (only after presentation of the original passport or national identity card of the replacing player) by the EHF, the replacing player is added to the official Start List/match report of the next match of the team and the replaced player is removed.

13.21. A player being replaced can be entered again with a further replacement under the conditions referred to in Articles 13.16 to 13.23.

13.22. If the player replaced is under suspension (for a certain period of time or a number of matches), the replacing player is eligible to participate in matches of the respective EURO Qualifiers only after completion of the entire suspension period.

13.23. Additional costs arising from the replacement or the additional announcement of players must be borne by the related Member Federations, apart from the costs of local transportation – including the transport from and to the arrival airport – which are borne by the Host Federation(s).

Additional announcement of players in Qualifiers matches – Tournaments Only

13.24. If at the technical meeting, a delegation nominates fifteen (15) or less players out of the Official Squad List to be part of the Official Delegation; the delegation is entitled to nominate one (1) additional player from the Official Squad. This possibility is limited to EURO Qualifiers matches played in a tournament format. The following conditions apply:

The delegation must inform the EHF delegate on the additional announcement of a player by handing in or emailing the duly completed, stamped and signed official form for additional announcements as well as the passport or national identity card of the additional player (original or copy). The information shall be submitted (handing in or emailing) to the EHF delegate at the latest one (1) hour prior to the match.

13.25. If a copy of the passport or national identity card of the additional player(s) is sent/presented to the EHF Tournament Office and the EHF delegate, the original passport or national identity card must also be presented one (1) hour prior to the throw-off of the next match at the latest to the EHF delegate (supervisor).

13.26. Upon confirmation by the EHF delegate of the additional announcement (only after presentation of the original passport or national identity card of the replacing player), the player is added on the official start List/match report of the next match of the team.

Participation of suspended and/or players not eligible to participate

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

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

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 Women's EHF EURO Qualifiers. 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 Women's EHF EURO Qualifiers 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 Women's EHF EURO Qualifiers 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, except in case of tournament.
- 14.8. In case of tournament, the EHF delegate defines the kits with which the teams will play for each tournament match in a “dressing plan” upon coordination with the delegations representatives during the technical meeting taking place before the beginning of the tournament. 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 Women’s EHF EURO Qualifiers, the players must wear the same shirt numbers than the ones assigned to them in the Official Squad List for their first Women’s EHF EURO Qualifiers 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 front. 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 tracksuits). Under exceptional circumstances the EHF responsible for the match may permit long tracksuit trousers (harmonized for the entire delegation).
- 14.18. During the Women's EHF EURO Qualifiers 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) Players are allowed to wear thermo clothing (i.e. shorts and shirts with short sleeves) as long as the colour fits the approved full team kit worn during the matches and is identical for all team members. In any case in which long bandages/tights over leg and/or arm are used, a medical reason shall be provided in a written form and the colour of the device shall be identical to the main colour of the team kit.

- 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 Women's EHF EURO Qualifiers, 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 Women's EHF EURO Qualifiers.

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. Women's EHF EURO Qualifiers 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 Women's EHF EURO Qualifiers
 - 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

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 Women's EHF EURO Qualifiers match/tournament date or at 10am at the latest on the respective Women's EHF EURO Qualifiers match/tournament 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 equipments and materials to such meeting.
- 17.3. The technical meeting is conducted by the EHF delegate(s) of the match/tournament 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/tournament 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 twenty-eight (28) 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, except in case of tournament.
- 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. In case of tournament, the EHF delegate defines the kits with which the teams will play for each tournament match in a dressing plan upon coordination with the delegations representatives.

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 a Women's EHF EURO Qualifiers 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 four (4) by crossing out up to two (2) team officials listed. Only those four (4) 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 of the 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 have to follow both the EHF referees' and floor managers' instructions and gather at the defined collection 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 enter the playing court, starting with the team captain following the respective EHF referee and "mascot child" 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 slap hands to 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 Women’s EHF EURO Qualifiers matches is the following:

- 10:00 Flag mascots, referees, teams ready at the entry meeting point / Players’ escort (optional)
- 09:00 Start of the protocol flag presentation by 4 flag presenting children
- 08:30 Line-up of Team A/B (team seating in the first substitution area after the players’ entrance point)
- 08:00 Line-up of Team B/A
- 07:30 Introduction of Team A – players and officials
- 06:00 Introduction of Team B – players and officials
- 04:30 Introduction of the referees, EHF officials / Start of the TV transmission (to be confirmed)
- 04:00 National anthem of Team A
- 02:45 National anthem of Team B
- 01:30 Fair play announcement / parallel with final match preparations of the teams
- 00:00 Throw-off / Order by EHF delegate supported by the floor manager

18.15. Further details and information about the pre-match procedure is provided to the participating Member Federations in Enclosure 3. Additional information may also be provided by the EHF before the beginning of the Women’s EHF EURO Qualifiers 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 a delay in the throw-offs (start/half-time/time-out) of any Women's EHF EURO Qualifiers 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 a Women's EHF EURO Qualifiers 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 40.11 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 Women's EHF EURO Qualifiers 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 TV stations, written press, radio reporters and the website journalists.

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 40.13, 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 media room in the playing hall fifteen (15) minutes after the end of each Women's EHF EURO Qualifiers match. If organised, the following requirements apply.

18.26. The head coach of each playing team together with one (1) key player must take part in the post match conference.

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

Post-match flash interview

18.28. An official post-match flash interview must take place directly after the end of each Women's EHF EURO Qualifiers match.

18.29. The head coach of each playing team together with one (1) key player must take part in the post-match flash interview.

18.30. The post-match flash interview must be held in English as first language or should be translated into English.

18.31. The post-match flash interview must take place in front of a backdrop.

Match report

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

18.33. 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.

Transmission of results and match report

18.34. The Host Federation must communicate the half-time match result, the final match result as well as the number of spectators to the EHF Office by sms (+436644105243) no later than fifteen (15) minutes after the end of the match.

C. Post-match specific ceremonies

Banquet

18.35. On the evening of the match or on the last day of a tournament a banquet or similar event may be organised by the Host Federation.

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 a Women's EHF EURO Qualifiers match/tournament 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 Women's EHF EURO Qualifiers playing period and is subject to EHF approval. 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. Delegations members (players and team officials) must be available for activities relating to the Women's EHF EURO Qualifiers events (TV interviews, reportages, autograph sessions, internet chat, 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 Women's EHF EURO Qualifiers. 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/tournament. The Host Federation may be called to account for incidents of any kind.
- 20.3. The EHF informs the Member Federations participating in the Women's EHF EURO Qualifiers about any further guidelines, directives or decisions related to the Women's EHF EURO Qualifiers to be respected and provides them with all relevant documents in due time.

Feedback

- 20.4. The Member Federations participating in the Women's EHF EURO Qualifiers shall cooperate by providing the feedback requested by the EHF in various fields (e.g. audience ratings, promotion plan etc.).

XII. INSURANCE

Article 21

General principles

- 21.1. Everyone involved in the Women's EHF EURO Qualifiers is responsible for its 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 Women's EHF EURO Qualifiers.

Host Federations

- 21.3. The Host Federations are responsible for the insurance cover of the sites used for the Women's EHF EURO Qualifiers matches/tournament 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, the Host Federations must conclude at their own expense adequate insurance cover (including cancellation) for all risks arising from organising and staging the respective Women's EHF EURO Qualifiers matches/tournament, 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 Women's EHF EURO Qualifiers.

XIII. EXCLUSIVITY

Article 22

EHF sponsors / partners exclusivity

22.1. Notwithstanding rights granted to EHF under the present Women's EHF EURO Qualifiers Regulations, all exclusivity rights relating to sponsorship/partnership during the Women's EHF EURO Qualifiers 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 Women's EHF EURO Qualifiers 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 Women's EHF EURO Qualifiers home matches in different venues/playing halls, except in case of tournament.

Choice of playing halls

- 23.3. Matches of the Women's EHF EURO Qualifiers 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 Women's EHF EURO Qualifiers home matches and the playing hall(s) in which the Host Federations intend to stage the Women's EHF EURO Qualifiers tournaments must be presented by the respective Member Federation to the EHF three (3) months before the respective match date or before the beginning of the tournament. 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 Women's 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
- Grand stands on both long sides
- A clean handball floor with handball lines only and with even colour shades of different floor colours
- 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
- Lighting : min 1000 LUX
- Stable Free Internet access (grand stands / press 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)
- All required equipment to operate the digital match report (e.g. internet connection and laptops at the judges' table).

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 guest team(s) hotel must be different from the EHF Officials' hotel. The hotels chosen must not be the one where the guest team(s) 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 Women's EHF EURO Qualifiers 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 Women's EHF EURO Qualifiers can be cancelled by the EHF. In case of tournament, if the second venue proposed by the Host Federation does not meet the required criteria or if a venue is not proposed within the required deadline, the organisation rights may be transferred to another participating Member Federation by the EHF. The EHF decision is final.

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 7 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 a Women's EHF EURO Qualifiers match/tournament 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 Women's EHF EURO Qualifiers must participate, with at least one (1) representative per Member Federation, in coordination meetings and workshops organised by the EHF relating to the Women's EHF EURO Qualifiers organisation.

Article 27

Basic set-up

- 27.1. The following basic equipments must be prepared and set-up in the playing hall for each Women's EHF EURO Qualifiers 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.

Time-keeping and score-taking apparatus

27.4. For all Women's EHF EURO Qualifiers matches, the playing halls must be equipped with an electric time-keeping (counting 0 to 30 minutes for each 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 time-keeper 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. Alternatively, and upon information of the EHF at the latest ten (10) days prior to the match, an electronic team time-out system may be used.

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 flag
- EHF delegate(s)'s/referees' and teams' countries of origin flags in alphabetical order

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 eleven (11) floor advertising stickers – including the middle circle sticker - may be affixed on the playing court and an additional three (3) in each goal line/side goal line area.
- b) Notwithstanding the foregoing, two (2) additional floors stickers reserved to the EHF may be affixed on the playing court.
- c) 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.
- d) The floor stickers must not be slippery. They must be made of material adequate to the handball practice.

Advertising around the playing court

- e) A LED/LCD system shall be used on the long side of the playing court opposite the TV camera. The two short sides of the court must be surrounded by either a LED/LCD system or static advertising boards. The following apply:
- The EHF right of advertising on this LED/LCD system must amount to a total of five (5) minutes
 - 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/LCD system must cover the entire length of the long side (i.e. 40m). Advertising boards on the short sides must be 20m on each side.
- f) 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.

27.12. Regardless of the means used, advertising boards, rotating system or LED/LCD system, the advertising set-up must be ensured on three (3) sides of the playing court, i.e. the long side opposite to the TV camera and the two (2) short sides, and must consist of only one row of a unified size as illustrated in Enclosure 5.

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 floor and board advertising must have the shape and the size defined in the graph. 3-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 advertisings 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 advertisings are not covered by spectators, organiser's staff, photographers or materials during the Women's EHF EURO Qualifiers matches. The visibility of the EHF and EHF partners/sponsors advertisings on the TV screen must not be impeded by any obstacle.
- 27.18. The advertisings 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 Women's EHF EURO Qualifiers home match. In case of tournament, the advertisings of the EHF and of the EHF partners/sponsors must be set-up for the entire duration of the tournament.
- 27.19. If requested by the EHF, backdrops must be set-up in the Mixed Zone. The lay-out to be used is enclosed in Enclosure 6. The content and place of the backdrops must be coordinated with the EHF.

Fan Activation

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

VIP facilities

- 27.22. VIP facilities must be available in the playing halls during the Women's EHF EURO Qualifiers matches/tournaments. 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 table clothes
- e) Reserved tables with sponsor branding for the EHF partners/sponsors must be made available on request

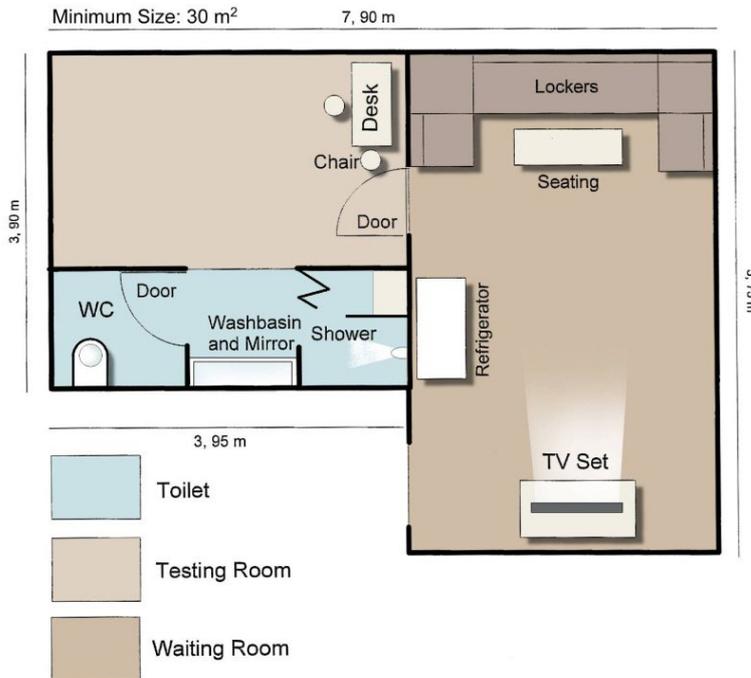
Media seats / Media room

27.23. 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

27.24. 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 Women's EHF EURO Qualifiers must be available in the playing halls during the Women's EHF EURO Qualifiers matches/tournaments. 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

27.25. 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 Women's EHF EURO Qualifiers match/tournament.
- 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/tournament.
- 28.4. The Host Federation may be held responsible of 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 a Women's EHF EURO Qualifiers match/tournament 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 EURO Anti-Doping Official.
- 29.2. In due time prior to the beginning of the Women's EHF EURO Qualifiers, 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 Women's EHF EURO Qualifiers home match/tournament:
- Guest team (Team Guide)
 - EHF delegate(s)/referees/representative
 - Floor/Protocol procedures (Floor Manager)
 - Security
 - Press/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 Women's EHF EURO Qualifiers home match/tournament:

- A head of organisation
- A time-keeper
- A score-keeper
- An announcer
- The "flag presenting" children and "mascot 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 the right at any time to impose an official match statistics system to be used by the Host Federations during the Women's EHF EURO Qualifiers matches.

30.2. If the EHF makes use of its right, 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. The Host Federation must make available the necessary technical support (at least two (2) working station with 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.

Match video

Phase 1

- 30.3. The Host Federation must make available a video (e.g. DVD, upload solution, USB stick etc.) of each Women's EHF EURO Qualifiers home match to the EHF Office within ten (10) days after the respective match date or after the end of the respective tournament. The videos are made available by the EHF Office to the other participating Federations for preparation purposes.
- 30.4. All related costs and expenses, including costs for shipment must be borne by the Host Federation.

EURO Qualifiers

- 30.5. The Host Federation must upload the video of each Women's EHF EURO Qualifiers home match to the video platform implemented by the EHF no later than twenty-four (24) hours after the end of the respective match. The technical specifications communicated by the EHF in due time prior to the Women's EHF EURO Qualifiers shall be implemented by the Host Federation.

Public relations material

- 30.6. The Host Federation may create and print an official programme magazine in due time before each Women's EHF EURO Qualifiers home match/tournament. 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 press seats area. It may be sold to spectators.
- 30.7. The official programme magazine of each Women's EHF EURO Qualifiers match should include the following material and content:
- Women's 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 (except in case of tournament)

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 or prior to the beginning of the tournament.

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

30.9. The participating Member Federations must insert a special sections dedicated to the Women's EHF EURO Qualifiers in their Internet home page. This section must include a direct link to the official Women's EHF EURO homepage: www.ehf-euro.com.

Article 31

Non-compliance

Non-compliance with the applicable requirements and obligations regarding Women's EHF EURO Qualifiers match/tournament organisation, including playing-hall infrastructure, equipments 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 of the ticketing and of the accreditation system of the Women's EHF EURO Qualifiers matches/tournament.

Accreditation system

- 32.2. The Host Federation must implement 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, delegations members, Federations' officials, ceremony/event staff, the official photographer, medical and security staff as well as a specific number of camera men/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 to 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. In case of tournament, match tickets must be ordered by the Member Federations of the guest teams in writing to 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 beginning of the respective tournament. The recipients' names of the VIP tickets must be provided at the technical meeting, one (1) day prior to the match/tournament 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/tournament.
- 32.10. The Host Federation must send to the EHF Office the list of the international media accredited to the match/tournament in due time before the match date or before the beginning of the tournament.
- 32.11. 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.
- 32.12. 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 press seats in the stands upon their arrival.

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

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

TV host broadcaster

32.15. 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 or before the beginning of the tournament at the latest. The Host Federation must provide the TV host broadcaster staff with accreditations as agreed.

32.16. 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 press seats in the stands upon their arrival.

32.17. 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.

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 an excellent visibility on 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 or prior to the beginning of the respective tournament.

- 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 match venue

- 33.1. The Member Federations must organise the travel of their delegations to and from the playing venue. The place of arrival/departure of the delegation must be at a reasonable distance from the playing venue.
- 33.2. The Member Federation of the guest team(s) must inform the Host Federation of the exact number of delegation members travelling to the match/tournament venue and their travelling schedule at the latest thirty (30) days prior to the match date or prior to the beginning of the tournament.
- 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/tournament 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(s) 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 places 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(s), 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 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 Women's EHF EURO Qualifiers match/tournament.

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 Women's EHF EURO Qualifiers matches/tournaments. 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 with a Women's EHF EURO Qualifiers match.

Code of Conduct

- 34.2. Any EHF Official nominated to participate to a Women's EHF EURO Qualifiers 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 Women's EHF EURO Qualifiers match. In case of tournament, four (4) referees are appointed by the EHF. 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 Women's EHF EURO Qualifiers matches/tournaments can be withdrawn at the EHF's sole discretion. The EHF decisions in matter of referee nomination for the Women's EHF EURO Qualifiers matches/tournaments 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 a Women's EHF EURO Qualifiers match/tournament 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/tournament venue as planned and organised, the Host Federation must inform the EHF delegate(s) of the match/tournament. 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 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 Women's EHF EURO Qualifiers match. If required a second EHF delegate may be appointed by the EHF. In case of tournament, two (2) EHF delegate are 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 Women's EHF EURO Qualifiers matches/tournaments can be withdrawn at the EHF sole discretion. The EHF decisions in matter of delegate nomination for the Women's EHF EURO Qualifiers matches/tournaments 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/tournament. 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 equipments, 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 involved all persons 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 Women's EHF EURO Qualifiers, including without

limitation the present Women's EHF EURO Qualifiers 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/tournament, 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.

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.

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. During the half-time break and after the match, the EHF delegate(s) must liaise with the score-keeper, the time keeper to control the content of the match report. After the match, once controlled, the match report must be signed by the EHF delegate(s) and the EHF referees and handed in to the person in charge within the Host Federation.

Further tasks

36.21. 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 equipments / 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 count down.

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 Women's EHF EURO Qualifiers.

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.

38.6. In case of tournament, this obligation starts on the day before the first match day of the tournament and ends on the day after the last match day of the tournament, the day of arrival and the day of departure of the guest team(s) being calculated as one day.

Additional days of stays / Additional persons

- 38.7. The board, lodging and local transport of additional delegation members up to a maximum of altogether twenty-eight (28) 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/tournament at the latest.
- 38.8. 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/tournament.
- 38.9. The Host Federation must inform the EHF Office and the Member Federation(s) of the guest of team(s) of the daily fee to be paid per additional person (up to 28) and per additional day of stay at least three (3) months prior to the match date or prior to the beginning of the tournament.

Insurance

- 38.10. Member Federations having a team participating in the Women's EHF EURO Qualifiers must arrange, at their own expense insurances for all members of their delegation, including team officials, technical staff and players as further defined under section XII.

Others

- 38.11. 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.
- 38.12. 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 a Women's EHF EURO Qualifiers match/tournament must be borne by the respective Member Federation.

B. Host Federations

Staging and organisational costs

38.13. All expenses incurred in the host country to stage and organise a Women's EHF EURO Qualifiers match/tournament must be borne by the Host Federation. This includes (without limitation) all costs and expenses for the provision of the required personnel and equipments 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)

38.14. 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 twenty-eight (28) 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
- from the day before the first match day of the tournament until the day after the last match day of the tournament, in case of tournament,

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

EHF Officials' costs

38.15. For each Women's EHF EURO Qualifiers match, the Host Federation must bear the following costs and expenses of the nominated EHF Officials (definition under Article 34.1):

- a) Travel expenses to and from the venue (refunded on production of receipts/proof of ticket purchase) based on those criteria:

- Travel by train/bus/boat:
Reimbursement of first class return tickets for train/bus/boat

 - Travel by plane:
Reimbursement of return tickets in Economy Class (other specifications defined by the EHF apply)

 - Travel by car (allowed up to a maximum distance of 600 km one way):
Reimbursement of first class return tickets for train/bus/boat

 - Taxi journeys in the home town or during a trip (e.g. home-airport-home, transfer between airports) must be refunded upon the presentation of the respective receipts

 - Travel by car in the home town (to and from airport or train station): reimbursement may be claimed at a rate of € 0.50 per driven kilometre
- b) Any expenses for visas
- c) Additional travel expenses (parking, etc.)
- d) For the duration of their assignment at the match/tournament venue, the costs of board, lodging as well as their transport costs within the territory of the Host Federation
- e) A daily allowance of €60 per day
- f) A match fee of:
- €100 per referee for the Qualifiers Phase 1 and €185 for the Women's EHF EURO Qualifiers

- €35 per delegate for the Qualifiers Phase 1 and €85 for the Women's EHF EURO Qualifiers

g) Any and all other expenses incurred within and outside the host country in connection with the match/tournament

38.16. The Host Federation must ensure that all EHF Officials can leave the host country with all funds paid to them by the Host Federation during the period of their stay, without any deductions or other problems.

Event liability insurance

38.17. 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 a Women's EHF EURO Qualifiers match/tournament, including third party liability and property damage, as further defined under section XII.

Member Federations' costs arrangements

38.18. 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.

38.19. 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

38.20. 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.

38.21. The EHF or the EHF partners/sponsors bear(s) the costs of production and delivery of the EHF advertising (boards and stickers) in the playing hall.

Other

38.22. 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.).

38.23. 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

Women's EHF EURO Qualifiers pool

39.1. The income from TV/media and advertising rights of the EHF at matches of the Women's EHF EURO Qualifiers, after deduction of all material and administrative expenses, is put into the "Women's EHF EURO Qualifiers pool".

39.2. The "Women's EHF EURO Qualifiers pool" aims at supporting the uniform appearance and TV production/broadcast of the Women's EHF EURO Qualifiers matches.

XX. AUDIOVISUAL RIGHTS AND MATTERS

Article 40

Media management

- 40.1. The responsibility at local level for media management of a Women's EHF EURO Qualifiers 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 Women's EHF EURO Qualifiers home matches ("media officer"). His/her contact details must be communicated to the EHF Office in due time prior to the beginning of the Women's EHF EURO Qualifiers. This person must be able to speak fluent English and have experience on working with the local and international press/media.
- 40.3. The Host Federation commits to actively promote the Women's EHF EURO Qualifiers matches/tournament 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 must set-up a media room in the playing hall with the following features and equipment:

- 75m² minimum
- Adequate number of work stations
- Electrical power points
- Tables and chairs according to practicalities
- Telephone (international line) – fax
 - to be paid by press/media user
- Internet access (if possible high speed: 25 Mbit/sec minimum / WLAN or cable connection as ISDN, ADSL or equivalent)
 - free of charge
- 2 computers (operating systems: Windows with Microsoft Office in recent versions; English version; USB connection)
- 1 printer minimum
- 1 photocopier
- 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 (TV, radio, websites, print media).

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 the media room (preferably in labelled compartments, e.g. mail boxes/pigeon holes for ease of reference).

Press seats in stands

- 40.7. The Host Federation must reserve an adequate number of seats in the playing hall for media representatives according to the needs of each Women's EHF EURO Qualifiers home match/tournament, in particular according to the number of accreditation requests.
- 40.8. The press seats 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 press seat must be equipped with a writing desk and electricity power points.
- 40.9. The Host Federation must ensure the security of the press 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 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 press 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 three (3) specific areas, when possible: one for the TV rights-holders, one for radio reporters 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-authorised 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.

Photographers

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

40.15. 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 teams 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.

40.16. 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.

40.17. Strobe light photography must be forbidden.

40.18. The Host Federation must ensure that the accredited professional photographers are given access to the media room.

40.19. A professional photographer must be hired by the Host Federation to make high resolution pictures of the Women's EHF EURO Qualifiers match(es), in particular pictures of:

- A minimum of five (5) pictures of actions during the match (players, coaches, referees, etc.) with the ball being involved (single player, groups, goalkeepers)
- The atmosphere in the arena (spectators, team celebrations, etc.)
- Fair play acting (support spectators, etc.)
- Teams' line-up
- Ceremonies (EHF representatives + VIPs)

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

40.21. 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 immediately after the match 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 rounds. The following quality criteria shall apply to each photo:

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

In addition, in case of tournament and upon request of the EHF only, a CD/DVD or access to an ftp-server with all pictures of the tournament matches must be sent by the Host Federation to the EHF within the deadline set by the EHF.

Television

- 40.22. The Host Federation must ensure the production of a TV-signal meeting the international standards for each Women's EHF EURO Qualifiers match. This signal must be made available free of charge to the EHF or its partners.
- 40.23. The EHF may release the Host Federation from this duty if the TV-signal of an individual match is not needed.
- 40.24. The Host Federation must provide all required facilities for the installation of TV equipments (cameras) by the TV host broadcaster. Further requirements in terms of equipment, facility and personnel defined in the EHF manual "*Minimum Broadcast Requirements and split of responsibilities*" must be complied with by the Host Federation.
- 40.25. The exact position (height, angle and distance to the playing court) of the TV cameras in the playing hall must be decided by the TV host broadcaster under the following condition: the main TV camera must be in a centralised position in the hall.
- 40.26. The Host Federation must organise a TV-meeting in the playing hall two (2) hours before the throw-off of each Women's EHF EURO Qualifiers match or one (1) day before the start of the tournament, with the responsible persons 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/A.)
 - 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

Article 41

Video archive

- 41.1. Each Member Federation may request the EHF Office to be provided with videos of Women's EHF EURO Qualifiers matches for training and preparation purposes. Such request must be made in writing. Commercial use of the videos by the respective Member Federation is strictly forbidden.
- 41.2. The videos are provided free of charge. Notwithstanding the foregoing, the respective administration and delivery costs must be borne by the Member Federation concerned.

XXI. SUPPORT OF PROMOTIONAL ACTIVITIES

Article 42

Involvement of the participating EHF Member Federations

- 42.1. EHF Member Federations participating in the Women's EHF EURO Qualifiers shall actively organise and support promotional activities of any kind taking place prior, during and after the Qualifiers phase.
- 42.2. In this respect, all EHF Member Federations shall support the following measures:
- 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;
 - Ensure the presence of the official web banner and Corporate Identity of the respective Women's EHF EURO Qualifiers on the EHF Member Federation's website and social media platforms;
 - Further distribution as well as distribution in the language of the respective country of news published by the EHF on the respective Women's EHF EURO Qualifiers;
 - 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 Qualifiers 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 RIGHTS

Article 43

Audiovisual rights

- 43.1. Subject to rights granted hereunder, the Host Federation owns and has the sole right to exploit the media rights including the television, radio, film, DVD, Internet, multimedia and 3G of the Women's EHF EURO Qualifiers home matches and all related activities (draw, opening and closing ceremonies...) in the host country.
- 43.2. The EHF owns and has the sole right to exploit the media rights including the television, radio, film, DVD, Internet, multimedia and 3G of the Women's EHF EURO Qualifiers matches and all related activities (draw, opening and closing ceremonies...) in all countries except in the host countries (secondary and tertiary media rights).
- 43.3. The EHF has the right to transfer some or all of its media rights on the Women's EHF EURO Qualifiers matches to a marketing partner and to entitle this partner to undertake the respective measures with regard to the use of these rights.
- 43.4. 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.
- 43.5. The use of additional cameras, microphones etc. for broadcasting during the Women's EHF EURO Qualifiers matches is at EHF sole discretion.
- 43.6. The participating Member Federations must ensure that their partners, commercial or otherwise, do not use or otherwise exploit directly or indirectly any EHF media rights to the

Women's EHF EURO Qualifiers without EHF express prior agreement, which may be granted or withheld at its sole discretion.

Video recording

- 43.7. Upon application to the EHF using the official form, any participating delegation must be allowed to make video recordings of the Women's EHF EURO Qualifiers matches for teaching and training purposes.
- 43.8. 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.
- 43.9. 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.
- 43.10. 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 Women's EHF EURO Qualifiers matches are defined under Article 27.
- 44.2. The exclusive right for a "presenting sponsor" at Women's EHF EURO Qualifiers matches/tournaments 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. In case the EHF uses this exclusive right, the Member Federations shall implement the following obligations:

- Presence of the presenting sponsor on the backdrops
- Presence of the presenting sponsor on printing material
- Affixing of floor stickers as defined in Enclosure 5
- Presence of the presenting sponsor on LED/LCD boards
- Availability of VIP tickets

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.

Article 45

Personality rights

45.1. All participating Member Federations grant EHF the right (royalty-free) to use photos 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 Women's EHF EURO Qualifiers 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 Women's EHF EURO Qualifiers 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 Women's EHF EURO Qualifiers 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 a Women's EHF EURO Qualifiers match.

Exclusion of protests

46.3. With regard to all and any Women's EHF EURO Qualifiers 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 €1.000 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 €1.000 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.

Tournaments

- 46.13. The EHF delegate has the right and the obligation to act as legal body of first instance with regard to any protest related to the Women's EHF EURO Qualifiers matches played in a tournament format.

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

- 46.15. Besides, a protest fee of € 1.000 must be paid by the claimant to the EHF. Such amount must be paid directly to the EHF delegate or must be transferred to the EHF bank account at the same time the protest is handed over. A written proof a payment of the protest fee within the defined deadline shall be deemed sufficient.
- 46.16. If the protest is fully granted, the protest fee is refunded to the claimant; otherwise it is forfeited to the credit of the EHF.
- 46.17. The reasons for the protest as well as any relevant statement and document must be submitted by the claimant in writing and in English to the responsible EHF delegate no later than 9.00 am local time the day after the relevant match.
- 46.18. The EHF delegate takes a decision on the protest which may include no later than 12.00 am local time the day after the relevant match.
- 46.19. Any decision taken by an EHF delegate according to the present section may be appealed to the EHF Court of Appeal, acting as an ad hoc body.
- 46.20. Unless otherwise provided in the decision of the EHF delegate, an appeal against a decision of an EHF delegate shall be filed to the EHF Office and shall be requested to the EHF Delegate in writing and in English no later than 8.00 pm local time the same day the EHF delegate's decision is announced to the parties.
- 46.21. Besides, an appeal fee of € 1.000 shall be paid by the appellant to the EHF. Such amount shall be paid directly to the EHF delegate or shall be transferred to the EHF bank account at the same time the appeal is filed/requested. A written proof of payment of the appeal fee within the defined deadline shall be deemed sufficient.
- 46.22. If the appeal is fully granted, the protest fee is refunded to the claimant; otherwise it is forfeited to the credit of the EHF.

- 46.23. The appeal request is transferred to the EHF Court of Appeal Ad Hoc Commission. This Ad Hoc Commission takes a decision by simple majority following an expressed written procedure no later than 12.00 am local time the day following the filing of the appeal. The decision is announced in writing to the relevant parties.
- 46.24. The EHF Court of Appeal Ad Hoc Commission consists of at least three (3) members of the EHF Court of Appeal nominated by the President of the EHF Court of Appeal before the beginning of the respective tournaments. They may be challenged in accordance with the EHF Legal Regulations. The EHF delegate having decided on the protest at first instance shall not be part of the Ad Hoc Commission examining the protest in appeal.
- 46.25. The Ad Hoc Commission members do not have the obligation to be present at the relevant venues.
- 46.26. Unless deemed necessary by the EHF to ensure the proper running of a Women's EHF EURO Qualifiers tournament, any protest arising from matches played on the last day of the respective tournament phase or from the last match of the respective team shall be settled through the regular EHF legal system, i.e. the EHF Court of Handball in first instance, the EHF Court of Appeal in second instance and eventually the EHF Court of Arbitration. Conditions applicable for protests in case of single matches shall apply.

Disciplinary/legal proceedings

Tournaments

- 46.27. If deemed appropriate by the EHF to ensure the proper running of the competition and/or the respect of the applicable regulations during the Women's EHF EURO Qualifiers played in a tournament format, violations of the present Regulations and/or any other EHF regulations applicable to the Women's EHF EURO Qualifiers by any team, individual and/or EHF Official are examined, decided upon and sanctioned by the EHF delegate and the EHF Court of Appeal ad hoc commission (in appeal) following an express procedure. For the avoidance of doubt, the present dispositions also apply to direct disqualifications.

46.28. The Member Federations, individuals and/or the EHF Officials against whom the proceedings are initiated must have the possibility to provide a statement of defence.

46.29. In those cases, the deadlines applicable to protests defined here above are not applicable and shall be defined by the competent legal body within the course of the proceedings.

46.30. The carrying out of legal/disciplinary proceedings is independent of any reporting obligations.

46.31. Unless deemed necessary by the EHF to ensure the proper running of a Women's EHF EURO Qualifiers tournament, dispute, disciplinary and/or legal adjudication arising from matches played on the last day of the respective tournament phase or from the last match of the respective team shall be settled through the regular EHF legal system, i.e. the EHF Court of Handball in first instance, the EHF Court of Appeal in second instance and eventually the EHF Court of Arbitration.

Eligibility to play

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

EHF Court of Arbitration (ECA)

46.33. 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.

46.34. 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

46.35. 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

46.36. 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 Women's EHF EURO Qualifiers matches.

XXIV. DOPING

Article 47

Doping control

- 47.1. Doping controls may take place before, during and after the Women's EHF EURO Qualifiers matches in accordance with the EHF Regulations for Anti-Doping. The participating Member Federations must fill-in the official "where-about" forms must be filled 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 Women's EHF EURO Anti-Doping Official prior and during the Women's EHF EURO Qualifiers.
- 47.2. The selection of a WADA accredited laboratory, the transport of the samples, the necessary support to Women's EHF EURO 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 Women's EHF EURO Qualifiers Regulations.
- 47.4. In case of anti-doping rule violations, EHF will instigate 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 49

- 49.1. All enclosures form an integral part of these regulations.
- 49.2. In case a German or French version of these regulations is available and there is any discrepancy in the interpretation between the English, French or German versions, the English version prevails.
- 49.3. These regulations were adopted by the EHF Executive Committee at its meeting on April 9, 2011, came into force on June 1, 2011. Lastly amended in January 2019.

ENCLOSURE 1 PLAYING SCHEDULE – BASIC

Group with 4 teams

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

ENCLOSURE 2 SUBSTITUTION AREA SET-UP

SUBSTITUTION AREA SET-UP

The substitution area of the playing halls hosting the EHF EURO Qualifiers 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 cameras side. Places at the judges' table must be reserved for the EHF delegate(s), the time-keeper and the score-keeper.

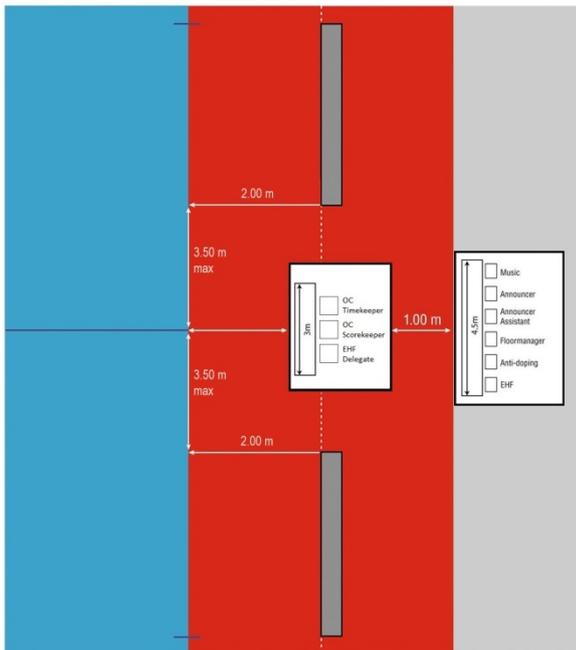
16 **chairs** in Women's EHF EURO Qualifiers must be installed the substitution area on each side of the camera/judges' table side and must be tied together. The first chair must be placed on each side 3,5m maximum from the centre line.

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 of 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

Count down 15 minutes before the throw-off

1) Flag mascots, referees, teams ready at the entry meeting point.

Entry meeting point = pre-defined corner of the playing hall

No more possibility to leave the playing court area for any person participating to the pre-match procedure

2) Start of the protocol flag presentation by 4 “flag presenting children”

The children march the one after the other to the centre of the playing court, turn at the centre, head the judges’ table, work in its direction and stop 5 meters in front of it

The front children knees down

3) Line-up of Team A/B

Referee A enters the court

Mascot child of Team A/B enters the court and stands in line on the right of referee A

Captain of Team A/B enters the court and stands in line, on the right of mascot child

Other players of Team A/B enter the court and stands in line

4) Line-up of Team B/A

Referee B enters the court

Mascot child of Team B/A enters the court and stands in line, on the left of referee B

Captain of Team B enters the court and stands in line, on the left of mascot child

Other players of Team B/A enter the court and stands in line

The mascot children carry the flags of the country of the respective teams.

The mascot children are the link between the referees and the captains of the respective teams.

5) Introduction of Team A – players and officials

6) Introduction of Team B – players and officials

7) Introduction of the referees, EHF officials / Start of the TV transmission (to be confirmed)

8) National anthem of Team A

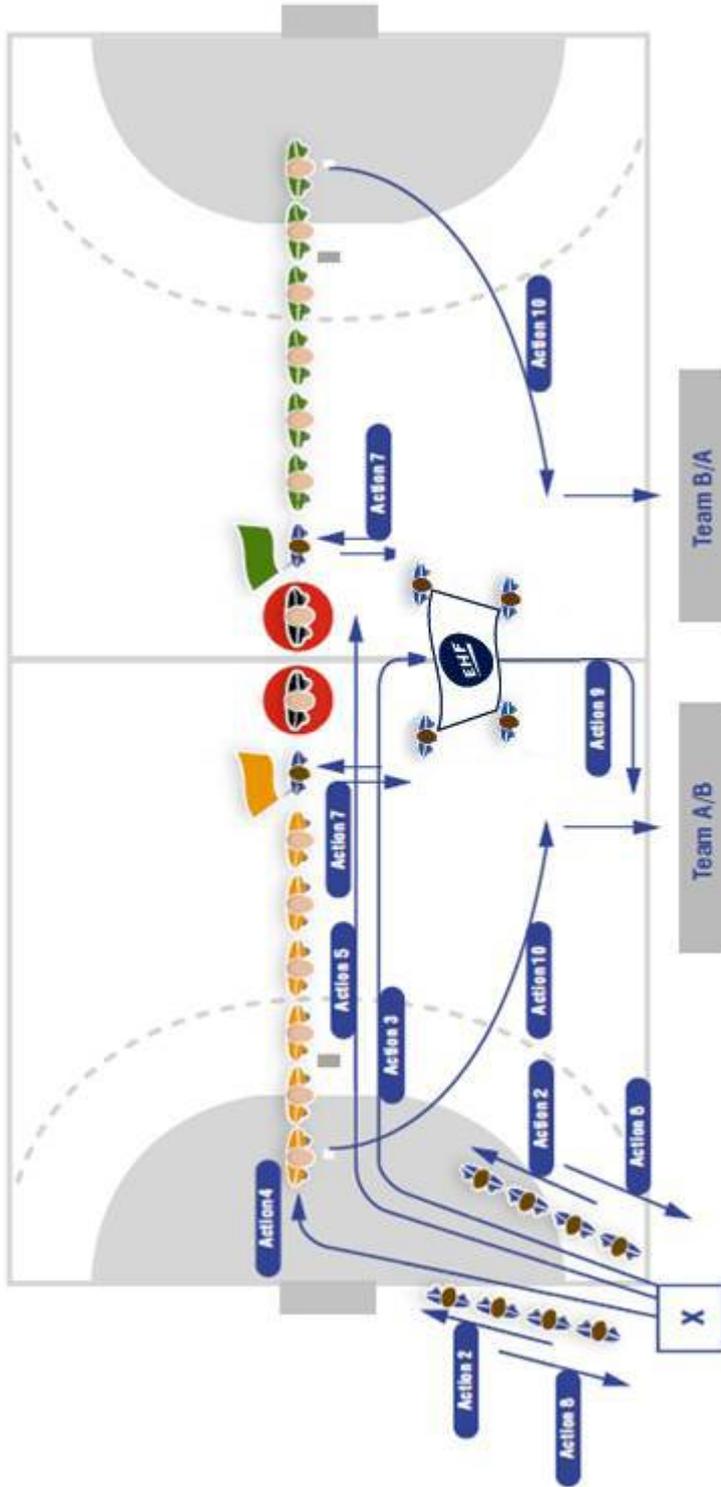
Mascot child of Team A steps forward, turns 90° to team A presenting the national flag of team A

9) National anthem of Team B

Mascot child of Team B steps forward, turns 90° to team B presenting the national flag of team B

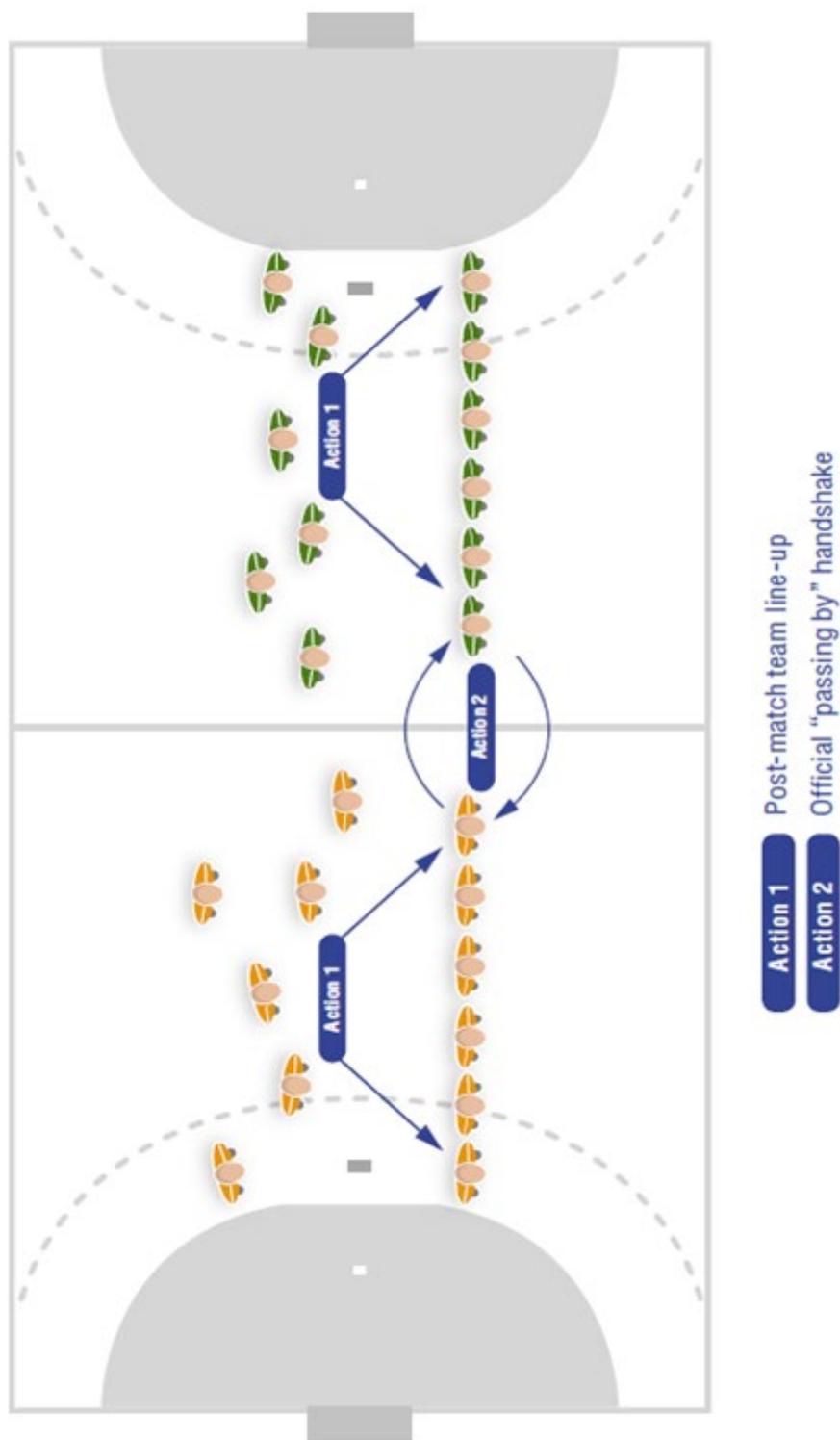
10) Fair play announcement / Final match preparations of the teams

11) Throw-off / Order by EHF delegate supported by the floor manager



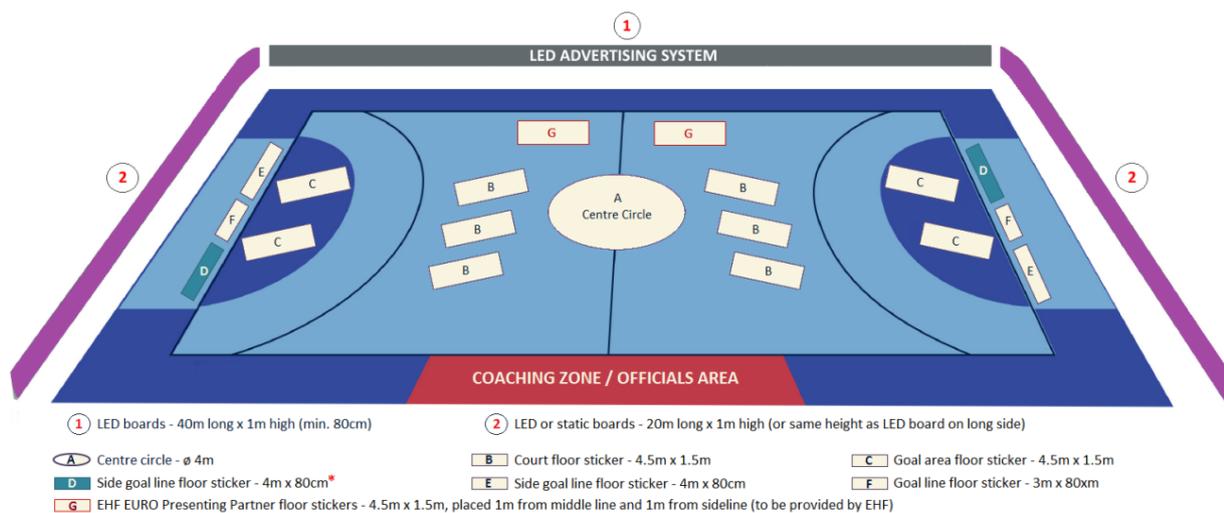
- Action 1** 10/ 12' prior to throw-off, line-up assembly at meeting point (12' for individual presentation semifinals / finals)
- Action 2** EURO Championship flag presentation
- Action 3** Team A/B line-up
- Action 4** Team B/A line-up (+ handshakes)
- Action 5** Presentation of players and officials
- Action 6** National anthems of team A and B, and national flags presentation
- Action 7** Exit of EURO Championship flag mascots
- Action 8** Face to face line-up (exchange of gifts / match preparation)

ENCLOSURE 4 POST-MATCH PROCEDURE



ENCLOSURE 5 ADVERTISING SET-UP/RIGHTS¹

Set-up EHF EURO Qualifiers



¹ Please refer to Article 44

ENCLOSURE 6 BACKDROP EXAMPLE²



² The present backdrop constitutes only an example. It will be adapted to the Women's EHF EURO

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 Women's 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, press/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 equipments, 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 is 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, press room, etc.) does not meet the requirements or does not exist in the playing hall (not satisfying site inspection report) the floor/protocol procedures responsible is liable for instructing the hall personnel to carry out the renewal or installation of the facilities following the amendments of the EHF. 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 Women's 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.

Press/TV/statistics responsible = Media officer

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

He/she organises the promotion of the event within the local press and media representatives prior to the match. Press releases (previews, press kits, event reports, etc.) in the local language before and after the event as well as information concerning player's lists, team line-ups, match reports etc. during the event should be published. On request press releases in English 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 press/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 press/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 press/TV/statistics responsible must inform the press representatives accordingly and act as a chairman of the press conference.

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

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

The press/TV/statistics responsible is in charge for providing professional assistance to the host broadcaster. 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 press/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 Women's EHF EURO Qualifiers statistics programme, the press/TV/statistic responsible supervises the two (2) statistic assistants, take care that the necessary equipments are provided and has to organise the necessary hardware.

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

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 press/TV/statistics responsible he/she allocates any kind of necessary accreditation (VIP, Press, 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 takes into account the security factor and makes sure that a sector that can be easily supervised and separated is reserved for the fans of the guest team.

Time keeper - 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.

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 run down 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 (www.ehf-euro.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 Women's EHF EURO Qualifiers.