



# **MEN'S WORLD CHAMPIONSHIP QUALIFICATION EUROPE REGULATIONS**

# MEN'S WORLD CHAMPIONSHIP QUALIFICATION EUROPE REGULATIONS

**Persons to contact:**

**Rima Sypkus**

Tel: +43 180 151 146

Mobile: +43 664 88 222 510

Email: [sypkus@eurohandball.com](mailto:sypkus@eurohandball.com)

Web: [www.eurohandball.com](http://www.eurohandball.com)

Emergency number: +43 664 410 52 43 (mobile)

**Address:**

European Handball Federation (EHF)

Platz des Europäischen Handballs

Baumgasse 60A

A-1030 Vienna

AUSTRIA

**Account:**

Bank Austria

Am Hof 2

A-1010 Vienna

AUSTRIA

Bank code: 12000

BIC code: BKAUATWW

Account n°: 00640 000 204

IBAN code: AT46 1200 0006 4000 0204

***Valid for the qualification for the 2027 IHF Men's World Championship***

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)

# TABLE OF CONTENTS

---

<b>I. GENERAL PROVISIONS .....</b>	<b>9</b>
ARTICLE 1 .....	9
SCOPE OF APPLICATION .....	9
ARTICLE 2 .....	9
FAIR PLAY .....	9
ARTICLE 3 .....	10
APPLICABLE RULES AND REGULATIONS .....	10
<b>II. COMPETITION BASICS .....</b>	<b>11</b>
ARTICLE 4 .....	11
COMPETITION STAGES AND RHYTHM .....	11
COMPETITION ANNOUNCEMENT .....	11
<b>III. ENTRIES / ADMISSIONS / DUTIES – CONDITIONS .....</b>	<b>12</b>
ARTICLE 5 .....	12
RIGHT OF REGISTRATION .....	12
SINGLE REGISTRATION .....	12
QUALIFICATION AND FINAL TOURNAMENT .....	12
ADMISSION CRITERIA AND FEES .....	12
REGISTRATION DOCUMENTS .....	12
FACILITIES/ORGANISATION CAPACITY CRITERIA .....	13
ENTRY FEE .....	13
LUMP-SUM ADVANCE PAYMENT .....	14
DUTIES OF THE MEMBER FEDERATIONS .....	14
<b>IV. WITHDRAWAL, FAILURE TO PLAY AND SIMILAR CASES .....</b>	<b>16</b>
ARTICLE 6 .....	16
WITHDRAWAL, FAILURE TO PLAY AND SIMILAR CASES .....	16
<b>V. COMPETITION SYSTEM .....</b>	<b>18</b>
ARTICLE 7 .....	18
WORLD CHAMPIONSHIP QUALIFICATION EUROPE – PLAYING SYSTEM .....	18
ARTICLE 8 .....	18
PHASE 1 .....	18
ARTICLE 9 .....	20
PHASE 2 .....	20
ARTICLE 10 .....	22
PHASE 3 .....	22

## **VI. COMPETITION / MATCHES DATES AND TIMES ..... 25**

ARTICLE 11 .....	25
PLAYING PERIODS .....	25
MATCH DATES / THROW-OFF TIMES .....	25
TRAINING TIMES .....	25
TEAMS' ARRIVAL DATES .....	26

## **VII. PLAYERS ELIGIBILITY AND REGISTRATION ..... 27**

ARTICLE 12 .....	27
NATIONALITY .....	27
ARTICLE 13 .....	27
REGISTRATION / OFFICIAL SQUAD .....	27
OFFICIAL SQUAD .....	27
OFFICIAL DELEGATION .....	29
MATCH REPORT .....	29
ELIGIBILITY TO PARTICIPATE .....	30
AVAILABILITY AND RELEASE .....	30
EHF COACHES LICENSING .....	30
PLAYER'S REPLACEMENT .....	31
PARTICIPATION OF SUSPENDED AND/OR PLAYERS NOT ELIGIBLE TO PARTICIPATE .....	31

## **VIII. KIT (PLAYERS' CLOTHING – SHIRTS AND SHORT) ..... 32**

ARTICLE 14 .....	32
TEAM KITS REQUIREMENTS .....	32
CHOICE OF KIT .....	33
PLAYERS' NAMES / NUMBERS – OFFICIALS LETTERS .....	33
ADDITIONAL REQUIREMENTS .....	34
ARTICLE 15 .....	35
ADVERTISING ON PLAYERS' CLOTHING .....	35
NON-OBEDIENCE OF THE APPLICABLE POINTS .....	35

## **IX. MATCH PROCEDURE..... 36**

ARTICLE 16 .....	36
LAWS OF THE GAME .....	36
ARTICLE 17 .....	36
TECHNICAL MEETING .....	36
ARTICLE 18 .....	38
A. PRE-MATCH PROCEDURES .....	38
WARM-UP .....	38
PREPARATION MATCH REPORT .....	38
BEFORE TEAMS' LINE-UP .....	39
TEAMS' LINE-UP .....	39
PRE-MATCH PROCEDURE SCHEDULE .....	40
B. POST-MATCH PROCEDURES .....	41

HANDSHAKE AND LINE-UP .....	41
MIXED ZONE .....	41
POST-MATCH PRESS CONFERENCE .....	42
MATCH REPORT .....	42
C. POST-MATCH SPECIFIC CEREMONIES .....	42
FINAL RECEPTION .....	42
<b>X. PARTICIPATING DELEGATIONS .....</b>	<b>43</b>
ARTICLE 19 .....	43
NUMBER OF DELEGATION MEMBERS .....	43
AVAILABILITY FOR EVENTS .....	43
<b>XI. RESPONSIBILITIES.....</b>	<b>44</b>
ARTICLE 20 .....	44
RESPONSIBILITIES OF THE MEMBER FEDERATIONS .....	44
FEEDBACK.....	44
<b>XII. INSURANCE .....</b>	<b>45</b>
ARTICLE 21 .....	45
GENERAL PRINCIPLES .....	45
HOST FEDERATIONS .....	45
EHF .....	45
FURTHER REQUIREMENTS .....	46
<b>XIII. EXCLUSIVITY .....</b>	<b>47</b>
ARTICLE 22 .....	47
EHF SPONSORS / PARTNERS EXCLUSIVITY .....	47
<b>XIV. CHOICE OF VENUE .....</b>	<b>48</b>
ARTICLE 23 .....	48
GENERAL PROVISIONS .....	48
CHOICE OF PLAYING HALLS .....	48
INFRASTRUCTURE CRITERIA .....	49
CHOICE OF HOTELS .....	49
ARTICLE 24 .....	50
INSPECTIONS.....	50
ARTICLE 25 .....	51
NON-CONFORMITY .....	51
<b>XV. VENUE SET-UP .....</b>	<b>52</b>
ARTICLE 26 .....	52
GENERAL PROVISIONS .....	52

ARTICLE 27 .....	52
BASIC SET-UP .....	52
JUDGES' TABLE –SUBSTITUTION AREA.....	52
TIMEKEEPING AND SCORE-TAKING APPARATUS.....	53
RESERVE CLOCK.....	53
MATCH CARDS.....	53
FLAG PRESENTATION .....	53
ADVERTISING SET-UP, REMOVAL AND STORAGE .....	53
FAN ACTIVATION.....	55
VIP FACILITIES .....	56
MEDIA SEATS / MEDIA ROOM .....	56
ANTI-DOPING INFRASTRUCTURE .....	56
TEMPERATURE .....	57
ARTICLE 28 .....	57
SECURITY.....	57
ARTICLE 29 .....	58
STAFF.....	58
ARTICLE 30 .....	59
STATISTICS.....	59
MATCH VIDEO.....	60
PUBLIC RELATIONS MATERIAL .....	60
ARTICLE 31 .....	61
NON-COMPLIANCE.....	61
<b>XVI. TICKETS – ACCREDITATIONS .....</b>	<b>62</b>
ARTICLE 32 .....	62
ACCREDITATION SYSTEM .....	62
PLAYING COURT ACCESS CONTROL .....	62
GUEST TEAM(S).....	62
EHF OFFICIALS.....	63
MEDIA REPRESENTATIVES.....	63
TV HOST BROADCASTER.....	64
EHF / EHF PARTNERS - SPONSORS .....	64
<b>XVII. HOSPITALITY .....</b>	<b>66</b>
ARTICLE 33 .....	66
TRANSPORT TO AND FROM THE MATCH VENUE.....	66
LOCAL TRANSPORT .....	66
LODGING .....	67
BOARD.....	67
SIDE EVENTS.....	68
<b>XVIII. EHF OFFICIALS .....</b>	<b>69</b>
ARTICLE 34 .....	69
DEFINITION .....	69
CODE OF CONDUCT.....	69

ARTICLE 35 .....	69
EHF REFEREE'S NOMINATION .....	69
ARRIVAL OF REFEREES.....	69
REFUSAL .....	70
SPECIAL REPORT.....	70
ARTICLE 36 .....	71
EHF DELEGATE(S) NOMINATION .....	71
REFUSAL .....	71
GENERAL RESPONSIBILITY.....	71
SPECIAL REPORT.....	72
DIGITAL MATCH REPORT.....	73
ARTICLE 37 .....	75
OTHER OFFICIALS .....	75
EHF REPRESENTATIVES .....	75

## **XIX. FINANCIAL PROVISIONS ..... 76**

ARTICLE 38 .....	76
A. MEMBER FEDERATIONS.....	76
TRAVEL COSTS .....	76
VISA COSTS .....	76
ENTRY FEE / LUMP-SUM ADVANCE PAYMENT .....	76
BOARD / LODGING / LOCAL TRANSPORT COSTS.....	76
ADDITIONAL DAYS OF STAYS / ADDITIONAL PERSONS .....	76
INSURANCE .....	77
OTHERS .....	77
B. HOST FEDERATIONS.....	77
STAGING AND ORGANISATIONAL COSTS.....	77
COSTS RELATED TO THE GUEST DELEGATION(S) .....	78
EHF OFFICIALS' COSTS .....	78
EVENT LIABILITY INSURANCE .....	78
MEMBER FEDERATIONS' COSTS ARRANGEMENTS .....	78
OTHER.....	79

## **XX. AUDIOVISUAL RIGHTS AND MATTERS ..... 80**

ARTICLE 39 .....	80
MEDIA MANAGEMENT.....	80
MEDIA ROOM.....	80
MEDIA SEATS IN STANDS .....	81
MIXED ZONE.....	82
PHOTOGRAPHERS .....	82
TELEVISION.....	84

## **XXI. SUPPORT OF PROMOTIONAL ACTIVITIES ..... 88**

ARTICLE 40 .....	88
INVOLVEMENT OF THE PARTICIPATING EHF MEMBER FEDERATIONS .....	88

<b>XXII. EXPLOITATION OF COMMERCIAL RIGHTS .....</b>	<b>89</b>
ARTICLE 41 .....	89
AUDIO-VISUAL RIGHTS.....	89
VIDEO RECORDING.....	89
ARTICLE 42 .....	90
ADVERTISING / SPONSORING RIGHTS.....	90
ARTICLE 43 .....	90
<b>XXIII. LEGAL MATTERS .....</b>	<b>92</b>
ARTICLE 44 .....	92
PROTESTS.....	92
DEFINITION.....	92
EXCLUSION OF PROTESTS.....	92
SINGLE MATCHES.....	92
APPEALS .....	93
TOURNAMENTS.....	94
COMPETENT BODIES.....	94
PROTESTS.....	94
APPEALS .....	95
DISCIPLINARY/LEGAL PROCEEDINGS.....	96
TOURNAMENTS.....	96
ELIGIBILITY TO PLAY .....	97
EUROPEAN HANDBALL COURT OF ARBITRATION (ECA) .....	97
ARISING COSTS.....	97
EXCLUSION OF LIABILITY .....	97
<b>XXIV. DOPING 98</b>	
ARTICLE 45 .....	98
DOPING CONTROL.....	98
EHF ANTI-DOPING ACTIVITIES.....	99
<b>XXV. CLOSING PROVISIONS.....</b>	<b>100</b>
ARTICLE 46 .....	100
<b>ENCLOSURE 1 SUBSTITUTION AREA SET-UP.....</b>	<b>101</b>
<b>ENCLOSURE 2 PRE-MATCH PROCEDURE .....</b>	<b>102</b>
<b>ENCLOSURE 3 POST-MATCH PROCEDURE .....</b>	<b>104</b>
<b>ENCLOSURE 4 ADVERTISING SET-UP/RIGHTS .....</b>	<b>105</b>
<b>ENCLOSURE 5 VENUE INSPECTIONS .....</b>	<b>106</b>



ENCLOSURE 6 MATCH PERSONNEL.....	108
----------------------------------	-----

# I. GENERAL PROVISIONS

---

## ARTICLE 1

### SCOPE OF APPLICATION

1.1. The present World Championship Qualification Europe 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:

- Men's World Championship Qualification Europe

This competition is hereinafter also referred to as "World Championship Qualification Europe".

1.2. 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 World Championship Qualification Europe 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 World Championship Qualification Europe must form an integral part of the present World Championship Qualification Europe 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 Code of Conduct/Arbitration Agreement/Pledge of Commitment
- The EHF Off Court Officiating Guidelines
- The EHF EURO Event Set-up Manual
- The World Championship Qualification Europe Information Circulars
- The World Championship Qualification Europe Host Broadcaster Manual
- EHF Coaches Licensing Implementation Manual
- Rinck Convention Manual
- Overview EHF Official Compensation

## II. COMPETITION BASICS

---

### ARTICLE 4

#### **COMPETITION STAGES AND RHYTHM**

- 4.1. The Men's World Championship consists of:
- Qualification Europe rounds
  - A final tournament
- 4.2. The Qualification Europe rounds take place in Europe and are under the competence of the EHF. The World Championship Qualification Europe ends minimum six (6) months prior to the final tournament. The final tournament is organised by the International Handball Federation.
- 4.3. The World Championship Qualification Europe matches are staged and organised by the participating Member Federations. A Member Federation staging a World Championship Qualification Europe match is herein referred to as "Host Federation".

#### **COMPETITION ANNOUNCEMENT**

- 4.4. The official announcement of a World Championship Qualification Europe 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, member of the IHF, which has satisfied its obligations towards the EHF and the IHF is entitled to register in order to participate in the World Championship Qualification Europe.

##### **SINGLE REGISTRATION**

##### **QUALIFICATION AND FINAL TOURNAMENT**

- 5.2. The registration of the teams participating in the World Championship Qualification Europe, and of those directly qualified for the final tournament takes place at the same time before the beginning of the Competition.
- 5.3. The registration of a team participating in the World Championship Qualification Europe is valid for this qualification only.

##### **ADMISSION CRITERIA AND FEES**

##### **REGISTRATION DOCUMENTS**

- 5.4. 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/arbitration agreement – official forms).
  - b. It must confirm in writing that the Member Federation itself, its players and team officials and each and every delegation member agree to recognise the jurisdiction of

the European Handball Court of Arbitration in Vienna as defined in the relevant provisions of the Statutes of the EHF (arbitration agreement – official form).

- c. It must fill in the official registration documents which must be received by the EHF Office within the deadline set by the latter and communicated in due course to all Member Federations.

- 5.5. 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**

- 5.6. Member Federations wishing to participate in the World Championship Qualification Europe must also have sports facilities and equipment 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.
- 5.7. 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**

- 5.8. For its team to be eligible to participate in the Competition, a Member Federation must pay an entry fee of €1,200 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.
- 5.9. The entry fee is paid once only by the Member Federations participating in the World Championship Qualification Europe. Teams that are directly qualified for the final

tournament (i.e. defending champions, hosts) and are not participating in the World Championship Qualification Europe are released from paying the entry fee to the EHF.

- 5.10. If the payment is not received by the EHF on the due date, the entry fee is automatically doubled.
- 5.11. If the entry fee is not received within four (4) weeks after the announced deadline, the Member Federation must be fined €2,400 and must be excluded from the respective Competition.

### **LUMP-SUM ADVANCE PAYMENT**

- 5.12. Together with the entry fee, all Member Federations that wish to have a team participating in the Competition must make a refundable (or for the use of other purposes) advance payment to the EHF. The advance payment per Team must amount to a minimum of €4,000.
- 5.13. 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 5.12.
- 5.14. 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**

- 5.15. 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 World Championship Qualification Europe)
  - 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 World Championship Qualification Europe 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, 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 World Championship Qualification Europe Regulations.

5.16. 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 World Championship Qualification Europe.



## IV. WITHDRAWAL, FAILURE TO PLAY AND SIMILAR CASES

---

### ARTICLE 6

#### **WITHDRAWAL, FAILURE TO PLAY AND SIMILAR CASES**

- 6.1. A team withdrawing from the World Championship Qualification Europe or failing to play a World Championship Qualification Europe 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 Europe: fine from €5,320 to €10,640
  - withdrawal at any later date: fine from €15,950 up to €26,590
- 6.3. If the withdrawal takes place after the draw of the Phase 1, 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.
- 6.4. In case of failure to play a scheduled 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 World Championship Qualification Europe, 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 World Championship Qualification Europe 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

#### **WORLD CHAMPIONSHIP QUALIFICATION EUROPE – PLAYING SYSTEM**

##### **GENERAL**

- 7.1. The final number of teams participating in the World Championship Qualification Europe is defined in due time based on the number of complete and approved registrations. Only teams of the Member Federations having a complete and approved registration are eligible to play the World Championship Qualification Europe.
- 7.2. The World Championship Qualification Europe is played in three (3) phases, i.e. referred to as Phase 1, Phase 2 and Phase 3. Each phase is played in a format of home and away play-off matches. All phases take place within playing periods defined by the EHF.
- 7.3. The Qualification Europe rule between phases of the World Championship Qualification Europe is decided by the EHF according to the practicalities and final format of World Championship Qualification Europe and is announced to the participating Member Federations in due time prior to the beginning of the World Championship Qualification Europe. The decision of the EHF is final.

### ARTICLE 8

#### **PHASE 1**

- 8.1. Phase 1 of the World Championship Qualification Europe is played in a format of home and away play-off matches. The exact playing modalities of Phase 1 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 competition. The EHF decision is final.

## **DRAW**

- 8.2. 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 in due time.
- 8.3. The teams playing against each other in Phase 1 are decided by a public draw carried out by the EHF in a place and at a date to be announced by the EHF in due time. The team drawn first shall play the first leg at home.

## **MATCH SYSTEM**

- 8.4. 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.
- 8.5. The following criteria apply to identify the team qualifying after completion of the two matches:
  - a) higher number of points obtained in both matches
  - b) greater number of plus goals in both matches
  - c) by penalty throws after the end of the 2nd leg match
- 8.6. The rules applying to the execution of penalty throws is as follows.
- 8.7. Prior to the penalty throws, each team nominates five (5) players eligible to play at the end of the match by handing over a list with the numbers of five (5) players. Each of the nominated players shall execute one throw, alternating with their opponents. Teams may choose the order of their throwers freely.
- 8.8. The goalkeepers may be chosen freely and substituted in accordance with the Rules of the Game. Goalkeepers may act as throwers and throwers as goalkeepers.

- 8.9. The goal to be used must be decided by the referees. The referees draw lots for deciding which team throws first. The team winning the draw has the right to decide whether it wishes to throw first or last.
- 8.10. The team having scored the highest number of goals after both teams have executed their five (5) throws wins. If the match is still undecided after the first round of penalty throws, the process is repeated until a decision is reached. The other team begins. In the second set of five throws each, a further five players entitled to play have to be nominated (players having already thrown may be nominated again).
- 8.11. A decision in the second round of penalty throwing is reached once there is a difference in goals after both teams have executed the same number of throws.
- 8.12. Players and goalkeepers eligible to play are those players on the match report who are not disqualified, excluded or suspended when the whistle finished the second extra time.
- 8.13. Serious violations during the penalty throws will be punished by disqualification in all cases. If a court player or a goalkeeper is disqualified or injured, a substitute with playing eligibility must be nominated.
- 8.14. During each individual throw, only the player executing the throw, the defending goalkeeper and the referees are allowed to be in the respective half of the playing court.
- 8.15. In the case that the number of players eligible to play is lower than five (5), the team concerned has the right to nominate players for a second throw during the same round.

## ARTICLE 9

### PHASE 2

- 9.1. Phase 2 of the World Championship Qualification Europe is played in a format of home and away play-off matches.

## **DRAW**

- 9.2. The seeding for the draw is based on the ranking of the teams according to the EHF National Team Ranking and the Men's EHF EURO 2026 ranking communicated to the Member Federations in due time.
- 9.3. The teams playing against each other in Phase 2 are decided by a public draw carried out by the EHF in a place and at a date to be announced by the EHF in due time. The team drawn first shall play the first leg at home.

## **MATCH SYSTEM**

- 9.4. 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.
- 9.5. The following criteria apply to identify the team qualifying after completion of the two matches:
- a. higher number of points obtained in both matches
  - b. greater number of plus goals in both matches
  - c. by penalty throws after the end of the 2nd leg match
- 9.6. The rules applying to the execution of penalty throws is as follows.
- 9.7. Prior to the penalty throws, each team nominates five (5) players eligible to play at the end of the match by handing over a list with the numbers of five (5) players. Each of the nominated players shall execute one throw, alternating with their opponents. Teams may choose the order of their throwers freely.
- 9.8. The goalkeepers may be chosen freely and substituted in accordance with the Rules of the Game. Goalkeepers may act as throwers and throwers as goalkeepers.

- 9.9. The goal to be used must be decided by the referees. The referees draw lots for deciding which team throws first. The team winning the draw has the right to decide whether it wishes to throw first or last.
- 9.10. The team having scored the highest number of goals after both teams have executed their five (5) throws wins. If the match is still undecided after the first round of penalty throws, the process is repeated until a decision is reached. The other team begins. In the second set of five throws each, a further five players entitled to play have to be nominated (players having already thrown may be nominated again).
- 9.11. A decision in the second round of penalty throwing is reached once there is a difference in goals after both teams have executed the same number of throws.
- 9.12. Players and goalkeepers eligible to play are those players on the match report who are not disqualified, excluded or suspended when the whistle finished the second extra time.
- 9.13. Serious violations during the penalty throws will be punished by disqualification in all cases. If a court player or a goalkeeper is disqualified or injured, a substitute with playing eligibility must be nominated.
- 9.14. During each individual throw, only the player executing the throw, the defending goalkeeper and the referees are allowed to be in the respective half of the playing court.
- 9.15. In the case that the number of players eligible to play is lower than five (5), the team concerned has the right to nominate players for a second throw during the same round.

## **ARTICLE 10**

### **PHASE 3**

- 10.1. Phase 3 of the World Championship Qualification Europe is played in a format of home and away play-off matches.

## **DRAW**

- 10.2. The seeding for the draw is based on the ranking of the teams according to the EHF National Team Ranking and the Men's EHF EURO 2026 ranking communicated to the Member Federations in due time.
- 10.3. The teams playing against each other in Phase 3 are decided by a public draw carried out by the EHF in a place and at a date to be announced by the EHF in due time. The team drawn first shall play the first leg at home.

## **MATCH SYSTEM**

- 10.4. 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.
- 10.5. The following criteria apply to identify the team qualifying after completion of the two matches:
- a) higher number of points obtained in both matches
  - b) greater number of plus goals in both matches
  - c) by penalty throws after the end of the 2nd leg match
- 10.6. The rules applying to the execution of penalty throws is as follows.
- 10.7. Prior to the penalty throws, each team nominates five (5) players eligible to play at the end of the match by handing over a list with the numbers of five (5) players. Each of the nominated players shall execute one throw, alternating with their opponents. Teams may choose the order of their throwers freely.
- 10.8. The goalkeepers may be chosen freely and substituted in accordance with the Rules of the Game. Goalkeepers may act as throwers and throwers as goalkeepers.



- 10.9. The goal to be used must be decided by the referees. The referees draw lots for deciding which team throws first. The team winning the draw has the right to decide whether it wishes to throw first or last.
- 10.10. The team having scored the highest number of goals after both teams have executed their five (5) throws wins. If the match is still undecided after the first round of penalty throws, the process is repeated until a decision is reached. The other team begins. In the second set of five throws each, a further five players entitled to play have to be nominated (players having already thrown may be nominated again).
- 10.11. A decision in the second round of penalty throwing is reached once there is a difference in goals after both teams have executed the same number of throws.
- 10.12. Players and goalkeepers eligible to play are those players on the match report who are not disqualified, excluded or suspended when the whistle finished the second extra time.
- 10.13. Serious violations during the penalty throws will be punished by disqualification in all cases. If a court player or a goalkeeper is disqualified or injured, a substitute with playing eligibility must be nominated.
- 10.14. During each individual throw, only the player executing the throw, the defending goalkeeper and the referees are allowed to be in the respective half of the playing court.
- 10.15. In the case that the number of players eligible to play is lower than five (5), the team concerned has the right to nominate players for a second throw during the same round.
- 10.16. The teams winning the Phase 3 play-off matches qualify for the corresponding World Championship.

## VI. COMPETITION / MATCHES DATES AND TIMES

---

### ARTICLE 11

#### PLAYING PERIODS

- 11.1. The playing periods of the World Championship Qualification Europe rounds are fixed by the EHF and notified to the Member Federations with the announcement of the respective Competition. The EHF's decision is final.

#### MATCH DATES / THROW-OFF TIMES

- 11.2. 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 World Championship Qualification Europe 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 World Championship Qualification Europe matches lies with the EHF.
- 11.3. 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.

#### TRAINING TIMES

- 11.4. The Federations hosting a World Championship Qualification Europe 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 11.7.
- 11.5. 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.

11.6. 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.

11.7. 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.

11.8. 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 venue at least one (1) hour prior to the beginning of the technical meeting.

## VII. PLAYERS ELIGIBILITY AND REGISTRATION

---

### ARTICLE 12

#### **NATIONALITY**

- 12.1. World Championship Qualification Europe matches are carried out as international matches. Players of a team participating in World Championship Qualification Europe 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 World Championship Qualification Europe. 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 World Championship Qualification Europe.
- 12.2. In addition, every player participating in World Championship Qualification Europe 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 World Championship Qualification Europe 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 World Championship Qualification Europe playing period to the EHF Office nine (9) days prior to each playing period. All Federations have to enter the official squad by themselves via the EHF Family account until the given deadline by the responsible persons have been

nominated by the federations and have received an own EHF Family account. It is within their responsibility to enter the players lists via the EHF Family!

- 13.2. The Official Squad List can contain a maximum of thirty-five (35) players (“Official Squad”). The players (35 or less) listed in the Official Squad List are the only players eligible to play during the World Championship Qualification Europe matches of the respective playing period. Changes/insertions of players in the Official Squad List after the aforementioned submission deadline are not permitted.
- 13.3. The number of team officials in the Official Squad List is not restricted and is not final; changes/insertions of the team officials at a later stage but not later than at the technical meeting before the respective match are still possible.
- 13.4. The following information must be submitted with the Official Squad List:
  - a. Shirt number of each of the players appearing on the List (from 1 to 99)
    - Later change of shirt number is forbidden
  - b. Players’ first names, surnames, dates of birth, clubs/nations, body heights, 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 World Championship Qualification Europe 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 (35) listed players of the Official Squad as well as a maximum of six (6) team officials must be nominated as Official Delegation by each delegation. The valid passports or national identity cards of each of the sixteen (16) players of the Official Delegation must be presented to the EHF delegate(s) at the technical meeting for verification.

### **MATCH REPORT**

13.7. The match report must contain the names and number for a maximum of the sixteen (16) players and up to five (5) 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, and confirm the participating players, reduce the number of team officials to five (5) by crossing out any additional 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 World Championship Qualification Europe.

13.9. Only the five (5) 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 World Championship Qualification Europe. Players not registered in accordance with the present Article 13 and/or by the announced date are not eligible to participate in the respective World Championship Qualification Europe playing period.

### **AVAILABILITY AND RELEASE**

13.11. All players selected by a Member Federation to participate in World Championship Qualification Europe match(es) must join their national team on Monday prior to each respective playing period at the latest.

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

### **EHF COACHES LICENSING**

13.13. Member Federations participating in the World Championship Qualification Europe 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 World Championship Qualification Europe single matches.

### **PARTICIPATION OF SUSPENDED AND/OR PLAYERS NOT ELIGIBLE TO PARTICIPATE**

13.17. The use of a player who has been suspended and/or is not eligible to play in any World Championship Qualification Europe 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 World Championship Qualification Europe. 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 World Championship Qualification Europe 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 World Championship Qualification Europe matches for final approval by the EHF delegate(s).

### **CHOICE OF KIT**

- 14.7. Each team must announce the full team kit (light colour or dark colour option) with which they will play in a match at the technical meeting prior to this match.
- 14.8. 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.
- 14.9. 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.
- 14.10. 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**

- 14.11. During the entire duration of each Phase of the World Championship Qualification Europe, the players must wear the same shirt numbers than the ones assigned to them in the Official Squad List for their first World Championship Qualification Europe match (per Phase), regardless of their position (goalkeeper or court player).
- 14.12. 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.
- 14.13. 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.
- 14.14. 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.

14.15. 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**

14.16. 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).

14.17. During the World Championship Qualification Europe matches:

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

## ARTICLE 15

### **ADVERTISING ON PLAYERS' CLOTHING**

- 15.1. Subject to the restrictions mentioned hereunder, advertising on players' kits is allowed.
- 15.2. Advertising related to drugs, pornography or spirits is strictly forbidden on the players' kits.
- 15.3. Advertising shall not cover the players' numbers and/or names on the players' kits.
- 15.4. For any advertising on kits during World Championship Qualification Europe, 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 World Championship Qualification Europe.

### **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. World Championship Qualification Europe 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 World Championship Qualification Europe
  - b. Chairs instead of benches are installed in the substitution area
  - c. The requirements concerning the substitution area set-up defined in Enclosure 1 prevail
  - d. Matches must be played with EHF Level 1 (pro/match) approved handballs, unless by agreement with the EHF.

### ARTICLE 17

#### **TECHNICAL MEETING**

- 17.1. A technical meeting must be carried out in a meeting room of the guest team hotel or of the playing hall one (1) day before each World Championship Qualification Europe match date or at 10am at the latest on the respective World Championship Qualification Europe match date if the respective match starts after 3pm.
- 17.2. The Host Federation must ensure the availability of a meeting room in the guest team hotel or in the playing hall at the required date and time. The Host Federation must support the

administrative organisation of the technical meeting and must provide the necessary equipment and materials to such meeting.

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

- 17.6. The full team kits of each team must be checked and approved by the EHF delegate(s) at the technical meeting.
- 17.7. The Official Delegation forms presenting the list of players and team officials nominated as Official Delegation and their respective numbers or letters must be checked with the players' passport or national identity card, be approved and signed by the EHF delegate(s) at the technical meeting.
- 17.8. The topics dealt with during the technical meeting include (without limitation):
- Technical matters of the game
  - Security concept of the complete event (security inside and outside the playing hall, separation of the opposing fan sectors, medical emergency resources, etc.)
  - Venue set-up (floor, judges' table, support table, advertising boards, floor stickers, etc.)
  - Press conference (time, place, participants) /mixed zone
  - Pre-match and post-match procedure (line-up, players' presentation, etc.)
  - Side events (awards on the court, banquet, etc.)
  - Organisational matters (VIP guests of guest teams, etc.)

## ARTICLE 18

### A. PRE-MATCH PROCEDURES

#### WARM-UP

- 18.1. Approximately one (1) hour before the start of a World Championship Qualification Europe match, the playing court must be made available to the players of the two playing teams for warm-up.

#### PREPARATION MATCH REPORT

- 18.2. The match report containing the names of the players and officials of the teams' Official Delegations as well as their respective numbers or letters is prepared by the EHF delegate after the technical meeting based on the Official Delegation forms, it is checked by the EHF

delegate(s) and handed over to the team officials in charge in due course before the throw-off of the match.

- 18.3. One (1) hour before the throw-off of the match, the pre-prepared match report must be checked and confirmed by the team officials in charge. Moreover, the team officials in charge must reduce the number of team officials to a maximum of five (5) by crossing out any additional team officials listed. Only those five (5) officials are eligible to be in the substitution area during the match.
- 18.4. The match report must be signed by an official of each team and be handed over to the EHF delegate(s) fifteen (15) minutes prior to the throw-off of the match.
- 18.5. The EHF delegate coordinates and is responsible 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 individually/as a team enter the playing court, in ascending order by jersey numbers following the respective EHF referee and flag bearer carrying the flag of the teams' country. The players of the team entering second on the playing court must pass by the first team in the centre of the court and high five with the other team players before taking their line-up position (Enclosure 2).
- 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 World Championship Qualification Europe matches can be found in Enclosure 2.
- 18.15. Additional information may also be provided by the EHF before the beginning of the World Championship Qualification Europe or during the respective technical meeting (via the EHF delegate(s)). The additional information may contain modifications to the schedule mentioned under Article 18.14 due to the practicalities of each venue and each match.
- 18.16. Instructions regarding pre-match procedure given by the floor manager and/or the EHF delegate(s) in the playing hall before each match prevail and must in any case be followed by any persons involved in the pre-match procedure.

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

18.18. The participating Member Federations are liable towards the EHF for any damage incurred due to an early start and/or delay of the throw-offs (start/half-time/time-out) of any World Championship Qualification Europe 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 World Championship Qualification Europe 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 3 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 39.10 to 39.13. 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 World Championship Qualification Europe match, all players and officials of each playing team (physiotherapists and doctors excepted) must pass through the mixed zone. They must be available for interviews to the media.

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 39.10 to 39.13, 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 World Championship Qualification Europe 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.

#### **MATCH REPORT**

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

18.29. 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.

### **C. POST-MATCH SPECIFIC CEREMONIES**

#### **FINAL RECEPTION**

18.30. On the evening of the match 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 World Championship Qualification Europe match venue.
- 19.2. The Information as to the number of delegation members shall be provided to the Host Federation in due time and at the latest thirty (30) days prior to the beginning of each World Championship Qualification Europe 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. Delegation members (players and team officials) must be available for activities relating to the World Championship Qualification Europe 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 World Championship Qualification Europe. In particular, the Member Federations are accountable for the conduct of their players, officials, other delegation members, supporters and of any person having a function in the Member Federation and/or carry out a function at a match on behalf of the Member Federation. The Member Federations may be sanctioned accordingly.
- 20.2. The Host Federation is responsible for security and order before, during and after the match. The Host Federation may be called to account for incidents of any kind.
- 20.3. The EHF informs the Member Federations participating in the World Championship Qualification Europe about any further guidelines, directives or decisions related to the World Championship Qualification Europe to be respected and provides them with all relevant documents in due time.

### **FEEDBACK**

- 20.4. The Member Federations participating in the World Championship Qualification Europe 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 World Championship Qualification Europe 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 World Championship Qualification Europe.

#### **HOST FEDERATIONS**

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

#### **EHF**

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

### **FURTHER REQUIREMENTS**

- 21.6. Claims for damages against the EHF are expressly excluded. Anyone involved must hold EHF harmless from any and all claims for liability arising in relation to the execution of single matches or any other events in connection with the World Championship Qualification Europe.

## XIII. EXCLUSIVITY

---

### ARTICLE 22

#### **EHF SPONSORS / PARTNERS EXCLUSIVITY**

- 22.1. Notwithstanding rights granted to EHF under the present World Championship Qualification Europe Regulations, all exclusivity rights relating to sponsorship/partnership during the World Championship Qualification Europe 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 World Championship Qualification Europe 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 World Championship Qualification Europe home matches in different venues/playing halls.

#### CHOICE OF PLAYING HALLS

- 23.3. Matches of the World Championship Qualification Europe 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 World Championship Qualification Europe home matches must be presented by the respective Member Federation to the EHF three (3) months before the respective match date. The Host Federation must send to the EHF Office the playing hall documentation requested by the EHF.
- 23.5. The participating Member Federations must present playing halls meeting the criteria defined herein, in other applicable EHF Regulations and manuals as well as the specific requirements of each individual match staged (expected number of spectators, security risks, etc...).

## **INFRASTRUCTURE CRITERIA**

23.6. Unless an exception is expressly granted by the EHF upon a respective request, the World Championship Qualification Europe playing halls must meet in particular the following infrastructure criteria:

- Clean and harmonised appearance (e.g., floor, goals, walls, wires etc.)
- A minimum spectator capacity of 2.000 spectators
- A base area of at least 45m x 25m
- Grandstands on both long sides with a minimum of 8 rows on each side
- A clean handball floor with handball lines only and with even colour shades of different floor colours
- Two (2) score boards
- Catch net equipment (20m x 7m / black colour)
- Dressing rooms for the teams of at least 30m<sup>2</sup> with adequate equipment
- Dressing room for EHF referees of at least 16 m<sup>2</sup> with adequate equipment
- Media room of at least 75m<sup>2</sup>
- Lighting: min 1200 - 1500 LUX
- Stable Free Internet access (grandstands / 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 home 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 World Championship Qualification Europe 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 World Championship Qualification Europe can be cancelled 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 5. All duties and obligations defined under Enclosure 5 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 World Championship Qualification Europe match is responsible for the organisation of the match including the set-up of the venue in accordance with the requirements defined herein, in any other applicable EHF Regulations and manual and otherwise by the EHF.
- 26.2. Member Federations taking part in World Championship Qualification Europe must participate, with at least one (1) representative per Member Federation, in coordination meetings and workshops organised by the EHF relating to the World Championship Qualification Europe organisation.

### ARTICLE 27

#### BASIC SET-UP

- 27.1. The following basic equipment must be prepared and set-up in the playing hall for each World Championship Qualification Europe 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. 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 1 must be complied with.

### **TIMEKEEPING AND SCORE-TAKING APPARATUS**

- 27.4. For all World Championship Qualification Europe matches, the digital match report must be used, and 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 timekeeper for the team time-outs. They are handed over to the responsible members of the respective playing team at the beginning of each half-time of the regular playing time.

### **FLAG PRESENTATION**

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

### **ADVERTISING SET-UP, REMOVAL AND STORAGE**

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

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

27.11. The Host Member must set-up the advertising on and around the playing court in accordance with the following requirements and the diagram to be found in Enclosure 4:

- Advertising on the playing court

- a. A maximum of floor advertising stickers – including the 4m. middle circle sticker - may be affixed on the playing court and an additional three (3) in each goal line/side goal line area.
- b. 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.
- c. The floor stickers must not be slippery. They must be made of material adequate to the handball practice.

- Advertising around the playing court

- a. 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:
  - All advertising must move at the same time. The LED sequences must be of thirty (30) seconds at least.
  - 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.

- b. 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 4.

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 Host 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. 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).

27.16. Backdrops must be set-up in the mixed zone. The EHF reserves the right to provide a backdrop layout, of which the content and place of the backdrops must be coordinated with the EHF. In case the EHF frees from the obligation to use the official media backdrop of the competition, the Host Federation shall make use of their Federation's backdrop layout. If the flash zone is foreseen, a movable plexiglass backdrop must be used.

### **FAN ACTIVATION**

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

27.18. 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**

27.19. VIP facilities must be available in the playing halls during the World Championship Qualification Europe matches. The Host Federation must implement the following requirements:

- a. The VIP room must be easily accessible from the stands and clearly indicated by a sign-posting system in English
- b. The VIP room must be opened at forty-five (45) minutes before until thirty (30) minutes after the match(es)
- c. The VIP room must be equipped with a buffet table, tables and chairs and/or standing tables. Besides, the following guidelines should be followed: minimum fifteen (15) tables and chairs and/or minimum ten (10) standing tables, for altogether approximately fifty (50) persons
- d. The buffet table and the tables must be covered with table clothes
- e. Reserved tables with sponsor branding for the EHF partners/sponsors must be made available on request

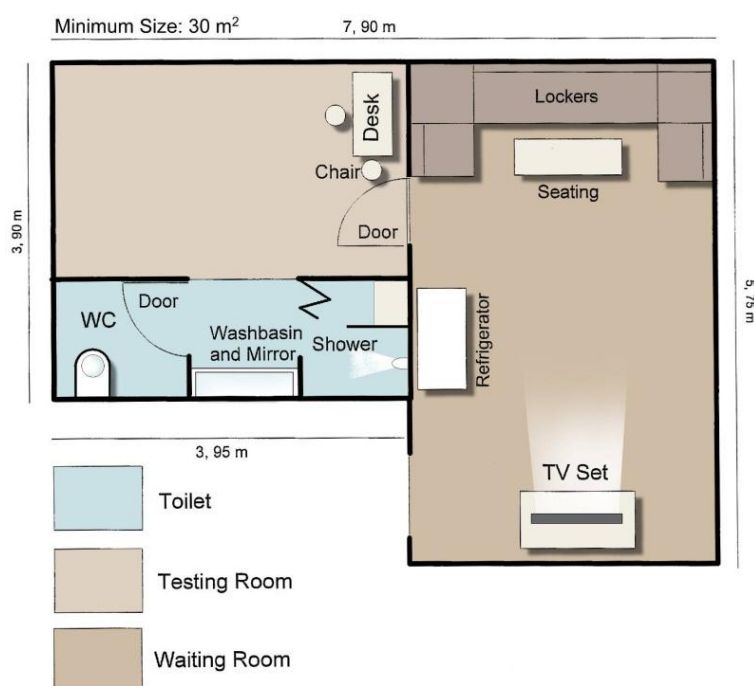
### **MEDIA SEATS / MEDIA ROOM**

27.20. 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**

27.21. 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 World Championship Qualification Europe must be available in the playing halls during the World Championship Qualification Europe matches. Such infrastructure must include without limitation:

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



## TEMPERATURE

27.22. 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 World Championship Qualification Europe match.
- 28.2. The Host Federation must make available necessary security staff, first-aid teams and any other personnel required to ensure the good order, the safety and security of all participants in accordance with the standards set by the EHF Rules on Safety and Security Procedure.

- 28.3. All necessary and adequate measures of security and safety including those defined in the EHF Rules on Safety and Security Procedure must be implemented. Those measures must be co-ordinated with the persons in charge of security services and the EHF delegate(s) of the match.
- 28.4. The Host Federation may be held responsible 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 World Championship Qualification Europe match. in accordance with the requirements defined herein, in the applicable EHF Regulations and manuals and otherwise by the EHF, respectively the EHF partners/sponsors, and/or by the TV host broadcaster. Moreover, personnel must be made available to support the EHF Anti-Doping Official.
- 29.2. In due time prior to the beginning of the World Championship Qualification Europe, 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 World Championship Qualification Europe home match:
- Guest team (Team Guide)
  - EHF delegate(s)/referees/representative
  - Floor/Protocol procedures (Floor Manager)
  - Security
  - Media/TV/ Statistics
  - Marketing
  - Tickets/Accreditations

- 29.3. The Host Federation must also nominate the following persons, acting on behalf of the Federation, in due time prior to each World Championship Qualification Europe home match:
- A head of organisation
  - A timekeeper
  - A scorekeeper
  - 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 6. The Host Federation must ensure that all duties and obligations defined under Enclosure 6 are fulfilled by the respective persons.
- 29.5. The Host Federation is responsible, legally and financial accountable towards the EHF of the work and/or conduct of any person nominated, employed, chosen according to the present regulations.

## ARTICLE 30

### STATISTICS

- 30.1. The EHF has implemented official match statistics for the World Championship Qualification Europe matches. The project is carried out in cooperation with the official EHF match statistic partner and participating Member Federations.
- 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**

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

### **PUBLIC RELATIONS MATERIAL**

- 30.4. The Host Federation may create and print an official programme magazine in due time before each World Championship Qualification Europe home match. If created, the Host Federation must inform the EHF accordingly and the programme magazine must be distributed in the playing hall, in particular in the VIP stand and in the media seats area. It may be sold to spectators.
- 30.5. The official programme magazine of each World Championship Qualification Europe match should include the following material and content:
- World Championship 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
- 30.6. Besides, one (1) page of the official programme magazine should be reserved for the EHF for information or promotion purposes. The EHF informs the Host Federation of the choice of the page and provides the requested content at least ten (10) days prior to the match date.
- 30.7. The Host Federation is expected to distribute promotional material for the World Championship Qualification Europe matches it stages, such as posters and flyers in the local institutions, shops, schools etc.

30.8. The participating Member Federations must insert a special section dedicated to the World Championship Qualification Europe in their Internet home page.

## ARTICLE 31

### **NON-COMPLIANCE**

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

## XVI. TICKETS — ACCREDITATIONS

---

### ARTICLE 32

- 32.1. The Host Federation is responsible of the ticketing and of the accreditation system of the World Championship Qualification Europe matches.

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

- 32.6. The tickets ordered by the Member Federation of the guest team(s) must be made available by the Host Federation upon arrival of the guest team(s) delegation or at the technical meeting.
- 32.7. If the Host Federation does not receive a tickets order and the respective payment within the required deadline, the Host Federation can sell the tickets reserved for the guest team(s) without any restriction.

### **EHF OFFICIALS**

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

### **MEDIA REPRESENTATIVES**

- 32.9. The Host Federation must invite local and international media in cooperation with the EHF to the match.
- 32.10. Should the Host Federation wish to refuse a request for media accreditation from a foreign media representative, the Host Federation must consult the EHF beforehand. The EHF has the right to grant a request for media accreditation from a foreign media representative; EHF decision is final.
- 32.11. The Host Federation must, upon request, provide the local and international media representatives approved by the EHF with accreditations giving them access to the media room, the press conference room, the mixed zone and the press seats in the stands upon their arrival.
- 32.12. The journalists accompanying the guest team(s) must apply for such an accreditation at least ten (10) days prior to the match date.
- 32.13. The Host Federation must reserve a sufficient number of parking areas for media representatives.



### **TV HOST BROADCASTER**

- 32.14. The Host Federation must agree with the TV host broadcaster about the number and type of accreditations to be given to the TV host broadcaster ten (10) days before the match date at the latest. The Host Federation must provide the TV host broadcaster staff with accreditations as agreed.
- 32.15. The Host Federation must provide other international TV rights holders, approved by the EHF or by the EHF media partners with accreditation, upon a respective request. The accreditations must give them access to the media room (if applicable), the press conference room (if applicable), the mixed zone and the media seats in the stands upon their arrival.
- 32.16. The Host Federation must not grant on-site accreditations to any broadcaster or other TV crew without the prior approval of the TV host broadcaster and/or the EHF. The restriction also includes access for news coverage.

### **EHF / EHF PARTNERS - SPONSORS**

- 32.17. 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.
- 32.18. The EHF orders the VIP tickets from the Host Federation no later than ten (10) days prior to the respective match date.
- 32.19. 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).
- 32.20. 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.

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

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

#### **LOCAL TRANSPORT**

- 33.5. The Host Federation must organise the local transport of the guest delegation(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 World Championship Qualification Europe match.

33.20. The EHF, respectively its marketing and media partner, has the right to organise incentive and hospitality trips along with on-site services in connection with the World Championship Qualification Europe matches. Available options and requirements must be discussed and agreed with the respective Host Federations.

## **XVIII. EHF OFFICIALS**

---

### **ARTICLE 34**

#### **DEFINITION**

- 34.1. EHF Officials are EHF representatives, EHF delegates, EHF referees, EHF Office staff members as well as any other persons nominated by the EHF in relation with a World Championship Qualification Europe match.

#### **CODE OF CONDUCT**

- 34.2. Any EHF Official nominated to participate at a World Championship Qualification Europe 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 REFEREE'S NOMINATION**

- 35.1. Two (2) EHF referees are appointed by the EHF for each World Championship Qualification Europe match. The appointed EHF referees must acknowledge the EHF nomination and inform the EHF accordingly without delay.
- 35.2. The nominations of the EHF referees for the World Championship Qualification Europe matches can be withdrawn at the EHF's sole discretion. The EHF decisions in matter of referee nomination for the World Championship Qualification Europe matches are final.
- 35.3. The EHF referee's 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 World Championship Qualification Europe match are organised by the EHF Office and notified to the Host

Federations in due time. The nominated EHF referees must arrive at the relevant venue on the date and time communicated by the EHF Office.

- 35.5. If any of the referees does not arrive at the match venue as planned and organised, the Host Federation must inform the EHF delegate(s) of the match. The EHF delegate(s) coordinate(s) further actions to be taken. As a first step, the EHF delegate(s) must contact the EHF Office (+43 664 41 05 243) and report the situation.
- 35.6. The EHF takes the appropriate decisions in consultation with the EHF delegate(s). If the EHF decides to replace the referees, such a decision is final and no protest against the person or nationality of the referee is allowed.
- 35.7. If a solution to play the match cannot be found, the EHF reschedules the match on the next day with newly appointed referees. If the EHF decides to reschedule the match and replace the referees, such a decision is final and no protest against the new playing date and/or the person or nationality of the referee 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 disqualification 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 World Championship Qualification Europe match. If required a second EHF delegate may be appointed by the EHF. The EHF decision is final. The appointed EHF delegate(s) must acknowledge the EHF nomination and inform(s) the EHF accordingly without delay.
- 36.2. The nominations of the EHF delegates for the World Championship Qualification Europe matches can be withdrawn at the EHF sole discretion. The EHF decisions in matter of delegate nomination for the World Championship Qualification Europe matches are final.
- 36.3. The EHF delegate(s) nomination is communicated by the EHF to all parties concerned in due time.

### **REFUSAL**

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

### **GENERAL RESPONSIBILITY**

- 36.6. The EHF delegate acts on behalf of the EHF.



- 36.7. When on duty, the delegate must always carry a copy of the EHF Regulations as well as the IHF Rules of the Game.
- 36.8. The EHF delegate verifies and ensures the orderly conduct of the event before, during and after the match. In particular he/she supervises the conduct of the match and prevents any occurrences that may lead to a protest or a repetition of a match following EHF requirements. If necessary, the EHF delegate acts as mediator.
- 36.9. The EHF delegate verifies and ensures the correct venue set-up by the Host Federation before, during and after the match. In particular, he/she supervises the set-up of the judges' table, support table and all required equipment, of the required flags, of the routing system and of the advertising in the playing hall. Moreover, the EHF delegate controls that all required measures to maintain the security and safety of 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 World Championship Qualification Europe, including without limitation the present World Championship Qualification Europe Regulations and the EHF Regulations on Advertising on Clothing.

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

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

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

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

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

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

### **DIGITAL MATCH REPORT**

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

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

- 36.20. The World Championship Qualification Europe matches shall be administered by the digital match report (DMR) system, the host Federations have the obligations to prepare the software for the scorekeeper.
- 36.21. The nominated EHF Delegates are responsible for the pre-prepared match report. The official delegation lists will be published on the delegate portal:
- 36.22. The host Federations shall offer a computer with internet access for the period right after the technical meeting (for the preparation of the match report) and also right after the match (for the completion of the match report).
- 36.23. The EHF Delegate shall take/print the Digital Match Report (DMR) ticket and provide it to the scorekeeper.
- 36.24. The host federations shall secure that the scorekeeper duly handles the provided Digital Match Report (DMR) ticket by opening such ticket prior to the match. The scorekeeper shall put the match data directly into digital match report during the match and he/she shall compare the match data with the EHF Delegate during the half time and after the end of the match, following that he/she completes the digital match report.
- 36.25. The host federations shall secure that the timekeeper managing the match data (goals, time, etc.) on the score board shall continuously checking the data on the scoreboard with the EHF Delegate.
- 36.26. After the match, the EHF Delegate shall check the digital match report with his match data and statistics, and he/she shall sign the digital match report.

### **FURTHER TASKS**

- 36.27. The following is a summary of the most important tasks of the EHF delegate:
- Check of the playing hall infrastructure (e.g., changing rooms, VIP room, press conference room, media room)

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

##### **BOARD / LODGING / LOCAL TRANSPORT COSTS**

- 38.4. The board, lodging and local transport of the members of the guest delegation at the venue must be organised and the related costs must be borne by the Host Federation for up to a maximum of twenty-one (21) persons per delegation for two (2) days (48 hours).
- 38.5. This obligation extends to three (3) days (72 hours) according to the guest delegation travel schedule if the match starts earlier than 13:00 on the match date. In that case, the guest delegation is allowed to arrive two (2) days prior to the match date.

##### **ADDITIONAL DAYS OF STAYS / ADDITIONAL PERSONS**

- 38.6. The board, lodging and local transport of additional delegation members up to a maximum of altogether thirty-five (35) persons per delegations must be organised by the Host Federation upon payment by the respective Member Federation of a daily fee. The daily fee

must be paid by the guest team delegation at the technical meeting before the match at the latest.

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

### **INSURANCE**

- 38.9. Member Federations having a team participating in the World Championship Qualification Europe 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**

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

## **B. HOST FEDERATIONS**

### **STAGING AND ORGANISATIONAL COSTS**

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

### **COSTS RELATED TO THE GUEST DELEGATION(S)**

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

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

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

### **EHF OFFICIALS' COSTS**

38.14. For each World Championship Qualification Europe match, the Host Federation must bear the costs and expenses of the nominated EHF Officials (definition under Article 34.1).

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

### **EVENT LIABILITY INSURANCE**

38.16. The Host Federation must arrange, at its own expense insurance covers for the venue site and all risks and damages relating to the staging and the organisation of a World Championship Qualification Europe match, including third party liability and property damage, as further defined under section XII.

### **MEMBER FEDERATIONS' COSTS ARRANGEMENTS**

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

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

#### **OTHER**

38.19. 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.).

38.20. 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.



## XX. AUDIOVISUAL RIGHTS AND MATTERS

---

### ARTICLE 39

#### **MEDIA MANAGEMENT**

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

#### **MEDIA ROOM**

- 39.4. The Host Federation may set-up a media room in the playing hall (depending on interest of media) with the following features and equipment:
- 75m<sup>2</sup> minimum
  - Adequate number of workstations
  - Electrical power points
  - Tables and chairs according to practicalities
  - Internet access free of charge (if possible high speed: 50 Mbit/sec minimum / WLAN or cable connection as ISDN, ADSL or equivalent)

- 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

39.5. 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).

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

### **MEDIA SEATS IN STANDS**

39.7. The Host Federation must reserve an adequate number of seats in the playing hall for media representatives according to the needs of each World Championship Qualification Europe home match, in particular according to the number of accreditation requests.

39.8. The media 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 media seat must be equipped with a writing desk, electricity power points and an access to the internet (WLAN and/or cable, min. speed 50 Mbps).

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

## **MIXED ZONE**

- 39.10. 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.
- 39.11. 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.
- 39.12. 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.
- 39.13. 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**

- 39.14. Each professional photographer must have an accreditation to enter the playing hall and related media areas and must wear it at any time.
- 39.15. 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 team's 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.

39.16. The Host Federation must ensure that photographers follow the access restrictions to the playing court/playing surrounding area as defined under Article 39.15 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.

39.17. Strobe light photography must be forbidden.

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

39.19. A professional photographer must be hired by the Host Federation to make high resolution pictures of the World Championship Qualification Europe match(es), in particular pictures of:

- A minimum of ten (10) 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)

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

39.21. The pictures must be provided free of charge to the EHF Media and Communications Department either 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 given rounds. The following quality criteria shall apply to each photo:

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

## **TELEVISION**

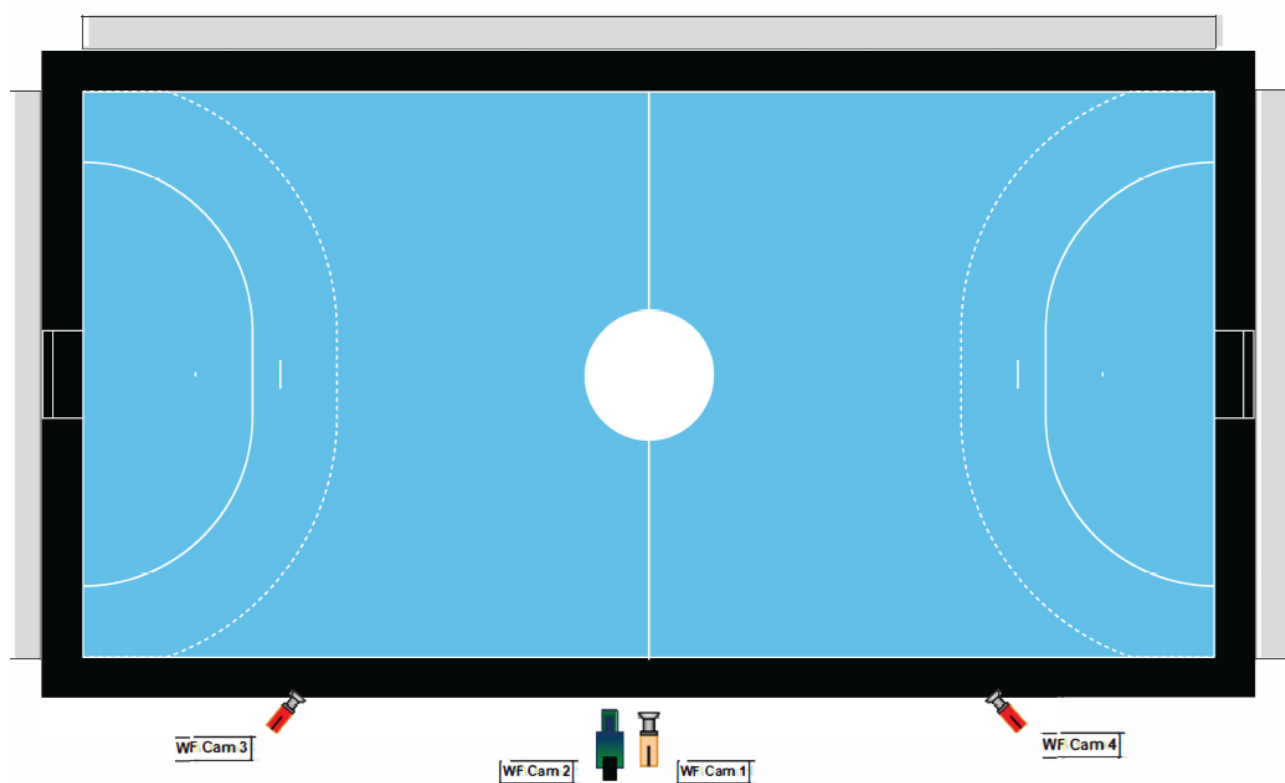
### **PHASE 1 AND PHASE 2**

39.22. The Host Federation must ensure the production of a TV-signal meeting the standards set out in the Host Broadcaster Manual for each World Championship Qualification Europe match. This signal must be made available free of charge to the EHF.

39.23. In Phase 1 and 2, the EHF may release the Host Federation from this duty if the TV-signal of an individual match is not needed.

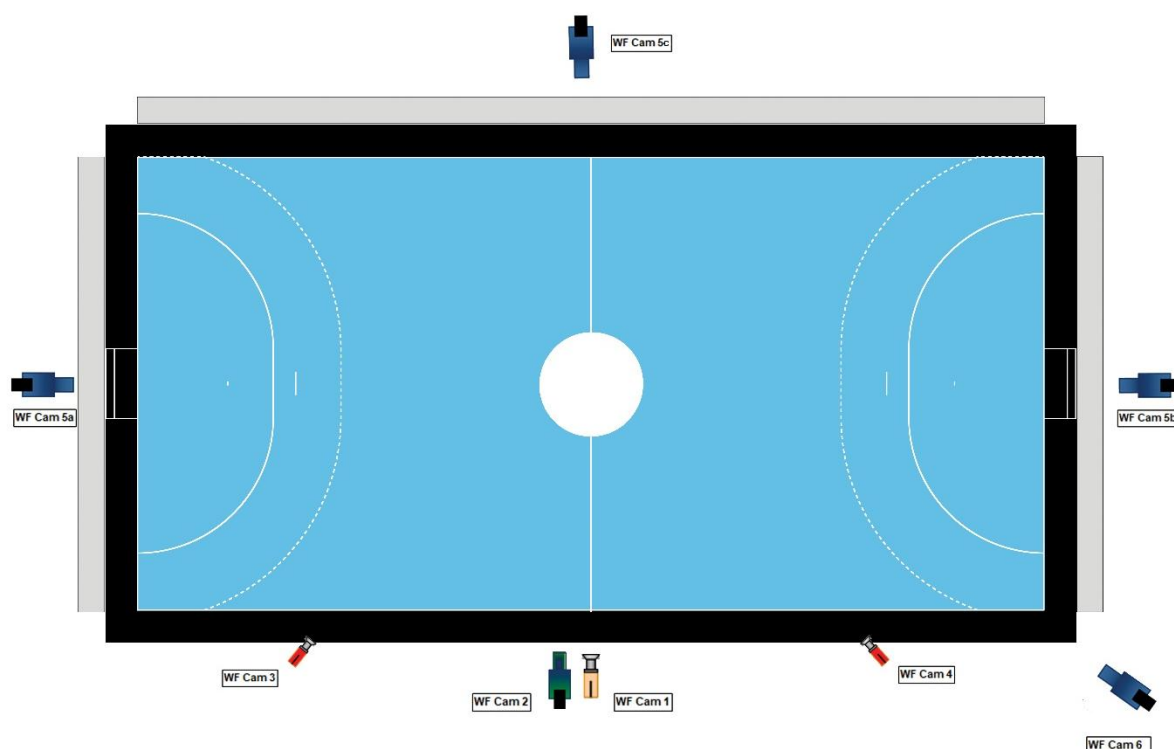
39.24. If released from the production of the TV-signal, the Host Federation must ensure at least a live stream signal from all matches of the World Championship Qualification Europe. The streaming signal must be made available free of charge to the EHF.

39.25. All matches of the World Championship Qualification Europe Phase 1 and 2 should be covered under a base production setup with a minimum number of four (4) cameras of which all are manned. There are no upward limitations regarding the number of cameras. Any change to the setup described needs to be approved by EHF in advance.



### PHASE 3

- 39.26. The host broadcaster guarantees the production of a live HD (1080i/50) signal of the respective home match in full length and uplink it to a European satellite via a Eutelsat certified uplink truck. This signal must be made available free of charge to the EHF.
- 39.27. The World Championship Qualification Europe Play-off should be covered under a base production setup with a minimum number of six (7) cameras of which six (6) are manned. There are no upward limitations regarding the number of cameras. Any change to the setup described above needs to be approved by EHF in advance.



39.28. The Host Federation must provide all required facilities for the installation of TV equipment (cameras) by the TV host broadcaster. Further requirements in terms of equipment, facility and personnel defined in the Host Broadcaster Manual must be complied with by the Host Federation.

39.29. The position of the main camera must be in line with the centre line of the playing court in the playing hall. The exact positions of all additional cameras - height, angle and distance to the playing court – will be decided by the host federation in cooperation with the host broadcaster. The host federation shall make the respective seats/area(s) available to the host broadcaster for the positioning of cameras.

39.30. The Host Federation must organise a TV-meeting in the playing hall two (2) hours before the throw-off of each World Championship Qualification Europe match, 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



## XXI. SUPPORT OF PROMOTIONAL ACTIVITIES

---

### ARTICLE 40

#### **INVOLVEMENT OF THE PARTICIPATING EHF MEMBER FEDERATIONS**

- 40.1. EHF Member Federations participating in the World Championship Qualification Europe shall actively organise and support promotional activities of any kind taking place prior, during and after the qualification phase.
- 40.2. 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;
  - Further distribution as well as distribution in the language of the respective country of news published by the EHF on the respective World Championship Qualification Europe;
  - Endeavour to involve a national tourist/event professional agency to support the promotional activities, e.g., by producing and distributing promotional material.

## XXII. EXPLOITATION OF COMMERCIAL RIGHTS

---

### ARTICLE 41

#### **AUDIO-VISUAL RIGHTS**

- 41.1. Subject to rights granted hereunder, the Host Federation owns and has the sole right to exploit all audio-visual rights of the World Championship Qualification Europe home matches, in addition to all related activities (draw, opening and closing ceremonies...) in the host country.
- 41.2. The guest team/federation has the non-exclusive right to use a maximum of ninety (90) seconds of match content on its owned and operated platforms, but not before the end of the respective match.
- 41.3. The Host Federation grants the EHF on a non-exclusive basis, the rights to broadcasting live match content on EHFTV (the EHF commits to geo-block live transmission on EHFTV in those countries where the audio visual rights are marketed by the Host Federation) and use existing television and film footage for the production of news magazine/program, for handball/EHF competition promotion and sport development purposes (training, teaching, etc.) at a later date free of charge.

#### **VIDEO RECORDING**

- 41.4. Upon application to the EHF using the official form, any participating delegation must be allowed to make video recordings of the World Championship Qualification Europe matches for teaching and training purposes.
- 41.5. 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.

- 41.6. 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.
- 41.7. 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 42

### **ADVERTISING / SPONSORING RIGHTS**

- 42.1. The EHF owns and has the sole right to exploit advertising/sponsoring right on referees' and EHF Officials' kits (shorts and T-shirts).
- 42.2. 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 43

### **PERSONALITY RIGHTS**

- 43.1. 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.
- 43.2. 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 World Championship Qualification Europe matches for handball/EHF competitions promotions and sport development (training, teaching, etc.) purposes.

- 43.3. Upon EHF request, the participating Member Federations must provide the EHF Office with photos, material and any information required free of charge.
- 43.4. 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.
- 43.5. Each participating Member Federation must obtain the consent of the respective players and officials participating to the World Championship Qualification Europe 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 44

- 44.1. 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 World Championship Qualification Europe unless stipulated otherwise in the present section.

#### **PROTESTS**

##### **DEFINITION**

- 44.2. Under the present section “legal matters”, “protest” shall mean: any match-related claim which may have an impact on the result of a World Championship Qualification Europe match.

##### **EXCLUSION OF PROTESTS**

- 44.3. With regard to all and any World Championship Qualification Europe 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**

- 44.4. 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.

- 44.5. Protests must be handed over in writing to the responsible EHF delegate within one (1) hour after the end of the relevant match.
- 44.6. 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.
- 44.7. If the protest is fully granted, the protest fee is refunded to the claimant; otherwise it is forfeited to the credit of the EHF.
- 44.8. 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.

### **APPEALS**

- 44.9. The decisions of the EHF Office and of the EHF Court of Handball on protests may be appealed to the EHF Court of Appeal.
- 44.10. Appeals must be received by the EHF Office in writing no later than three (3) days after communication of the decision to the parties.
- 44.11. 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.
- 44.12. 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**

### **COMPETENT BODIES**

#### **DISCIPLINARY COMMISSION**

44.13. The Disciplinary Commission is responsible as the body of first instance.

44.14. The Disciplinary Commission consists of the EHF Court of Handball acting as an ad hoc body.

#### **JURY**

44.15. The Jury is responsible as the body of second instance. It is the highest EHF legal body at the World Championship Qualification Europe.

44.16. The Jury consists of the EHF Court of Appeal acting as an ad hoc body.

#### **PROTESTS**

44.17. The Disciplinary Commission has the right and the obligation to act as legal body of first instance with regard to any protest related to the World Championship Qualification Europe matches played in a tournament format.

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

44.19. 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.

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

44.21. 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.

44.22. The Disciplinary Commission takes a decision by simple majority on the protest no later than 12.00 pm (noon) local time the day after the relevant match. Such a decision is announced to the relevant parties.

### **APPEALS**

44.23. Any decision taken by an Disciplinary Commission according to the present section may be appealed to the Jury (EHF Court of Appeal ad hoc body), acting as an ad hoc body.

44.24. Unless otherwise provided in the decision of the Disciplinary Commission , an appeal against a decision of the Disciplinary Commission shall be received by the EHF Office in writing and in English no later than 8.00 pm local time the same day the Disciplinary Commission decision is announced to the parties.

44.25. 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.

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

44.27. 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.

44.28. 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.

44.29. The Ad Hoc Commission members do not have the obligation to be present at the relevant venues.

44.30. Unless deemed necessary by the EHF to ensure the proper running of a World Championship Qualification Europe 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 European Handball Court of Arbitration. Conditions applicable for protests in case of single matches shall apply.

## **DISCIPLINARY/LEGAL PROCEEDINGS**

### ***TOURNAMENTS***

44.31. If deemed appropriate by the EHF to ensure the proper running of the competition and/or the respect of the applicable regulations during the World Championship Qualification Europe played in a tournament format, violations of the present Regulations and/or any other EHF regulations applicable to the World Championship Qualification Europe by any team, individual and/or EHF Official are examined, decided upon and sanctioned by the Disciplinary Commission (EHF Court of Handball ad hoc body) and the Jury (EHF Court of Appeal ad hoc body) (in appeal) following an express procedure. For the avoidance of doubt, the present dispositions also apply to direct disqualifications.

44.32. 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.

44.33. 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.

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

44.35. Unless deemed necessary by the EHF to ensure the proper running of a World Championship Qualification Europe 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 European Handball Court of Arbitration.

### **ELIGIBILITY TO PLAY**

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

### **EUROPEAN HANDBALL COURT OF ARBITRATION (ECA)**

44.37. 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.

44.38. 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**

44.39. 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**

44.40. 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 World Championship Qualification Europe matches.

## XXIV. DOPING

---

### ARTICLE 45

#### **DOPING CONTROL**

- 45.1. Doping controls may take place before, during and after the World Championship Qualification Europe 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 EHF Anti-Doping Official prior and during the World Championship Qualification Europe.
- 45.2. The selection of a WADA accredited laboratory, the transport of the samples, the necessary support to EHF Anti-Doping Official as well as any arrangements related to anti-doping must be under the responsibility of the Host Federations.
- 45.3. 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 World Championship Qualification Europe Regulations.
- 45.4. 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.
- 45.5. 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**

- 45.6. Delegation members (including players and team officials) shall participate in the Anti-Doping activities organised by the EHF within the frame of the World Championship Qualification Europe.

## XXV. CLOSING PROVISIONS

---

### ARTICLE 46

- 46.1. All enclosures form an integral part of these regulations.
- 46.2. 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 December 2024.

# ENCLOSURE 1 SUBSTITUTION AREA SET-UP

## SUBSTITUTION AREA SET-UP

The substitution area of the playing halls hosting the World Championship Qualification Europe matches must measure: 2m x 24 m. No adhesive tape or any other kind of stickers must be affixed on the substitution area.

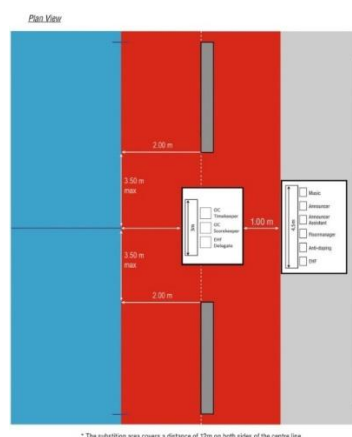
A **judges' table** of an approximate size of 3m x 0,75m x 0,60m must be set-up on the cameras side. Places at the judges' table must be reserved for the EHF delegate(s), the timekeeper and the scorekeeper.

16 **chairs** in World Championship Qualification Europe 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.

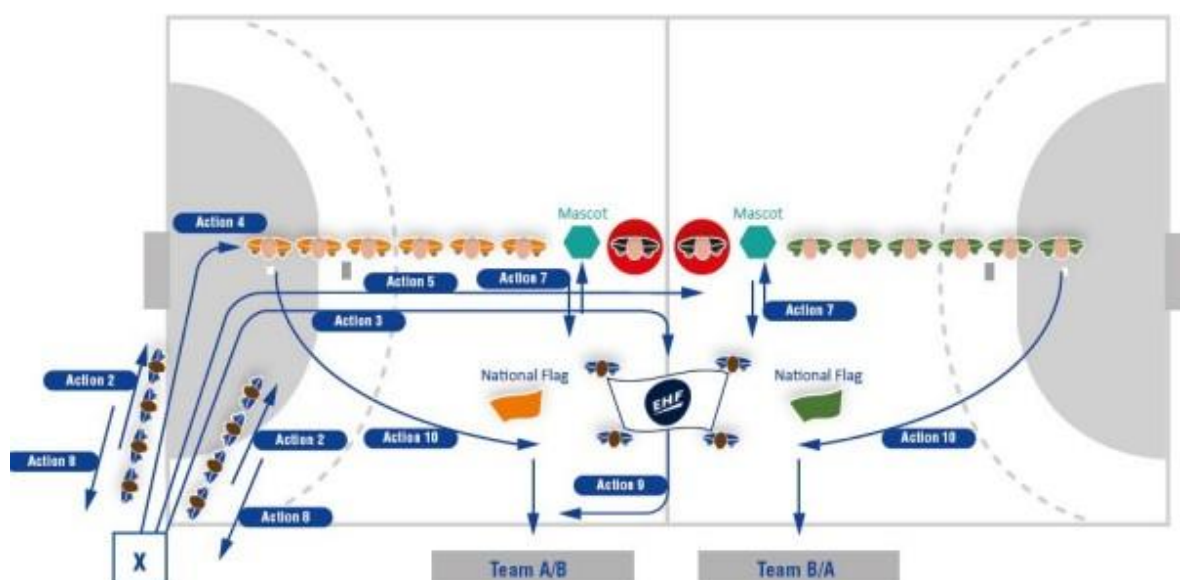
A **support table** of an approximate size of 4,50m x 0,75m may also be set-up. If set-up, the support table must be positioned 1m (one meter) behind the judges' table on a podium/platform of approximately 65 cm. Places at the support table must be reserved for 2 EHF Officials (anti-doping Official + 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



## ENCLOSURE 2 PRE-MATCH PROCEDURE



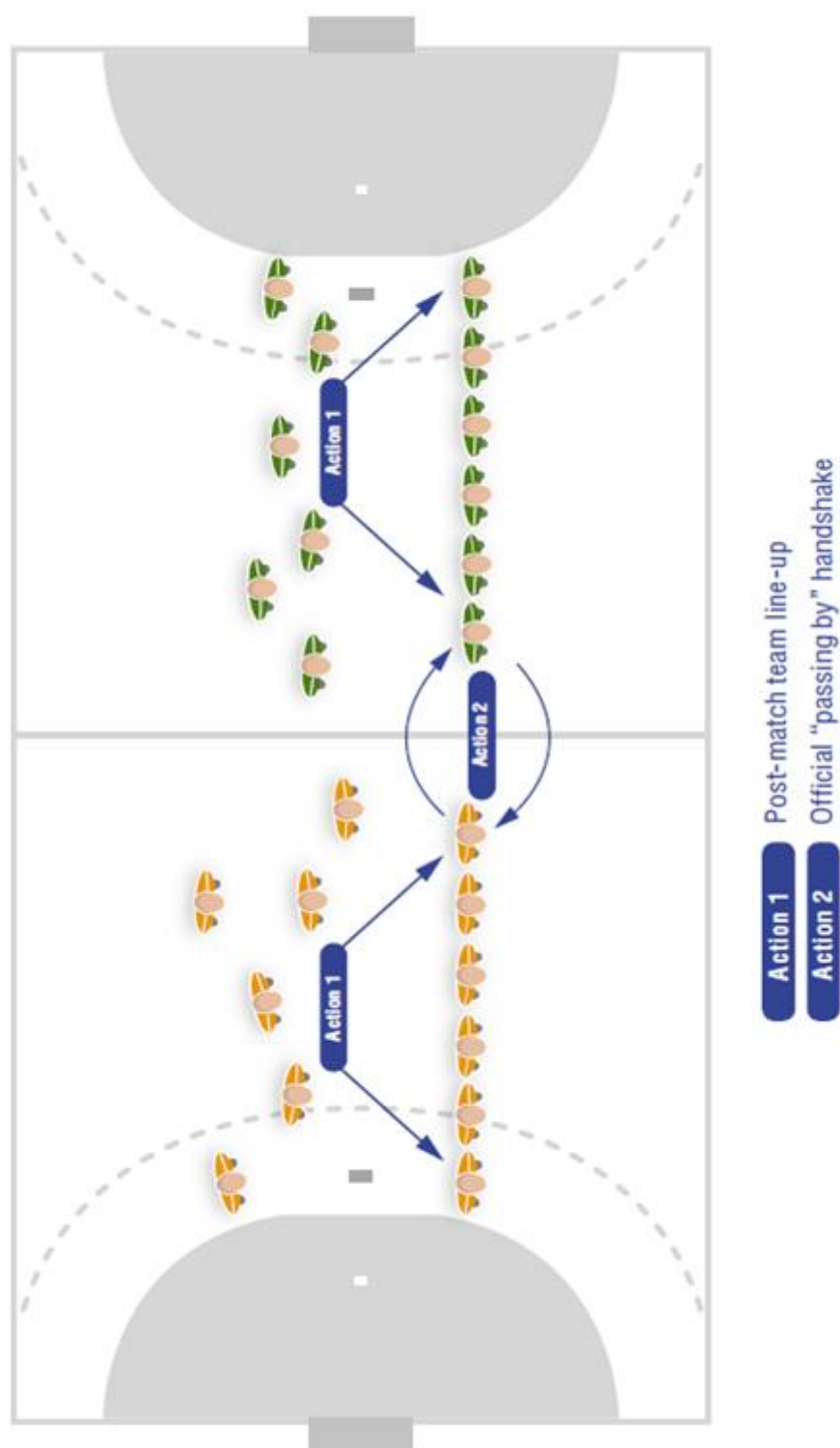
- 10:00 Flag, referees, teams ready at the entry meeting point
- 09:45 Flag, referees, teams ready at the entry meeting point. Player escorts (children) form a tunnel (optional)
- 09:30 Start of the protocol flag presentation by 4 flag presenting children
- 09:00 Line-up of Team A/B (team seating in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

In case a Host Federation would like to have an awarding/moment of silence/special presentation in connection with the game (either during the pre-match procedure or at halftime), a request for

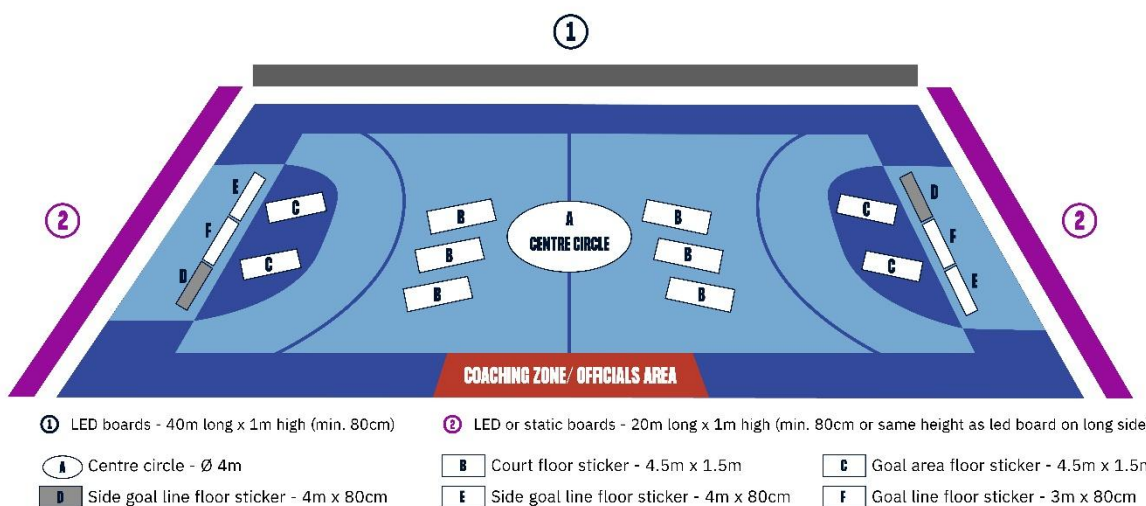
approval must be sent to the EHF Office. Once the approval is granted, the Host Federation must make sure that they follow the exact orders received by the EHF Office.



# ENCLOSURE 3 POST-MATCH PROCEDURE



# ENCLOSURE 4 ADVERTISING SET-UP/RIGHTS



# ENCLOSURE 5 VENUE INSPECTIONS

---

## 1<sup>st</sup> 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 World Championship Qualification Europe 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 1<sup>st</sup> 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 2<sup>nd</sup> inspection.

# ENCLOSURE 6 MATCH PERSONNEL

---

## **TASKS, OBLIGATIONS AND DUTIES**

### **MEMBER FEDERATION'S HEAD OF ORGANISATION**

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

### **GUEST TEAM RESPONSIBLE = TEAM GUIDE**

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

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

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

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

### **EHF DELEGATE(S)/REFEREES/REPRESENTATIVE RESPONSIBLE**

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

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

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

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

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

### **FLOOR/PROTOCOL PROCEDURES RESPONSIBLE = FLOOR MANAGER**

The floor/protocol procedures responsible is liable for the correct set-up of the playing court / floor as well as for the correct implementation of security distances (bench/spectators; playing court/boards), lines, goals, judges' table and team's chairs. He/she makes sure that the equipment, technical facilities (lighting system, heating, scoreboard, sound system, etc.) of the playing hall and related areas comply with the EHF requirements and that technical support personnel of the playing hall 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 World Championship Qualification Europe (e.g., competitions background information, results of matches in the same group, announcement of special guests/celebrities – if any, etc.) as well as about the players of both teams. He/she provides the announcer with a detailed briefing concerning the event run down (fair play clause, words of welcome for EHF and team VIPs, announcements of protocol procedures, opening/closing/awarding ceremonies, etc.) in due time before the beginning of the match.

### **SECURITY RESPONSIBLE**

The security responsible is in charge to work out a security concept for the playing hall and is responsible for the security staff as well as for their clear identification. An exact briefing before the match as well as a short feedback briefing after the match must be held with the security personnel in order to clarify exact tasks and duties respectively discuss eventual lack or problems.

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

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

### **MEDIA/TV/STATISTICS RESPONSIBLE = MEDIA OFFICER**

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

He/she organises the promotion of the event within the local media representatives prior to the match. Media releases (previews, media kits, event reports, etc.) in the local language before and after the event as well as information concerning player's lists, team line-ups, match reports etc. during the event should be published. On request media releases in English must be prepared; a good standard of English is a must. Together with the marketing responsible, he/she must produce a competition programme to satisfy the needs of the on-site spectators and the media.

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

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

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

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

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

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

### **MARKETING RESPONSIBLE**

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

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

### **TICKETS/ACCREDITATIONS RESPONSIBLE**

The tickets/accreditations responsible is liable for the allocation of tickets and promotion of tickets pre-sale campaign. In cooperation with the marketing responsible and the 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.

### **TIMEKEEPER - SCORE KEEPER**

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

During the match, the timekeeper must have at his/her disposal a sufficient number of cards (sized A4) matching the EHF sample design for noting the numbers of players suspended and the end of their suspension periods. These cards must be placed visibly on the time-keeper's desk, in vertical position, easy legible for both teams. For team time-out signalling, the timekeeper must have at his disposal a minimum of two green cards marked with a capital letter "T", which are handed over to each team's responsible at the beginning of each half-time of the regular playing time.

The host federation must secure that the timekeeper passed the EHF digital match report training and is registered accordingly.

### **ANNOUNCER**

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

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

- The announcer must be well prepared for the match (script; time schedule; background information concerning the competition, the teams; top scorer; etc.).
- The announcer must be well informed about the rundown of the official entry/closing ceremony (see section X). The given time schedule before the match must be controlled by the announcer.
- Rules of fairness must prevail also in the official entry and closing ceremony by presenting the home and guest team in the same way.
- The announcer must be informed about the names of players, the names and nation of referees, EHF delegate(s), EHF representatives, the names and functions of special VIP guests, etc. Please ensure proper pronunciation!
- The announcer must draw the attention to the official programmes handed out by the Host Federation.
- The announcer must 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 World Championship Qualification Europe.