



REGULATIONS

EHF EUROPEAN CUP MEN & WOMEN
SEASON 2023/24

I. TABLE OF CONTENTS

I. Table of contents	1
II. Introduction	7
1 General information	7
2 Fair play	8
3 Awards	9
4 General timetable	9
III. Competition	11
5 Entry conditions	11
5.1 Eligibility to enter the competition	11
5.2 Participation requirements	11
5.3 Integrity of the competition	12
5.4 Registration system	13
5.5 Additional team to the EHF European Cup Women only	13
6 Scheduling topics	14
6.1 Frequency	14
6.2 Playing days and throw-offs	14
7 Draw events	15
8 Drawing and Seeding	15
8.1 EHF European Cup Final Matches	15
9 Playing system	15
10 Scoring of the matches and ranking	15
10.1 General	15
10.2 Scoring	16
10.3 Ranking	16
11 Delegation lists and player/club information	17
11.1 Transmission of the delegation list	17
11.2 Eligibility of players	17
11.3 Late entries of players and officials	18
12 EHF coaches licensing	21
12.1 Registration	21
12.2 Late registration	21
12.3 Non-registration	21
13 Players' and officials' participation in the match	22

14	Players' clothing	22
14.1	General information	22
15	Match ball	23
IV.	The venue	24
16	General information	24
17	Arena and city names	24
18	Venue availability	24
18.1	Availability for training of the guest club	24
18.2	Availability for preparations	24
19	Basic requirements	25
19.1	Venue outdoor surroundings	25
19.2	Venue	25
20	Venue inspections and auditing	26
21	Playing floor	27
21.1	General information	27
21.2	Floor purchase	27
22	Advertising board system	28
23	Security	28
V.	EHF Officials	29
24	General information	29
24.1	Nomination	29
24.2	Non-appearance	29
25	EHF Delegate	29
26	EHF Marketing Supervisor	30
VI.	Organisational staff	31
27	General information	31
28	Key contact for EHF/M	31
29	Person responsible for the guest club	32
30	Person responsible for EHF Officials	32
31	Person responsible for security	32
32	Person responsible for venue/floor management	33
33	Person responsible for tickets/accreditations	34
34	Person responsible for media/TV/statistics	34
35	Person responsible for marketing	35
36	Announcer	35
37	Timekeeper and scorekeeper	36
38	Person responsible for travelling fans	36

VII. Attendees management	38
39 Tickets and accreditations	38
39.1 General information	38
39.2 Guest club tickets	38
39.3 EHF/M guest tickets	38
39.4 Accreditations for EHF Officials and EHF/M staff	39
39.5 Accreditations for media representatives	39
39.6 Accreditations for scouts of the official EHF/M match data partner	40
40 Transport	40
40.1 Duties of the guest club	40
40.2 Duties of the home club (visa, welcome and local transport)	40
40.3 EHF Officials	41
41 Board and lodging	41
41.1 Guest club	41
41.2 EHF Officials (except EHF Representatives)	42
41.3 EHF Representatives	42
42 VIP facilities on-site	42
VIII. Media management	43
43 General information	43
44 On-site media management	43
44.1 Media room/media workplaces	43
44.2 Media seats on the tribune	43
44.3 Mixed zone	43
44.4 Press conference/Post-match media activities	44
45 Digital media management	45
45.1 EHF European Cup on official club website	45
45.2 EHF European Cup on official club's social media channel(s)	45
46 Photographers	45
46.1 Basic guidelines	45
46.2 Official EHF photographer	45
46.3 Online publishing guidelines	45
46.4 Photographs for on- and offline publications	46
IX. Procedures and protocol	47
47 Final inspection of the venue	47
48 Technical Meeting	47
49 Administrative match preparation and post-match procedure	48
50 Playing eligibility	48

51	Match day schedule	48
52	Official ceremonies and activities	48
52.1	General information	48
52.2	Entry ceremony	48
52.3	Post-match ceremony	50
52.4	Post-match activities	50
X.	Technical services	51
53	Scouting for statistics / live match ticker	51
54	Digital match report	52
55	Goal light technology	52
56	Video replay technology	52
57	Players and ball tracking	52
58	Electronic Team Time-Out (“Buzzer”)	52
XI.	Finances	53
59	Entry fees	53
60	EHF Officials	53
60.1	Allowances/match package	53
60.2	Travel costs	53
61	Income of Audio-visual and Marketing Rights	54
61.1	Guaranteed disbursements	54
61.2	Taxes	54
61.3	Dates of payment	54
61.4	Additional advertising arrangements	54
XII.	Anti-doping	55
62	General information	55
63	Anti-doping infrastructure	55
XIII.	Legal matters	57
64	General	57
65	Withdrawal (forfeit) and failure to play a match	57
66	Use of suspended players not eligible to participate in a specific match	57
67	Unauthorized activities	58
67.1	Unauthorized match data collection	58
67.2	Unauthorized live streaming	58
68	Protests and disciplinary procedures	58
68.1	Definition	58
68.2	Exclusion of protests	58
68.3	EHF European Cup – only “double” matches	58

68.4	EHF European Cup (home and away games – single matches)	60
68.5	Eligibility to play	61
69	Administrative restrictions	61
70	European Handball Court of Arbitration (ECA)	61
71	Arising costs	61
72	Insurance	62
72.1	Accident and health insurance	62
73	Exclusion of liability and indemnification	62
XIV.	Audio-visual Rights	63
74	General information	63
75	TV and radio rights	63
75.1	TV production	63
75.2	Usage of match footage	63
75.3	Video recordings for teaching and coaching purposes	64
75.4	Technical requirements	64
75.5	Multilateral feed production requirements	65
76	Footage rights	66
77	TV meeting	66
78	Team Time-Out production	67
79	Additional media coverage	67
XV.	Marketing Rights	68
80	General information	68
81	Sponsors, partners and suppliers	68
81.1	Title partner of the EHF European Cup	68
81.2	EHF/M sponsors, partners and suppliers	68
81.3	Club sponsors	68
82	Branch Exclusivity	69
82.1	Deadlines	69
83	Advertising set-up	69
83.1	On-court advertising positions	69
83.2	Rights distribution	69
83.3	Securing of the Advertising Rights	71
84	Other advertising forms	71
84.1	Referees'/officials' advertising	71
84.2	Advertising on players' kits	71
84.3	Sponsors' promotion activities	72
84.4	Promotion clips	72

XVI. Branding	73
85 General information	73
86 Branding areas and materials	73
86.1 Sign posting system	73
86.2 Venue	73
86.3 Mixed zone	74
86.4 Press conference room	74
86.5 Officials' tags	74
86.6 Official sleeve badge on players' shirts	74
86.7 Promotional material and activities	74
87 Production	74
87.1 Production obligations	74
87.2 Installation of floor stickers	75
XVII. Appendix	76
88 Checklist – organisation/production and cost obligations	76
89 Check list – security briefing	78
90 Check list – venue set-up	79
91 Check list – Technical Meeting	80
92 Check list – TV Meeting	80

II. INTRODUCTION

The official name of the competition is [Title partner] EHF European Cup and [Title partner] EHF European Cup Final Matches. In case the current season shall be integrated, it must be written [Title partner] EHF European Cup 2023/24 resp. [Title partner] EHF European Cup Final Matches 2024.

Until the official announcement of the title sponsor, the official name of the competition is “EHF European Cup Men” resp. “EHF European Cup Women” and “EHF European Cup Final Matches Men” resp. “EHF European Cup Final Matches Women”.

Only these official names shall be used in all official publications, press releases, press conferences, programmes, commercials, etc. which are related to the competition.

The official logos of the EHF European Cup are available in the EHF Design Guide.

Hereinafter the official’s names referred to as “EHF European Cup” and “EHF European Cup Final Matches”.

These regulations deal with the competitions for men and women.

1 General information

The EHF European Cup is a EHF competition. In accordance with its statutes, the European Handball Federation (EHF) established and conducts the EHF European Cup within the framework of its European club competitions.

The following documents shall form an integral part of these regulations. By registering for the EHF European Cup, a club confirms to accept and to follow the EHF statutes as well as the respective documents:

- IHF Rules of the Game
- EHF Guidelines for the use of officiating technology
- EHF Advertising on Clothing Regulations
- EHF Rules on Safety and Security Procedure
- Arbitration Agreement and EHF Code of Conduct
- EHF Legal Regulations
- EHF List of Penalties
- EHF Catalogue of Administrative Sanctions
- Rules of Arbitration for the European Handball Court of Arbitration
- EHF Regulations for Anti-Doping and WADA Anti-Doping Code
- EHF Coaches Licensing Implementation Manual
- Rinck Convention Manual (2010 edition)
- EHF Design Guide
- Floor Installation Manual
- Electronic Advertising Board System Manual (EABS Manual)
- EHF Production & Broadcaster Manual
- Press Conference Live Streaming Guidelines
- Photo Guidelines
- Official Sleeve Badge Guidelines
- Branch Exclusivity Guidelines
- Overview - EHF Official compensation

The EHF Member Federations are legally and financially accountable towards the EHF in respect of the clubs entering the EHF European Cup.

By registering for the EHF European Cup, a club confirms to accept and to follow the respective terms and regulations regarding the release of players to the respective National Team.

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).

Furthermore, a club confirms to accept the terms and regulations of the compensation payments for those players that are released to the respective National Team.

EHF European Cup matches shall be played in accordance with the IHF's current Rules of the Game. Variations on a technical level are possible.

All commercial rights, incl. Audio-visual and Marketing Rights as well as Data Rights, in and to the EHF European Cup are original rights of the EHF and belong to the EHF which is the exclusive, absolute legal and beneficial owner. The EHF, being the original right holder of all Audio-visual and Marketing Rights relating to the EHF European Cup, is therefore exclusively entitled to assign such rights to third parties. The EHF transfers the use and exploitation of the complete Audio-visual Rights and Marketing Rights for the current season to EHF Marketing GmbH (EHFM) and entitles it to undertake the respective organisational measures with regards to the usage of these rights.

Legal decisions of EHF bodies or bodies recognised by the EHF prevail in cases of contradiction to individual points of these regulations.

A club earns the right to participate in the Forum Club Handball with the qualification for the Quarter-finals. This right is valid for the season in which the club participates in the EHF European Cup.

2 Fair play

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

- Observe the Rules of the Game and the Regulations governing the competition.
- Respect all participants (players, officials, spectators, media representatives, etc.).
- Promote the spirit of sportsmanship and pursue the cultural mission.
- Participate in a correct and sportsmanlike way, not influencing any competitions and/or officials in an undue way or trying to manipulate any results.

(Further information point 52.2.3)

3 Awards

The winner of the EHF European Cup shall receive a trophy.

All clubs (max. 21 persons per club) participating at the EHF European Cup Final Matches will receive commemorative medals.

4 General timetable

13.06.2023	Deadline final club registration incl. all requested documents (women)
04.07.2023	Deadline final club registration incl. all requested documents (men)
11.07.2023	Official publication of the EHF European Cup participants
18.07.2023	Draw of the EHF European Cup - Round 1 and 2
August 2023	EHF/M Information: EHF Design Guide Floor Installation Manual EABS Manual EHF Production & Broadcaster Manual Branch Exclusivity Guidelines Press Conference Live Streaming Guidelines Photo Guidelines
26.- 27.08.2023	Round 1 – 1st leg (women)
02.- 03.09.2023	Round 1 – 2nd leg (women)
09.- 10.09.2023	Round 1 – 1st leg (men)
16.- 17.09.2023	Round 1 – 2nd leg (men)
23.- 24.09.2023	Round 2 – 1st leg (women)
30.09.- 01.10.2023	Round 2 – 2nd leg (women)
03.10.2023	Draw of the EHF European Cup – Round 3 (women)
14.- 15.10.2023	Round 2 – 1st leg (men)
21.- 22.10.2023	Round 2 – 2nd leg (men)
24.10.2023	Draw for the EHF European Cup – Round 3 (men)
11.- 12.11.2023	Round 3 – 1st leg (women)
18.- 19.11.2023	Round 3 – 2nd leg (women)
21.11.2023	Draw for the EHF European Cup – Last 16 (women)
25.- 26.11.2023	Round 3 – 1st leg (men)
02.- 03.12.2023	Round 3 – 2nd leg (men)
05.12.2023	Draw for the EHF European Cup – Last 16 (men)
13.- 14.01.2024	Last 16 – 1st leg (women)
20.- 21.01.2024	Last 16 – 2nd leg (women)
23.01.2024	Draw for the EHF European Cup – Quarter-finals and Semi-finals (women)
10.- 11.02.2024	Last 16 – 1st leg (men)
17.- 18.02.2024	Last 16 – 2nd leg (men)

20.02.2024	Draw for the EHF European Cup – Quarter-finals and Semi-finals (men)
09.- 10.03.2024	Quarter-final matches – 1st leg (women)
16.- 17.03.2024	Quarter-final matches – 2nd leg (women)
23.- 24.03.2024	Quarter-final matches – 1st leg (men)
30.- 31.03.2024	Quarter-final matches – 2nd leg (men)
20.- 21.04.2024	Semi-final matches – 1st leg (men and women)
27.- 28.04.2024	Semi-final matches – 2nd leg (men and women)
30.04.2024	Draw for the EHF European Cup Final Matches (men and women)
18.- 19.05.2024	Final Matches – 1st leg (men and women)
25.- 26.05.2024	Final Matches – 2nd leg (men and women)

III. COMPETITION

5 Entry conditions

5.1 Eligibility to enter the competition

The participation in the EHF European Cup is restricted to those clubs which participate exclusively in national and international competitions which are approved by the EHF.

The National Federations are permitted to register those clubs to the EHF European Cup which follow the respective national legislation.

5.1.1 The registration of teams can only be made by the National Federation based on the clubs' sporting achievement in the last season. The results must be proved upon request. Exceptions are possible, a respective confirmation by the EHF is required.

5.1.2 The participating teams in the EHF European Cup are determined and can be registered according to the EHF place distribution 2023/24, which is drawn up prior to the season.

The national champion of nations ranked 19 to 30 of the EHF place distribution Women is allowed to request a downgrade from the EHF European League to the EHF European Cup.

5.1.3 Per club only one team of the same gender is entitled to participate in any EHF club competition. It is the responsibility of the Member Federations to take this into consideration during the registration process.

5.1.4 Winner of the EHF European Cup 2022/23

The winning team of the EHF European Cup 2022/23 has the right to enter the same competition in 2023/24 season. This team will be seeded as number 1 and the resp. National Federation has the right to enter a total of one team additional to the places announced in the EHF place distribution.

If the defending champion does not participate in the EHF European Cup, the resp. National Federation has the right to enter one team additional to the places announced in the EHF place distribution.

5.1.5 After the closing date for entries, the participating clubs are assigned by the EHF to the respective rounds in accordance with the seeding list.

5.2 Participation requirements

5.2.1 General information

Eligibility to enter the competition is conditional upon the availability of the venue complying with the Rules of the Game, to the EHF European Cup Regulations and the respective documents for the EHF European Cup events. The responsibility for correct and completed documents rests with both the registering club as well as with the Member Federation of the club.

5.2.2 Registration requirements

A correct registration of clubs for the EHF European Cup includes the fulfilment of the respective technical and organisational or administrative requirements.

Such a correct registration consists of:

- Correct and fully completed registration documents, which are signed by a person/representative being legally entitled to commit the club (declaration concerning official signing of entitlements to be attached upon request)
- Presentation of all required information, documents and declarations being due as a part of a correct entry within the deadline stipulated. The registering club together with the National Federation concerned are to be held responsible for the completeness and correctness of the presented documents.
- Venue which is confirmed by the EHF for the EHF European Cup

5.2.3 Pledge of commitment

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

5.2.4 Non-admittance of clubs to the EHF European Cup

Failures or omissions regarding basic requirements or administrative conditions in connection with a legally correct and complete registration of a club to the EHF European Cup lead to a refusal of the registration by the EHF.

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

5.2.5 Moreover, the EHF is entitled not to admit clubs to the EHF European Cup, which do not fulfil the respective technical and/or organisational and/or financial and/or administrative requirements.

5.2.5.1 The competence in this respect shall be with the EHF Competitions Commission regarding technical questions and with the EHF Office regarding organisational, administrative and financial issues. Such decisions shall be final.

5.3 Integrity of the competition

5.3.1 Clubs are obliged to guarantee the integrity of the competition in every respect - this including an independent ownership, leadership/management, administration and/or sporting performance from all other handball clubs in the respective competition or a competition which is linked to the respective competition.

No individual or legal entity of the club may have control or influence over any other club participating in the respective competition or a competition which is linked to the respective competition – this including ownership, leadership/management, administration and/or sporting performance.

5.3.2 Together with the registration, clubs are obliged to provide the EHF with any information on individuals or legal entities within the club having control or influence (ownership, leadership/management, administration and/or sporting performance) over other clubs participating in the respective competition or a competition which is linked to the respective competition.

5.3.3 Clubs officially confirm their fulfilment of the integrity requirements concerning ownership, leadership/management, administration and/or sporting performance regarding independence from any other club in the respective competition or a competition which is linked to the respective competition by signing their registration for the respective competition without further information on the integrity question.

5.3.4 Clubs which do not fulfil the integrity requirements or do not have signed the respective documents shall not be admitted to the EHF European Cup.

5.4 Registration system

The registration for the EHF European Cup is only valid, if all requested documents, etc. are available at the EHF in due time within the deadline stipulated.

5.4.1 The teams' registrations for entry in the EHF European Cup, Code of Conduct and, the signed arbitration agreement shall be received by the EHF not later than 13 June 2023 (EHF European Cup Women) resp. 04 July 2023 (EHF European Cup Men).

5.4.2 Clubs shall be entered by their National Federation by name, based on the final outcome of the national championship of the past season. The qualification of each club to enter the competition shall be officially documented.

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

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

5.5 Additional team to the EHF European Cup Women only

In case of non-participation of one or more teams, the EHF has the right to award these places to a maximum of one additional team from the National Federation which has already at least one place in the EHF European Cup Women according to the EHF Place distribution (Ranking List).

These requests must be presented to the EHF by the resp. national federation with the official application form not later than 06 June 2023 (EHF European Cup Women). Following this request, the resp. club must fulfil all requirements (see point 5.2.2) by 13 June 2023 (EHF European Cup Women).

6 Scheduling topics

6.1 Frequency

The EHF European Cup shall be played on an annual basis. The season shall start on 1 July and ends on 30 June of the subsequent year.

6.2 Playing days and throw-offs

6.2.1 Playing periods

All playing periods for EHF European Cup matches shall be specified by the EHF. The participating teams and National Federations will be notified.

6.2.2 Individual fixtures

6.2.2.1 The playing period of each round is fixed by the EHF calendar. The official match days are Saturday and Sunday.

The exact playing day and the throw-off time of each game is subject to coordination between EHF/M, both participating clubs and the TV partners involved. The home club must use the official form for transmitting the requested information (date of the match, throw-off time, venue/name of the playing hall).

The clubs have to inform the EHF Office by the given deadlines:

EHF European Cup Men:

Round 1	15.08.2023
Round 2	11.09.2023 (both teams not playing the first round) 25.09.2023 (both teams playing the first round)
Round 3	30.10.2023 (both teams not playing the second round) 30.10.2023 (both teams playing the second round)
Round 4 (Last 16)	08.01.2024
Round 5 (quarter-finals)	26.02.2024
Round 6 (semi-finals)	04.04.2024
Round 7 (final matches)	02.05.2024

EHF European Cup Women:

Round 1	01.08.2023
Round 2	22.08.2023 (both teams not playing the first round) 08.09.2023 (both teams playing the first round)
Round 3	09.10.2023 (both teams not playing the second round) 09.10.2023 (both teams playing the second round)
Round 4 (Last 16)	11.12.2023
Round 5 (quarter-finals)	12.02.2024
Round 6 (semi-finals)	25.03.2024
Round 7 (final matches)	03.05.2024

6.2.2.2 Matches on any other day can only be held in case of an exceptional situation and following a decision taken by the EHF/M. All final decisions regarding fixtures lie with the EHF.

6.2.2.3 In case of an overlap in the schedule in the EHF club competitions and national competitions, the EHF reserves the right to schedule EHF European Cup matches during the week.

6.2.2.4 The EHF has the right to switch the home right in situations of extraordinary circumstances.

6.2.2.5 Playing both matches in only one venue at one weekend is not permitted for any matches of the EHF European Cup starting from the semi-finals.

6.2.2.6 Playing dates as well as the exact throw-off time of any match are only valid after the official announcement by the EHF/M.

7 Draw events

The public draw for each round shall be held at the venue named by the EHF on the date scheduled in the announcement.

8 Drawing and Seeding

Teams shall be seeded based on the EHF seeding list. Starting with round 5 (quarter-finals) no seeding shall be made for the draws.

There is no country protection in matches of the EHF European Cup.

8.1 EHF European Cup Final Matches

A team that had the home right in the second game of its last appearance in the EHF European Cup Final Matches (former EHF Challenge Cup) will automatically have the home right at the first leg at its next appearance in a EHF European Cup Final Matches pairing by considering the order of the years.

For the finals of the 2023/24 season, the seasons 2022/23, 2021/22 and 2020/21 are taken into consideration in this particular order.

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

9 Playing system

All matches in the EHF European Cup shall be played in home and away matches. The team drawn first shall play the first leg at home.

The winning teams of a round qualify for the next round of the EHF European Cup.

10 Scoring of the matches and ranking

10.1 General

All matches shall be played in accordance with the IHF's current Rules of the Game. Variations on a technical level are possible.

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

10.2 Scoring

The matches shall be scored as follows:

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

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

10.3 Ranking

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

- a) goal difference
- b) penalty throws

10.3.1 Rules for execution of penalty throws

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

11 Delegation lists and player /club information

11.1 Transmission of the delegation list

The clubs shall transmit the delegation list which consists of max. 28 players as well as of team officials (unlimited) of the club via the EHFfamily to the respective National Federation. The National Federation must confirm the eligibility of the players by transmitting them to the EHF via EHFfamily by the following deadlines::

EHF European Cup Men

clubs starting in Round 1:	15 August 2023
clubs starting in Round 2:	15 September 2023
clubs starting in Round 3:	01 November 2023
clubs starting in Round 4:	15 January 2024

EHF European Cup Women

clubs starting in Round 1:	01 August 2023
clubs starting in Round 2:	01 September 2023
clubs starting in Round 3:	15 October 2023
clubs starting in Round 4:	15 December 2023

This delegation list is valid for all following rounds in the EHF European Cup and only players from the EHF approved delegation list are allowed to be mentioned on the match report.

11.2 Eligibility of players

- 11.2.1 Players are eligible to play in the EHF European Cup if they are eligible to play for the participating club in the national championship at the time of the match.
- 11.2.2 Those players for whom the National Federation is not entitled to issue a national eligibility to play at the time the players list is drawn up and communicated (transfer procedure pending/not completed) are not allowed to be registered for entering the EHF European Cup (from being named on the delegation list) at the respective point of time.
- 11.2.3 The official form shall be completed with all the required details and information.
- 11.2.4 A player may not compete in an EHF club competition if the player is playing at the same time for two clubs or two teams of one club in the top division of the domestic league. A transfer between two such clubs/ teams of a club is only permitted once a season. Players may compete in an EHF club competition if the player is playing for two clubs or teams but only if the second team is not playing in the top division of the domestic league.
- 11.2.5 The member federation of a participating team shall immediately announce to the EHF all national transfers from and to an EHF European Cup participating team.

Player, official, team information upload

The participating teams in the EHF European Cup must upload at the EHFfamily portal the club logo by 01 August.

The file must be uploaded in the following size and format:

Image size: 512x512px

File format: png with transparent background

After approval of the delegation list, a team photo and photos of every player and every team official must be uploaded at the EHFfamily portal as well as the required information for every player and every team official must be completed within the given deadline.

The files must be uploaded in the following size and format:

Team photo:

Image size: 2880x960px

File format: jpg

Player and team official photos

Image size: 512x640px

File format: jpg with a neutral white or transparent background

No other file formats or image sizes must be uploaded than those specified above.

When a club registers a new player or official, the club must upload the photo of this person at the EHFfamily portal within three working days after the confirmation of the registration.

Club logos, player/team official and team photography must be made available copyright free for any use by the EHF/M, its stakeholders and for editorial purposes by the media.

11.3 Late entries of players and officials

- 11.3.1 In cases in which a player is not recorded on the delegation list submitted within the prescribed deadline (point 11.1) but should become eligible to play in the EHF European Cup at a later date, the player may be named as a late entry under the conditions mentioned in point 11.3.
- 11.3.2 Each late entry of a player shall be transmitted via EHFfamily to the the National Federation and shall be confirmed by transmitting it via EHFfamily to the EHF.-For each player entered late a fee of € 75 shall be payable to the EHF. Evidence of payment shall be uploaded in the EHFfamily with the late entry.
- 11.3.3 The maximum number of 28 players must not exceed during the entire season. In case a late entry exceeds the total number of 28 players, a player from the delegation list must be removed. A player being removed can be entered again with a further late entry under the conditions mentioned in point 11.3.

A late entry of a player is possible during each round/leg of each competition phase within the following deadlines at 12:00 hrs. (CET/CEST) - noon:

EHF European Cup Men

Round 1:

1st leg Thursday, 07 September 2023 at 12:00 hrs. (CEST) - noon
2nd leg Thursday, 14 September 2023 at 12:00 hrs. (CEST) – noon

Round 2:

1st leg Thursday, 12 October 2023 at 12:00 hrs. (CEST) - noon
2nd leg Thursday, 19 October 2023 at 12:00 hrs. (CET) – noon

Round 3:

1st leg Thursday, 23 November 2023 at 12:00 hrs. (CET) - noon
2nd leg Thursday, 30 November 2023 at 12:00 hrs. (CET) – noon

Round 4 (Last 16):

1st leg Thursday, 08 February 2024 at 12:00 hrs. (CET) - noon
2nd leg Thursday, 15 February 2024 at 12:00 hrs. (CET) – noon

Round 5 (Quarter-finals):

1st leg Thursday, 21 March 2024 at 12:00 hrs. (CET) - noon
2nd leg Thursday, 28 March 2024 at 12:00 hrs. (CET) – noon

Round 6 (Semi-finals):

1st leg Thursday, 18 April 2024 at 12:00 hrs. (CEST) - noon
2nd leg Thursday, 25 April 2024 at 12:00 hrs. (CEST) – noon

Round 7 (Final matches):

1st leg Thursday, 16 May 2024 at 12:00 hrs. (CEST) - noon
2nd leg Thursday, 23 May 2024 at 12:00 hrs. (CEST) – noon

EHF European Cup Women

Round 1:

1st leg Thursday, 24 August 2023 at 12:00 hrs. (CEST) - noon
2nd leg Thursday, 31 August 2023 at 12:00 hrs. (CEST) – noon

Round 2:

1st leg Thursday, 21 September 2023 at 12:00 hrs. (CEST) - noon
2nd leg Thursday, 28 September 2023 at 12:00 hrs. (CEST) – noon

Round 3:

1st leg Thursday, 09 November 2023 at 12:00 hrs. (CET) - noon
2nd leg Thursday, 16 November 2023 at 12:00 hrs. (CET) – noon

Round 4 (Last 16):

1st leg Thursday, 11 January 2024 at 12:00 hrs. (CET) - noon
2nd leg Thursday, 18 January 2024 at 12:00 hrs. (CET) – noon

Round 5 (Quarter-finals):

- 1st leg Thursday, 07 March 2024 at 12:00 hrs. (CET) - noon
2nd leg Thursday, 14 March 2024 at 12:00 hrs. (CET) – noon

Round 6 (Semi-finals):

- 1st leg Thursday, 18 April 2024 at 12:00 hrs. (CET) - noon
2nd leg Thursday, 25 April 2024 at 12:00 hrs. (CET) – noon

Round 7 (Final matches):

- 1st leg Thursday, 16 May 2024 at 12:00 hrs. (CEST) - noon
2nd leg Thursday, 23 May 2024 at 12:00 hrs. (CEST) – noon

- 11.3.4 Players who participated with a non-European club at a non-European club competition/tournament after 1 July 2023 and were not registered at any time during the 2022/23 season (01.07.2022 till 30.06.2023) with an European club can be registered for a participating club of the EHF European Cup also after the deadline for submitting the delegation list via a late entry within the resp. deadlines.

Players who participated with a non-European club at a non-European club competition/tournament after 1 July 2023 and were registered during the 2022/23 season (01.07.2022 till 30.06.2023) with a European club are not eligible to participate in the EHF European Cup 2023/24.

- 11.3.5 A late entry of a player is not permitted between two legs of a round, if the player already appeared on the match report of the EHF European Cup with a different club, except the player concerned appeared on a match report of the EHF European Cup with a different club in an earlier round.
- 11.3.6 If a player changes clubs after 04 March 2024 (EHF European Cup Women) resp. after 18 March 2024 (EHF European Cup Men)- national or international transfer – he/she shall be eligible to play for the new club in the EHF European Cup via a late entry only if he/she did not play in any official club match (national or international) for another club between after 04 March 2024 (EHF European Cup Women) resp. after 18 March 2024 (EHF European Cup Men)- and the date on which he/she changed the club.
- 11.3.7 A late entry of player who already appeared on the match report of at least one game in either the EHF Champions League, EHF European League or EHF European Cup is permitted one (1) time per season under the conditions mentioned in point 11.3.
- 11.3.8 Regarding late registrations of team officials, regardless the reason (i.e. employment contract, termination, illness, etc.) should a club not having a team official registered (with the delegation list within the given deadline), a late registration shall immediately be transmitted via EHFfamily to the EHF. The late entry of a team official is free of charge.
- 11.3.9 Non-registration of team officials
Not providing the team officials on time will result in sanctions.

12 EHF coaches licensing

12.1 Registration

12.1.1 The clubs participating in the EHF European Cup shall communicate to the EHF Office the EHF Coaches Licensing Application Sheet (using the official EHF form), via the respective National Federation. The National Federation shall confirm that the coach(es) comply with the requirements of relevant categories of the EHF Rinck Convention (EHF Coaches Licensing Implementation Manual and Rinck Convention Manual, see point 1), sign and stamp the sheet and send it back to the EHF Office by the following deadlines:

clubs starting in Round 1:	01 August 2023 (women) 15 August 2023 (men)
clubs starting in Round 2:	01 September 2023 (women) 15 September 2023 (men)
clubs starting in Round 3:	15 October 2023 (women) 01 November 2023 (men)
clubs starting in Round 4:	15 December 2023 (women) 15 January 2024 (men)

12.1.2 The EHF Coaches Licensing Application Sheet shall be completed with all the required details and information.

12.1.3 The clubs can fill in the EHF Coaches Licensing Application Sheet for as many coaches as they wish (one sheet per coach) but in any case a minimum of one (1) coach must be registered and take effectively part in the matches of the club.

12.2 Late registration

12.2.1 Regardless the reasons (i.e. transfer, employment contract termination, illness etc.), should a club not having any of its coaches registered under the EHF Coaches Licensing system entered on a match report, a late registration shall immediately be communicated to the EHF in accordance with the proceedings described in point 12.1 (without taking into account the deadlines).

12.2.2 If a coach changes club and responsible National Federation, a new EHF Coaches Licensing Application Sheet shall be communicated to the EHF in accordance with the proceedings described in point 12.1 (without taking into account the deadlines).

12.2.3 A late registration may be communicated to the EHF at any time of the season.

12.3 Non-registration

Not providing the filled in documents on time will result in sanctions.

13 Players' and officials' participation in the match

Each team is allowed to use a maximum of 16 players for an EHF European Cup match. These players must be announced at the Technical Meeting (see point 48). A later entry of an additional player or a later change of an announced player is not permitted.

In case of a double match the players for the second match are to be announced on the day of the match at 10:00 hrs. at the latest. A later entry of an additional player or a later change of an announced player is not permitted.

A player is not allowed to be listed on the match report as a player and as an official.

The club confirms the correctly listed players for its team on the match report with the signature of the team official on the match report prior to the match.

14 Players' clothing

14.1 General information

- 14.1.1 Each team shall have two sets of playing clothing in different colours (one dark colour and one light colour). These shall be in line with the EHF's current Advertising on Clothing Regulations.
- 14.1.2 Both sets shall have players' shirts with short sleeves (except goalkeeper).
- 14.1.3 The players must wear numbers that are at least 20 cm high on the back of the shirt and at least 10 cm on the upper part of the front of the shirt. The numbers used must be from 1 to 99. The colour of the numbers must contrast clearly with the colours of the shirts.
- 14.1.4 A player must wear the same number in the EHF European Cup matches of the entire season. This number is not allowed to be used by any other player.
- 14.1.5 Should playing clothing of the guest team get lost, the home club shall offer reserve uniforms.
- 14.1.6 Advertising on players' match and training clothes is allowed in EHF European Cup matches in accordance with the Advertising on Clothing Regulations.
- 14.1.7 The display of different main sponsor logos on the front of the shirt as well as on the back of the shirt is not allowed. The display of a different additional sponsor logo on the front as well as on the back of the shirt of different players is possible, however, all those different logos must have the same colour and the same size. Logos that are changing the general look of the shirt are not allowed.
- 14.1.8 Each club has the obligation to inform its individual opponents of any restrictions or bans regarding advertising on players' playing clothing in the home country of that particular club not later than 72 hours after the respective draw.
- 14.1.9 The colour of the team officials must be announced at the Technical Meeting.

14.1.10 Upon request by EHF/M, each club participating in the Group Phase of the EHF European League Women shall provide the EHF/M with a maximum of three (3) official players' shirts (with official sleeve badge) for promotional purposes free of charge.

15 Match ball

All matches of the EHF European Cup Men must be played with balls of the size of 58 to 60 cm in circumference and 425 to 475 g in weight (IHF size 3).

All matches of the EHF European Cup Women must be played with balls of the size of 54 to 56 cm in circumference and 325 to 375 g in weight (IHF size 2).

IV. THE VENUE

16 General information

Matches of the EHF European Cup can only be carried out in venues that have been approved by the EHF.

The home club shall ensure that no signs (e.g. flags, banners) and/or verbal statements of political, ideological, religious or unsportsmanlike nature is displayed in the playing hall.

17 Arena and city names

The arena name can be visible on TV as it indicates the playing venue of the respective match. The arena name shall not be used for additional advertising and/or additional logo presence. Arena names that include a company/title sponsor are permitted (e.g. Audi Arena Győr, SAP Arena, etc.). The same holds true for the names of the respective city where the arena is located. Arena name and city name should provide information to the viewer but shall not be used for promotion purposes.

18 Venue availability

18.1 Availability for training of the guest club

The home club shall provide the guest club the opportunity to hold a training session of at least 60 minutes. This training session shall be scheduled at a reasonable time, in the playing hall and on the playing day. Additionally to this training, the home club shall make available to the guest team at least 60 minutes of training on the day before the match. If the playing hall is not available for this purpose on the day before the match, the home club shall offer an alternative playing hall within a distance of 25 km or less and/or 45 minutes or less from the playing hall of the match. The training facility shall be offered free of charge

Training facilities for a training session on the day before the match resp. on the match day shall be requested by the guest club not later than ten (10) days before the day of the match. A copy of this request shall be sent to the EHF. In case a club does not request this training session within the time period stipulated, training on the day prior to the match can be granted only by mutual consent.

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

18.2 Availability for preparations

The venue shall be available for preparations in good time prior to the respective match.

19 Basic requirements

Each participating team must fulfil the following minimum requirements in relation to the appearance of the playing hall.

19.1 Venue outdoor surroundings

- Parking spaces (including VIP and media parking, if available)
- Parking area (in case of TV production: OB Van, SNG, 4 additional trucks)
- Dedicated redundant broadcast technical power for TV Compound (see point 75.4)
- Hi-speed internet connection at the OB truck

19.2 Venue

- Capacity: minimum 500 spectators
- Minimum 1 long side tribune
- Playing court (size: 40 m x 20 m)
- Base area (minimum size: 44 m x 22 m)
- Chairs (for exactly 16 persons per team)
- Reserved seats for suspended players in the spectator area with easy access from the playing court
- Separate locker rooms for clubs: equipped with showers, benches, lockers; availability of water in closed bottles (minimum 1 litre / person)
- One locker room for referees: equipped with shower, chairs and water in closed bottles (minimum 1 litre/person)
- Electronic scoreboard (minimum 1 at the long side – opposite the judges table or 2 at each short side)
- Timekeeper's table:
 - Size approx. 3 x 0,70 m (number of persons: 4)
 - The timekeeper's table shall not exceed a maximum length of 4 m, the front of the table has to be closed and shall be positioned at least 0,5 m away from the substitution lines. It should be placed on a level 30 to 40 cm above the playing court, to ensure clear visibility.
 - Space for the following people shall be arranged at the timekeeper's table: EHF Delegate, timekeeper, scorekeeper and the announcer. In case of a second nominated EHF Delegate, the hall announcer shall be seated behind the table. The scorekeeper, the timekeeper and the announcer shall be provided by the home club.
 - Timekeepers' equipment: electronic timekeeping machine and reserve clock.
 - In all EHF European Cup matches, an electronic clock shall be available that is easy to read from the timekeeper's desk and can be operated by the timekeeper; it shall run from 0 to 30 minutes. If in full working order, this device shall be authorised for official timekeeping. A reserve clock (with a diameter of 25 cm) displaying seconds and minutes shall be available.
 - Laptop with respective Digital match report software, internet connection and power access at the timekeepers table.

- Catch nets (20 x 7 m in black) behind the goals must cover the entire outer goal line (fixed minimum at 3 m to the left and right of the goals; the photographers' positions must be taken into account). The catch nets must be fixed.
- Minimum one reserve goal
- Heating (minimum temperature 18°)
- Lighting system appropriate for TV broadcasts (minimum 800, optimum 1.200-1.500 lux)
- Sound system for hall announcer
- Mixed zone
- TV camera platforms/positions (in case of TV production/according to camera plan)
- Working station for scouting containing of a table with chair (for at least 1 person), power access and internet connectivity.
- Advertising board system (for Final Matches)
- Space for commentary position(s)
- VIP tribune
- VIP room
- Area for medical staff (close to the playing court)
- Barrier free access for disabled people
- Emergency exits
- Arena access (secure access for players, team officials, EHF Officials, etc.)
- Public toilets
- "No smoking policy" in accordance with the governmental smoking regulations

19.2.1 Additional requirements for EHF European Cup Final Matches

The playing hall for the EHF European Cup Final Matches is subject for an individual approval by the EHF. Final matches shall be played in playing halls, which have handball lines only. The following items are being considered in this issue:

- Capacity of the hall
- Floor
- Advertising Board System
- Working places for media and TV production requirements

The EHF will contact all parties involved concerned before making a final decision on the venues for the EHF European Cup Final Matches.

20 Venue inspections and auditing

The basic venue requirements set-up by the EHF shall be adhered to. The EHF has the right to inspect the venue of a participating club.

The home club must be represented by the club management. Moreover, the presence of local persons responsible for the individual topics (playing hall, media/TV/statistics and marketing) within the complete duration of the inspection must be secured by the club. In case of no fluent English knowledge a translator must be present.

Furthermore, the club is responsible for organising local transport and (eventually) accommodation for the inspecting EHF Official.

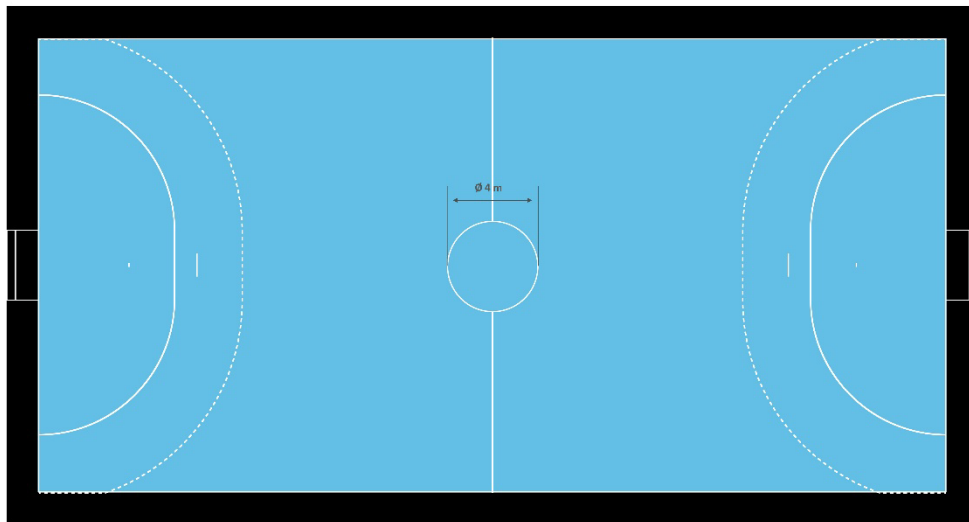
For the first site-inspection the cost of travel expenses as well as the daily allowance of the inspection is borne by the EHF, the cost for local transport and board and lodging (if necessary) of the EHF Official must be borne by the home club.

In case of a second inspection all costs are to be borne by the home club.

21 Playing floor

21.1 General information

All matches of the EHF European Cup must be played on a handball floor with a throw-off area of 4 m in diameter according to the IHF Rules of the Games (as of 1 July 2022).



The EHF European Cup Final Matches must be played with handball lines only.

The clubs are responsible to ship, set-up, remove and store the playing floor as well as the related materials.

21.2 Floor purchase

EHFM offers the opportunity to purchase an official EHF floor. The exact buying price of the floor depends on the chosen package, shipping costs is communicated by EHFM upon request. Payment conditions are worked out by EHFM in close cooperation with the club. It is the club's responsibility to organize appropriate material in time (recommendations are given in the Floor Installation Manual see point 1). EHFM does not take on material orders but will support the club with relevant information.

22 Advertising board system

From round 1 to semi-finals, the clubs have the opportunity to use an advertising board system for all matches of the EHF European Cup (see point 83.2.2).

For the EHF European Cup Final Matches an advertising board system (long and short side) must be provided by the home club (see point 83.2.2).

- Boards on the long side: 40 – 42 m
 - Static advertising boards: 6 x 1 m (total length: 42 m). Gaps or empty areas between the board items are not permitted.
 - Electronic advertising boards: 1m height / 40 m long
 - A combination of electronic and static boards on the long side is not permitted.
- Boards on the short side(s): 2 x 20 m
 - Static or electronic boards: 1m height / 20 m long per short side

Two rows of advertising board systems are not permitted. Upon request by EHF, clubs have to inform EHF about the specifications of the advertising board system. In case of any changes during the season the updated information must be officially communicated by the club to EHF at the earliest convenience.

The clubs are responsible to ship, set-up, remove and store the advertising board systems as well as the related materials.

23 Security

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

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

The EHF reserves the right to hold the guest club responsible for actions and damages that occurred around a game within activities of supporters of the guest club resp. individuals that are connected with the guest club.

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

V. EHF OFFICIALS

24 General information

EHF Officials include referees, delegates, referee delegates, representatives, EHF Marketing Supervisors, EHF/M office staff and any other persons nominated by the EHF in relation with a match of the EHF European Cup.

EHF Officials nominated by the EHF act in representation of the EHF. They supervise the run-down of the EHF European Cup events following the requirements of the EHF. They provide the EHF with event reports in order to inform about the correct implementation of technical requirements, procedures and organisation. These reports of the EHF Officials are basis for possible disciplinary procedures or sanctions toward the clubs.

24.1 Nomination

The EHF is entitled to appoint EHF Officials to EHF European Cup matches.

The clubs will be informed in good time before the match about the nomination (contact details) of the EHF Officials (see points 39.4, 40.3, 41.2).

In addition to the EHF Referees, EHF Delegate and the EHF Referee delegate, the EHF has the right to appoint further officials mainly in the field of marketing and organisation/security of the event. The duties and competences of these additional officials are to be defined for the individual appointment.

24.2 Non-appearance

In case an EHF Official fails to appear, the EHF must be informed immediately, and any further action shall be coordinated with all parties involved.

The EHF Official has the obligation to immediately contact the EHF (mobile phone +43-6644105243 or +43-664-8318337) with a report of the situation.

25 EHF Delegate

The EHF Delegate shall verify and ensure the orderly conduct of the event before, during and after the match and prevent any occurrences that may lead to a protest or a repetition of the match. The safety and security of players, referees, delegates and spectators shall be ensured. All measures shall be taken that are necessary to maintain safety and security. The provisions of the Rules on Safety and Security Procedure shall be implemented.

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

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

If an EHF Referee delegate is present at the match, it is his/her duty to guide the referees during the entire stay from their arrival to their departure.

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

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

26 EHF Marketing Supervisor

The EHF/M is entitled to nominate a EHF Marketing Supervisor out of a pool of people who have experience in event management and who are trained especially by the EHF/M in order to secure the implementation of Marketing and Audio-Visual Rights during an EHF European Cup event.

The EHF Marketing Supervisor has the authority upon marketing, media related and pre-/post-match procedure matters. He/she has been given full information about site-inspections and local event preparations by the EHF/M office and is meant to participate in the Technical Meeting.

The EHF Marketing Supervisor cooperates closely with all responsible persons of the home club and assists in the event personnel briefings. The EHF Marketing Supervisor is ready to assist in open questions/problems, nevertheless his/her instructions must be followed at any time.

VI. ORGANISATIONAL STAFF

27 General information

Technical equipment and personnel shall be made available by the home club in accordance with the requirements defined by the EHF/M.

The home club must nominate a person responsible for each of the following event topics:

- Key contact for EHF/M
- Guest club
- EHF Officials
- Venue/floor management
- Security

Contact details (full name, mobile number and email address) of these persons must be communicated to EHF/M before the start of the season. The club personnel must be able to communicate in English. In case of any changes during the season the updated contact details must be officially communicated by the club management to EHF/M at the earliest convenience.

It is recommended to nominate a person responsible for the following event topics:

- Tickets/Accreditations
- Media/TV/Statistics
- Marketing

Additionally, the club must provide further personnel in the following fields and – during the event – under the responsibility of the above-mentioned persons:

- Announcer
- Scorekeeper / timekeeper
- Officially accredited scouts
- Floor moppers
- Photographer
- Security staff
- Travelling fans
- Medical staff

It is recommended to nominate further personnel also in the following fields during the event – under the responsibility of the above-mentioned persons:

- Volunteers, hostesses for opening and closing ceremonies
- Technical support
- Personnel for advertising set-up
- Mascot (if available)

28 Key contact for EHF/M

The key contact for EHF/M is informed about all duties related to a EHF European Cup match resp. of the club personnel within the organisational structure. He/she supervises the whole event in all terms of reference.

29 Person responsible for the guest club

The person who is responsible for the guest club has the following duties:

- He/she is informed about the travel schedule of the guest club 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 a convenient 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 club and the EHF.
- Moreover, this person must be liable for assisting the guest team with the local transport during the stay, if necessary.
- Furthermore, he/she makes sure that the guest team is informed about possible side events (common dinner with the home club, etc.) and assists the delegation accordingly. He/she is the contact person for any change in official events.
- He/she is responsible for the guest club accompanies the team representatives to the technical meeting and the team to training sessions as well as to the match.
- He/she supervises the locker rooms, makes sure that water is available and remains at the disposal of the guest club during the complete stay.
- On the day of departure, he/she is responsible for the guest club organises the pick-up at the hotel and the transfer to the airport.

30 Person responsible for EHF Officials

The person who is responsible for the EHF Officials has the following duties:

- The clubs are informed about the travel schedules of the EHF Officials and organise the pick-up at the airport and the transfer to the hotel. In case the EHF coordinates the local transport and accommodation, the clubs will be informed accordingly in due time.
- Moreover, he/she is liable for arranging local transport.
- He/she is responsible for booking of hotel rooms. He/she makes sure that the hotel rooms meet the requirements of the EHF and reserves the restaurant for relevant lunch/dinner.
- He/she accompanies the EHF Officials to the Technical Meeting as well as to the match, where he/she supervises the locker rooms and makes sure that water is available.
- Furthermore he/she is in charge of the timekeeper and the scorekeeper who are positioned on the timekeeper's table assisting the EHF Delegate.
- During venue inspections he/she remains at the disposal of the EHF Officials and coordinates the other responsible persons for the meetings.
- On the day of departure, he/she organises the pick-up at the hotel and the transfer to the airport.

31 Person responsible for security

The person responsible for security has the following duties:

- Security staff and first-aid teams must be provided in accordance with the standards set by the EHF Rules on Safety and Security Procedure (see Safety and Security Regulations).
- He/she is in charge of working out a security concept for the playing hall and is responsible for the security staff as well as for their clear identification.
- He/she takes part in the Technical Meeting and supplies the EHF Delegate with the necessary information concerning the security situation.
- He/she must be in contact with the EHF Delegate before, during the entire match and after the event in case of any incident.
- An exact briefing before the match as well as a short feedback briefing after the match must be held with the security staff in order to clarify exact tasks and duties respectively discuss eventual 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.

32 Person responsible for venue/floor management

The person who is responsible for the venue/floor management has the following duties:

- He/she instructs the hall personnel.
- He/she is liable for providing the EHF with a contact person in the playing hall that is available during the venue inspection.
- In particular he/she makes sure that the equipment, technical facilities (lightning system, heating, scoreboard, sound system, etc.) are in line with EHF requirements and that technical support personnel of the venue is available.
- Together with a team he/she is responsible for securing a good standard of locker rooms for teams and referees.
- He/she is responsible that during the event a contact person is available in case of any technical problem/incident.
- Furthermore, he/she must guarantee that emergency exits are not closed or blocked by spectators.
- Furthermore, he/she is liable for the correct implementation of the security distances (bench/spectators, playing court/boards), lines, goals, timekeeper's table and teams' benches.
- In close cooperation with the person responsible for the media/TV/statistics, he/she is available during the set-up of the advertising board system as well as the set-up of the host broadcaster.
- He/she must supervise the two (2) statistics assistants who need sufficient space, with a table with a view over the entire court area from where they operate the statistic programme and must organise the necessary hardware.
- Moreover, he/she is responsible for the protocol procedures.
- He/she recruits and instructs at least 2 floor moppers.
- He/she recruits and instructs the announcer and makes sure that the announcer has the necessary information about the EHF European Cup (e.g. competitions background information, 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 club VIPs, announcements of protocol procedures, opening/closing/awarding ceremonies, etc.) in good time before the beginning of the match.

- He/she instructs the staff involved in the entry ceremony. He/she takes part in the Technical Meeting in order to be able to clarify any open points concerning the entry ceremony. He/she is responsible for holding a mandatory rehearsal of the entry ceremony according to the official match day schedule (see point 52.2).
- He/she supervises the rundown of the entry ceremony and makes sure that EHF requirements are fulfilled.

33 Person responsible for tickets/accreditations

The person responsible for tickets/accreditations has the following duties:

- He/she is in charge of allocating tickets and promoting ticket pre-sale initiatives (to improve the number of spectators).
- Any kind of necessary accreditations (media, TV, etc.) must be allocated and the users must be instructed in a proper way.
- When distributing the tickets, he/she considers the security factor and makes sure that a sector that can be easily supervised and separated is reserved for the fans of the guest club.

34 Person responsible for media/TV/statistics

In order to promote the club's performance in the EHF European Cup as well as to reach the widest possible audience via external media as well as through owned and operated digital channels, it is highly recommended that clubs have a person responsible for media/TV/statistics. The following duties could be foreseen for such a role:

- He/she organises the promotion of the event to local, national and international media representatives prior to the match.
- Press releases (previews, press kits, event reports, etc.) before and after the event as well as information concerning player lists, team line-ups, match reports etc. during the event should be published.
- He/she is in charge for the development, coordination and management of all digital projects of the club related to, but not limited to, the EHF European Cup.
- He/she is in charge of the media team and is in overall charge of the media room and makes sure that the necessary equipment, information and beverages are available.
- He/she is also in charge of the press conferences (or its alternative if applicable) in case those are being held. He/she ensures that the teams attend at the correct time, translation is available and that the press conference room is correctly equipped for a press conference.
- He/she also supervises the written media seats on the tribune, ensures that information is distributed and secures that the requirements 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 is responsible for the organisation of a photographer to take pictures of the event and must pass on the contact details to the EHF/M on request.

- In case of TV production, he/she is in charge for providing 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.
- In case of TV production, he/she also organises the TV meeting to be held approximately two and a half (2,5) hours before the match.
- He/she is also responsible for distributing the statistics sheet during the half-time and after the game.
- In close cooperation with the person responsible for tickets/accreditations, he/she hands out pre-registered media accreditations to local, national and international media representatives.

35 Person responsible for marketing

The person responsible for marketing has the following duties:

- He/she secures the Advertising Rights granted to the EHF/M and acts in case of eventual problems with advertising material/floor stickers during the match.
- He/she makes sure that branch exclusivity is guaranteed for EHF/M sponsors, partners and suppliers and handles the set-up, removal and storage of the advertising material.
- He/she confirms in written form the receipt of the advertising material in case provided by the EHF/M.
- On request, he/she cooperates closely with the EHF Officials and/or the EHF/M in order to check the arrangements for VIP guests.

36 Announcer

The announcer provided by the home club must have public speaking experience, good knowledge of the game and must be fluent in both, the local language as well as English. Enthusiasm for the sport is appreciated, but statements shall be neutral and must not push the crowd towards unsportsmanlike behaviour against the guest club or the referees. Instructions given by EHF Officials must be followed by the announcer.

The announcer in charge should respect the following guidelines:

- The announcer must be well prepared for the match and draw attention to the official competition website(s) (see point 45.1): script; time schedule; background information and stories concerning the competition, the teams, players' information (injuries, comebacks, anniversaries), latest results, interviews top scorer; etc.
- The announcer must be well informed about the run-down of the official entry/closing ceremony. The given time schedule before the match shall be observed by the announcer.
- The announcer shall be available for the mandatory rehearsal of the entry ceremony according to the official match day schedule (see point 52.2)
- Rules of fairness must prevail in the official entry and closing ceremony by presenting the home and guest club in the same way.

- The announcer must be informed about the names of players, the names and nation of EHF Officials, the names and functions of special VIP guests, etc. correct pronunciation shall be guaranteed.
- The announcer must call the competition by its full name.
- The announcer must be informed about events planned before, in the break and after the match.
- The announcer must be familiar with emergency procedures.
- A sound check must be carried out before the match. The best position in the playing hall to avoid echo and interferences of the microphone should be located. In case the announcer takes seat next to the timekeeper's table, it must be in accordance with the EHF Delegate.
- The announcer shall not speak during match actions.
- The announcements shall support a positive atmosphere in the playing hall and shall calm down the crowd in case of unsportsmanlike behaviour against the referees, the guest club or their supporters. Examples for unsportsmanlike behaviour are disrespectful shouts/songs, political or racist slogans, booing, throwing objects on the playing court, quarrels with supporters of the guest club, etc.
- In case referee whistles or horns are used the announcer shall ask the spectators to stop using these instruments.
- The announcer must not misuse his position in an unsportsmanlike way.
- After the end of the match the announcer shall inform about further upcoming matches of the EHF European Cup.

37 Timekeeper and scorekeeper

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

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

The scorekeeper must be trained with the EHF digital match report system (see point 54). The home club must provide the technical equipment (laptop with resp. software, power supply, internet connection).

The following persons shall be seated at the timekeeper's table in the following order: EHF Delegate, timekeeper, scorekeeper, official announcer.

Alternatively, it is possible that the announcer is seated behind to the timekeepers' desk.

38 Person responsible for travelling fans

Parallel to the ordering of the tickets (see point 39.2.2), the guest club must provide the home team with the contact details (full name and mobile number) of the person responsible for travelling fans. This person must travel together with the fans.

The EHF reserves the right to hold the guest club responsible for actions and damages that occurred around a game within activities of supporters of the guest club resp. individuals that are connected with the guest club.

VII. ATTENDEES MANAGEMENT

39 Tickets and accreditations

39.1 General information

The issuance of tickets and the implementation of an accreditation system are within the competence of the clubs.

The EHF reserves the right to implement an accreditation system, based on a central database, handling the approval of accreditation requests. In case the EHF makes use of this right, the clubs must be informed beforehand in good time prior and additional information is to be provided. After an initial implementation phase all clubs are obliged to use this system.

Only people with the respective authorisation are allowed to access certain areas of the venue. Accreditations are to be used for working staff only.

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

39.2 Guest club tickets

39.2.1 Home clubs shall make available 10% (minimum 200 tickets) of the admission tickets to the guest clubs against payment of the customary local price.

39.2.2 The complete number of tickets must be ordered by the guest club in writing not later than ten (10) days before the match. If no order for tickets is received by that date, the tickets may be sold by the home club without any restrictions (see point 38).

39.3 EHF/M guest tickets

Tickets for VIP guests requested by EHF/M must be prepared by the home club according to the information provided by EHF/M.

39.3.1 For each match (except EHF European Cup Final Matches), an allocation of max. 40 admission tickets must be made available to the EHF/M upon request. The expected number of tickets needed by EHF/M will be communicated to the club not later than seven (7) days prior to the respective match. Contingents not needed will be returned in due time. At least 20 must be VIP tickets and the other 20 tickets must be premium tickets. These tickets are to be made available to EHF/M free of charge. All 20 VIP tickets must be of the highest ticket and service standards and shall be in the same area in the venue. No difference in service or ticket standards shall be made between the VIP guests of a club and EHF/M VIP guests. Prizes of VIP and premium category tickets must be communicated to EHF/M at the beginning of the season.

- 39.3.2 For each EHF European Cup Final Match, an allocation of max. 100 admission tickets must be made available to the EHF/M upon request. The expected number of tickets needed by EHF/M will be communicated to the club not later than ten (10) days prior to the respective match. Contingents not needed will be returned in due time. At least 50 must be VIP tickets and the other 50 tickets must be premium tickets. These tickets are to be made available to EHF/M free of charge. All 50 VIP tickets must be of the highest ticket and service standards and shall be in the same area in the venue. No difference in service or ticket standards shall be made between the VIP guests of a club and EHF/M VIP guests. Prizes of VIP and premium category tickets must be communicated to EHF/M at the beginning of the season.
- 39.3.3 Excellent visibility is a basic requirement for VIP and premium tickets provided to EHF/M VIP guests. VIP tickets include hospitality access as well as best category seats whereas premium tickets provide guests with best category seats but without catering.
- 39.3.4 In addition, the EHF/M shall have the right to buy 10% of all admission tickets at the customary local price for its sponsors, partners and suppliers. The request shall be made within a reasonable period after the respective draw, not later than ten (10) days before the respective match.
- 39.3.5 Upon request and if available, parking spaces shall be reserved for VIP guests of EHF/M free of charge.

39.4 Accreditations for EHF Officials and EHF/M staff

- 39.4.1 The home club shall grant the EHF Officials as well as EHF/M staff and its respective partners all access to all indoor premises and outdoor areas of the venue.
- 39.4.2 All access accreditations for EHF Officials and EHF/M staff must be prepared by the home club according to the information provided by EHF/M. The accreditations shall be handed out to the EHF/M upon arrival.

39.5 Accreditations for media representatives

The home club is responsible for all media accreditations. Upon request, a list of all accredited media representatives shall be sent to the EHF/M. The home club shall be flexible regarding the number of accreditation requests. If applicable, media representatives shall have access to the media room, the press conference room, the mixed zone, the photo positions and the media seats on the tribune according to their needs and profession. The accreditations must always be worn fully visible.

Moreover, the media representatives accompanying the guest team should receive the necessary assistance with visa applications.

The accreditations must be available for pick-up starting one (1) day before the event in the club's facilities or at the venue. Media representatives shall be informed about the exact pick-up place once their accreditation request has been confirmed.

If possible, a number of parking spaces shall be reserved for media representatives.

39.5.1 TV and radio representatives

The home club is not authorised to grant on-site accreditations to any representative of TV, WebTV, radio broadcaster or film crew, except host broadcaster, without the prior approval of EHF.

39.5.2 Host broadcaster

The home club must provide the host broadcaster with an adequate number of accreditations for carrying out the respective production and broadcasting task and in accordance with the specifications stated above. The number of accreditations must be agreed upon with the host broadcaster in good time prior to their arrival.

39.5.3 Written media representatives

The home club has the right to grant the accreditations for all written media representatives in accordance with the regulations stated above.

39.5.4 Photographers

The home club has the right to grant the accreditations for all photographers in accordance with the regulations stated above.

39.6 Accreditations for scouts of the official EHF/M match data partner

The home club shall grant data collecting accreditations exclusively for officially approved scouts of the official EHF/M data partner. An accreditation request will be sent by the official EHF/M match data partner prior to the match day. No other scout is allowed to be accredited.

40 Transport

40.1 Duties of the guest club

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

The guest club is liable and must bear all costs incurred should the home club have a right to compensation in reference to the compulsory guarantees stated in point 40.2.

The local transport starting and ending at the respective airport is covered by a bus, which is provided by the home club.

The EHF approved airport/s for a club is available on the EHF homepage / club detail page by 15 August. If an airport is chosen by a guest club which does not appear on this list, the away club can be held responsible for additional costs of the home club resulting from the bus that needs to be made available for the guest club.

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

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

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

The home club must provide a bus of an international standard for a minimum of 30 people for the local transport of the guest team. The bus shall be equipped with a heating and air-condition system and, in general, must be of an appropriate standard. The bus must be at the disposal of the guest team starting with the arrival at the airport to the departure at the airport, however, for a maximum of 72 hours only.

A bus driver shall be available for the complete duration of the stay including all usual transports that relate to the stay of the guest team.

A representative of the home club is obliged to be present at the moment of arrival at the airport. It is his/her duty to welcome the guest team and to assist the guest team in any difficulties at the airport (customs, luggage, meeting the bus etc.).

In case the guest team travels by bus, the home club is free from the obligation to provide a bus arrangement. No costs are to be refunded as a consequence.

In case of unusual difficulties of the guest club during its stay, the home club is expected to provide appropriate assistance within the framework of a sportsmanlike co-operation.

40.3 EHF Officials

40.3.1 Travel arrangements

The costs of EHF officials appointed by the EHF must be borne by the organiser/home club. All payments have to be paid only in Euro or after approval by the EHF in another currency. All payments according to point 60 have to be handed over prior to the match.

40.3.2 Local transport

Appropriate transportation for the EHF Officials between the airport, the hotel and the playing hall must be organised by the home club during the competition's period as well as during the site inspections.

Whenever the EHF President or a member of the EHF Executive Committee attends an EHF European Cup match in his function as an EHF Representative, an adequate car with an English-speaking driver shall be at his disposal during the duration of the stay. The EHF will inform in good time prior to the event about the attendance of an EHF Representative.

The arising costs are to be covered by the home club.

41 Board and lodging

41.1 Guest club

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

If the distance between the playing hall and the hotel (chosen by the guest team) is more than 50 km, the guest team must bear the additional costs of the bus transportation provided by the home club.

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

Upon a mutual consent between the two clubs, other arrangements regarding board and lodging are possible. The EHF cannot be held responsible for any dispute or discussions about financial issues between the clubs resulting from individual agreements between clubs.

41.2 EHF Officials (except EHF Representatives)

Single rooms in a hotel with a minimum of a 3-stars classification on an international rating scale must be booked for the EHF Officials nominated by the EHF. The officials shall pay any further cost related to personal matters themselves (phone, internet, TV or mini-bar charges).

Breakfast, lunch and dinner must be provided in the hotel restaurant or a restaurant close to the hotel. The costs for boarding and lodging of all EHF officials are to be covered by the home club. The EHF Officials must be accommodated in a separate hotel independent from the home team, guest club and the fans of the guest club.

41.3 EHF Representatives

A single room in a hotel with a minimum of a 4-stars classification on an international rating scale must be booked for the EHF President or an EHF Representative.

Depending on the individual timetable breakfast, lunch and dinner must be provided in the hotel restaurant or a respective restaurant by the home club. The costs for boarding and lodging are to be covered by the home club.

42 VIP facilities on-site

In case EHF requests VIP tickets, VIP facilities, including a dedicated VIP and tribune, must be prepared and made available by each home club. VIP facilities must be located in the playing hall of the respective EHF European Cup match, easy to access and clearly indicated by the sign posting system in English language.

VIII. MEDIA MANAGEMENT

43 General information

All participating clubs are committed to play an active role in motivating the local, national and international media (newspapers, magazines, websites, TV and radio, etc.) by providing them with information and match invitations on a regular basis.

44 On-site media management

44.1 Media room/media workplaces

The home club shall create good working conditions for media representatives (TV, radio, written media, photographers). It is recommended to provide a media room with an appropriate size, accessible only for accredited media representatives.

44.1.1 The following equipment is deemed essential for a media room:

- Electric power points with guaranteed access to electricity
- An adequate number of workstations and the corresponding number of tables
- High speed internet access: This network should be password-protected and only for the use of the media.
- Mobile phone reception
- Media information material
- Official EHF information (press kit etc.)
- Beverages (water, coffee, non-alcoholic drinks) and light snacks
- Adequate heating / central air conditioning

In general, workplaces for media shall be made available as well as equipment in accordance with common standards for international sport events.

44.2 Media seats on the tribune

In the playing hall, it is recommended to have an adequate number of seats dedicated for media representatives. These seats should be equipped with working tables and internet access should be provided free of charge.

If possible, the seats are to be situated in the middle of the seating area. In any case the seats must permit clear visibility to the playing court.

44.3 Mixed zone

After the match, media representatives shall be provided with an opportunity to talk with players and coaches of both teams (mixed zone, see point 86.3).

Access for all media representatives which have a valid media accreditation must be granted. Spectators and court staff should not have access to this area.

44.4 Press conference/Post-match media activities

The home team has the right to organise a press conference. However, in order to reflect national media standards and to facilitate the information gathering process for accredited media representatives, clubs participating in the EHF European Cup may opt for offering a different post-match media activity of equivalent value and content output to replace the press conference (see point 44.4.2).

The clubs are to be informed of their post-match media duties at the Technical Meeting. Head coaches and/or players who have been disqualified during the match, are not allowed to attend the press conference.

44.4.1 Press Conference

- The post-match conference, if organised, starts 15 minutes after the end of each match. Changes to the starting time can be coordinated by both teams at the Technical Meeting.
- The teams' attendance is split. First attending is the guest team with its head coach and one key player. Immediately afterwards the home team with its head coach and one key player attends the press conference.
- The person responsible for media/TV/statistics (who may delegate this responsibility to a secondary person from the media team) must ensure that the head coaches and key players of each club appear at the agreed time at the post-match conference.
- The person responsible for media/TV/statistics (or another qualified person) shall act as a moderator and a translator (if required). The translator must have a sufficient understanding of the sport of handball and the terms being used. The moderator must announce the start of the press conference to all media representatives in the media room.
- The moderator interviews the parties involved – asking them to give a statement on the match and the floor is then given to media representatives for questions.
- The post-match press conference can be carried out in the local language of the home club, respectively the native language of the head coach/key player. However, at least the participants' initial statement on the match must be provided in English. The use of a translator is permitted. Following this initial statement, the post-match press conference may continue – if no additional questions in English are asked – in the local language of the home club, respectively the native language of the head coach/key player.

44.4.2 Post-match media activity

A club participating in the EHF European Cup may opt for an alternative media activity to replace the post-match conference. If the club opts to do so, the alternative must fulfil the following requirements:

- The alternative media activity must start at the latest 15 minutes after the end of the match and accessible for the accredited media representatives including the possibility to ask questions.
- The home and guest club with the head coach and a key player, appearing either at the same time or after each other, must be present. Coaches and key players have to comment on the match.
- Head coaches and/or players who have been disqualified during the match, are not allowed to attend the post-match activity.

It is recommended that all post-match press conferences respectively the alternative are streamed live on the home club's social media channel(s). If post-match press conferences respectively the alternative are streamed live on the home club's social media channel(s), information on the dedicated streaming channel(s) must be sent to EHF/M one week prior to the respective match and/or competition phase. In case the club adds additional channel(s) or decides to change the channel(s) for the live streaming, it is obliged to inform EHF/M accordingly. It is the club's responsibility to ensure a sufficient technical setup (i.e. sound and light) which enables viewers to follow the press conference/the alternative online. Please find further information in the Press Conference Live Streaming Guidelines (see point 1).

45 Digital media management

45.1 EHF European Cup on official club website

45.1.1 All clubs participating in the EHF European Cup must have an official club website (which must work at the time of the first EHF European Cup draw, on which the club, latest news, match previews and reviews, players and ticket sales are presented and promoted. The official club website should be regularly updated with news and other relevant content.

45.2 EHF European Cup on official club's social media channel(s)

45.2.1 It is highly recommended that all clubs participating in the EHF European Cup run at least one social media channel – the most relevant in the club's region, on which the club's latest news, match previews and reports, players and ticket sales are presented and promoted.

46 Photographers

46.1 Basic guidelines

Photographers should be provided with seated positions behind the goal and in the tribunes where it is possible to be able to carry out their work.

Photographers, with the exception of the official EHF photographer (if nominated) and the official photographer of the home club, are not permitted to access the playing court at any time. Photographers are not allowed to stay behind the players' benches.

Strobe light photography is not permitted during the entire match.

46.2 Official EHF photographer

The EHF/M has the right to nominate an official EHF photographer with special permissions and guidelines for a EHF European Cup match.

46.3 Online publishing guidelines

Photographs taken by accredited photographers at the EHF European Cup matches may be published online for editorial purposes, only if any photographs appear as stills and not as moving pictures or quasi-videos.

46.4 Photographs for on- and offline publications

The teams taking part in the EHF European Cup are obliged to provide the EHF with a minimum of five (5) good-quality photographs (action/emotions) immediately after the game (duplicates of the same photo do not count). The photographs shall be provided to the EHF free of charge and will be used for promotional purposes for EHF websites and publications. These photos will not be passed on to third parties for commercial use.

The club must upload the photo material to the EHF photo system (details of uploading will be distributed to clubs in good time prior to the start of the season).

Please find further information in the more detailed Photo Briefing (see point 1).

IX. PROCEDURES AND PROTOCOL

The purpose of procedures laid down by the EHF for EHF European Cup matches, is to create consonance throughout the entire competition in terms of official ceremonies and the official protocol.

47 Final inspection of the venue

The final inspection of the venue shall take place on the playing day at 09:00 hrs. A person responsible for the venue of the home club, the EHF Delegate and the EHF Marketing Supervisor, if nominated must inspect all relevant areas of the venue.

After the final inspection, no activities on the court are allowed without the confirmation of the EHF/M, EHF Delegate resp. EHF Marketing Supervisor.

48 Technical Meeting

The Technical Meeting must be carried out at 10:00 hrs in a meeting room of the venue.

The Technical Meeting is conducted by the EHF Delegate in cooperation with the home club responsible and the representatives of both teams. The EHF Marketing Supervisor, if nominated, also attends the Technical Meeting. Technical matters as well as the security concept are to be discussed in detail. The run-down of the event (ceremonies, side events, etc.) must be handed out to all participants of the meeting by the home club. The same information will be distributed to press/media representatives in the press room as well as to TV representatives during the TV meeting. An exact checklist of this meeting is detailed in the appendix section.

At this Technical Meeting, both teams shall enter all players they intend to use (no more than 16) and officials (no more than 4), in the match report. In case of a double match see point 13.

A later entry of an additional player or a later change of a registered player is not permitted.

Additional topics for the Technical Meeting (see check list – enclosure 91)

- The playing eligibility of maximum 16 players of each team is to be checked with the EHF players list.
- There is no longer any check of the passports/player licences at the Technical Meeting.
- Check of the EHF Licensed Coach.
- Technical matters of the game
- The colour of the team officials must be announced.
- Security concept of the complete event (security inside and outside the playing hall, separation of the opposing fan sectors, medical emergency resources, etc.)
- Press conference (time, place, participants) / mixed zone / flash zone
- Pre- and post-match procedure (official entry ceremony, protocol, players' presentation etc.)
- Side events (banquet, etc.)
- Organisational matters (VIP guests of opponent team, etc.)
- Special marketing and promotion activities

49 Administrative match preparation and post-match procedure

After the Technical Meeting as well as after the match the home club must provide the EHF Delegate a computer with internet access for the administrative match preparation resp. entering the match data after the match.

50 Playing eligibility

The EHF Delegate has the right to control the passports/player licences with photo of a maximum of 3 players not later than 30 minutes prior to the match.

51 Match day schedule

The following match schedule and timings must be observed for every EHF European Cup match:

09:00 hrs. Final inspection of the venue

10:00 hrs. Technical Meeting

Throw off-time minus

3:00 hrs: Completion and final inspection of playing floor (incl. lining, floor sticker, cleaning)

2:30 hrs: TV meeting in case of TV production

1:30 hrs: Rehearsal of official entry ceremony

1:00 hrs: Official start of warm up (full match lights required)

0:15 hrs: Official end of warm up

0:10 Hrs: Start of official entry ceremony

52 Official ceremonies and activities

52.1 General information

The EHF European Cup competition must be able to be identified due to their official ceremonies.

Unofficial throw offs are not permitted before the game and/or before the second halftime. Exceptions are subject to written approval by the EHF/M.

Any additional official activities (moment of silence, best player award, etc.) are subject for approval by the EHF/M.

52.2 Entry ceremony

As the entry ceremony gives the first impression of the event for TV spectators and spectators in the playing hall it is important that all players of both teams respect and strictly stick to the timings fixed in the Technical Meeting for the entry ceremony and throw off.

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



52.2.1 Escort kids

The players can be accompanied by children during the entry ceremony. This right is valid until recalled by EHF. Escort kids may be visible on TV. The following criteria must be observed if the home club chooses to involve escort kids:

- Escort kids must be used equally for both, home and away team.
- The exact procedure must be discussed in the Technical Meeting.

52.2.2 Official flags

The EHF flag and EHF European Cup flag is to be displayed in the hall and is not meant to be used for the entry ceremony. If the home club would like to display the national flags of the clubs, delegate and referees in the playing hall, then all these national flags must be displayed. EHF recommends adapting the size of those flags to the official EHF flag and the EHF European Cup flag.

52.2.3 Fair Play

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

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

52.2.4 Rundown

An individual team presentations must be carried out and finished.

The referees must stand in the middle of the playing court, wearing the official referee shirts (no track suits).

Both teams must line up in one line with the referees facing the main TV camera/judges table. The home team must line up on the left side and the guest team on the right side in the view of the main TV camera/judges table.

This part of the official ceremony shall be accompanied by the fair play text. After this part, the players approach the middle line behind each other for the handshake. The referees should be directing players to make the handshakes in the appropriate way.

52.2.5 Protocol and timings

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

The following protocol and timings shall be observed:

Throw off-time minus	
15:00 min:	End of warm up
10:00-03:00 min:	Start of the official entry ceremony Walk in of EHF Referees Presentation of EHF Referees and EHF Delegate Presentation of both teams / players line up
03:00-00:30 min:	Fair play text (in local and English version by announcer)/handshake
00:30 min:	Players are ready for throw-off
00:00 min:	Throw-off (start-up signal of EHF Delegate)

52.3 Post-match ceremony

At the end of the match the teams shall line-up and shake hands. The referees should be directing players to make the handshakes in the appropriate way.

EHF/M reserves the right to nominate a “Player of the Match” of each match of the competition.

52.4 Post-match activities

52.4.1 Mixed zone interviews

Upon request, players and coaches are available for interviews in the mixed zone (see points 44.3 and 86.3)

52.4.2 Post-match press conference and media activities

A post-match press conference/media activity can be after the end of the match. The person responsible for media/TV/statistics is in charge for the timely attendance of the participants as well as the proper implementation of the press conference/media activities (see points 34 and 44.4 and 86.4).

52.4.3 EHF European Cup Final Matches – 2nd leg

The organisation and the carrying out of the final prize ceremony is in the responsibility of the home club of the 2nd leg of the EHF European Cup Final Matches. The EHF defines the respective minimum requirements and provides the club in due time prior to the match.

X. TECHNICAL SERVICES

53 Scouting for statistics / live match ticker

The EHF implemented official match statistics for the EHF European Cup matches. The project is carried out in cooperation with the official EHF data partner and participating clubs.

The club must provide two scouts and nominate one scout for each home match. Those scouts need to be registered and fully go through a training process (availability of laptop needed) prior to the start of the current season. The knowledge of English language is mandatory for the scouts. The effort to pass the training is estimated to approx. 10 hours (containing of reading through the Tutorial, doing the multiple-choice quiz, getting familiar with the application, completing 3-4 training matches).

Besides, the club must provide a working station with good court visibility, power supply and stable internet access (wired) for the use of the scouting application.

Deadlines:

EHF European Cup Men:

Registration of scout for clubs starting in Round 1:	18.07.2023
Passing the training for clubs starting in Round 1:	18.08.2023
Registration of scout for clubs starting in Round 2:	18.08.2023
Passing the training for clubs starting in Round 2:	18.09.2023
Registration of scout for clubs starting in Round 3:	18.09.2023
Passing the training for clubs starting in Round 3:	18.10.2023
Registration of scout for clubs starting in Last 16:	08.12.2023
Passing the training for clubs starting in Last 16:	08.01.2024

EHF European Cup Women:

Registration of scout for clubs starting in Round 1:	18.07.2023
Passing the training for clubs starting in Round 1:	18.08.2023
Registration of scout for clubs starting in Round 2:	01.08.2023
Passing the training for clubs starting in Round 2:	01.09.2023
Registration of scout for clubs starting in Round 3:	13.09.2023
Passing the training for clubs starting in Round 3:	13.10.2023
Registration of scout for clubs starting in Last 16:	08.11.2023
Passing the training for clubs starting in Last 16:	08.12.2023

The cost for the required software will be borne by the EHF/EHFM resp. EHF/EHFM partner, hardware and personnel must be taken care of by the home club.

Further information will be provided. Not meeting the given deadlines will lead to penalties according to the applicable regulations at the time of the violation.

54 Digital match report

The digital match report must be used by the scorekeeper at the timekeepers' table in all EHF European Cup matches. The respective software will be provided by the EHF without any costs for the club resp. the national federation and is available in the clubs' EHFfamily for download.

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

The home club must provide a laptop with the respective digital match report software, with sufficient internet connection and power supply at the timekeepers' table.

55 Goal light technology

The EHF reserves the right to implement goal light technology.

In case the EHF makes use of this right, the clubs must be informed beforehand in good time prior to the match and additional information is to be provided at the latest at the Technical Meeting.

56 Video replay technology

The EHF reserves the right to install a video replay technology.

Please check the EHF Guidelines for the use of officiating technology for the use of the Video replay technology (see point 1).

57 Players and ball tracking

The EHF reserves the right to implement player and ball tracking in cooperation with clubs. Corresponding and defined live data will be available for clubs and media.

58 Electronic Team Time-Out ("Buzzer")

The EHF reserves the right to install and use the electronic Team Time-Out.

If a club would like to use its own Electronic Team Time-Out system a respective request must be sent to the EHF two weeks prior to the first respective match. After approval of the EHF, clubs are allowed to use the Electronic Team Time-Out and the guest teams must be informed by the home club at least one week prior to the respective match.

Please check the EHF Guidelines for the use of officiating technology for using the Electronic Team Time-Out (see point 1).

XI. FINANCES

59 Entry fees

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

Account holder: European Handball Federation
 Account number: 640 000 204
 Name of the bank: UniCredit Bank Austria AG
 Bank CODE: 12000
 SWIFT-CODE: BKAUATWW
 IBAN-CODE: AT46 1200 0006 4000 0204

	Amount	Date (men)	Date (women)
Round 1	€ 375	15.08.2023	15.08.2023
Round 2	€ 375	01.10.2023	15.09.2023
Round 3	€ 375	01.11.2023	01.11.2023
Round 4 (Last 16)	€ 375	01.02.2024	01.01.2024
Round 5 (Quarter-finals)	€ 750	01.03.2024	01.03.2024
Round 6 (Semi-finals)	€ 1.500	15.04.2024	15.04.2024
Round 7 (Final matches)	€ 2.000	15.05.2024	15.05.2024

The first payable entry fee will be reduced by € 100 as a compensation of the production costs for the EHF flag and the EHF European Cup flag (see point 87.1).

If the payment is not received in time, the entry fee shall be doubled automatically.

Each team will receive an individual ID number. Whenever payment is sent to the EHF, this number and the reason for payment must be stated.

An invoice will be sent only upon written request.

60 EHF Officials

60.1 Allowances/match package

In all matches of the EHF European Cup, the remuneration of EHF Officials appointed by the EHF shall be borne by the home club (see point 1) and must be paid prior to the match (see point 40.3).

60.2 Travel costs

In all matches of the EHF European Cup, the travel costs of officials appointed by the EHF must be paid prior to the match (see 40.3) according to the overview EHF Official compensation (see point 1).

61 Income of Audio–visual and Marketing Rights

61.1 Guaranteed disbursements

61.1.1 EHF European Cup Men:

Starting from Round 3 each club receives a compensation of € 5.000 per round.

61.1.2 EHF European Cup Women:

Starting from Round 3 each club receives a compensation of € 2.000 per round.

61.2 Taxes

The payment of the disbursements will be done according to the valid Austrian fiscal regulations and existing double taxation treatments between the countries concerned. Upon request, the clubs must provide EHF/M with the necessary fiscal documents (Certificates of Residence) in a format acceptable to the Austrian fiscal authorities.

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

61.3 Dates of payment

61.3.1 The guaranteed disbursements shall be paid out to the participating clubs after they are out of the competition, however by 31 July 2024 at the latest.

61.4 Additional advertising arrangements

Any income from the sale of admission tickets and advertising of club sponsors shall not be subject to the distribution principle and shall belong directly to the respective club.

XII. ANTI-DOPING

62 General information

Anti-doping controls may take place before, during and after a match of the EHF European Cup in accordance with the EHF Regulations for anti-doping.

In case of an anti-doping control, the anti-doping officer/s shall have easy access to the substitution area.

The EHF regulations for anti-doping and the WADA's anti-doping Code including the list of banned substances are an entire part of these EHF European Cup regulations.

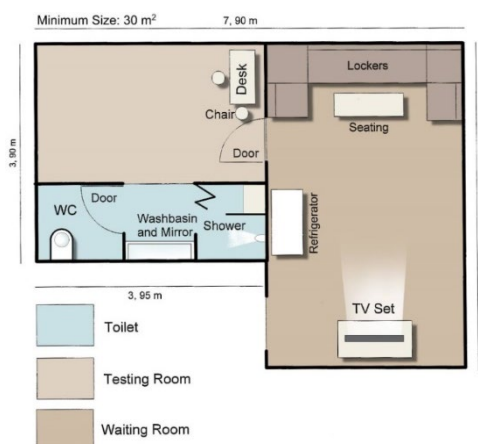
In case of anti-doping rule violations, EHF will initiate disciplinary proceedings against the perpetrators and take the appropriate disciplinary measures in accordance with the EHF Legal Regulations, the EHF List of Penalties and the EHF Regulations for anti-doping. This may include the imposition of provisional measures.

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

63 Anti-doping infrastructure

An anti-doping infrastructure complying with the WADA Anti-Doping Code and the EHF Regulations for Anti-Doping applicable at the date of the beginning of the EHF European Cup shall be available in all EHF Event venues/arenas. Such infrastructure shall include without limitation:

- An anti-doping room with working infrastructure (2 tables, 4 chairs, control equipment, etc.) for the anti-doping control staff
- A refrigerator filled with small water bottles;
- A direct access to a toilet;
- A waiting room;
- Personnel (Chaperons) for assistance, supervision of red card players, etc.



Please find below the link for the EHF anti-doping homepage with all relevant anti-doping subjects including EHF regulations for anti-doping, WADA Code, WADA Prohibited List (List is updated on annual basis and coming into effect always on January 1st of the new year) and much more important anti-doping issues: <http://www.eurohandball.com/ehf/eadu>

XIII. LEGAL MATTERS

64 General

The provisions of the EHF European Cup Regulations (incl. all documents see point 1), EHF Legal Regulations, the EHF List of Penalties and the EHF Catalogue of Administrative Sanctions apply to all legal matters including procedural aspects and disciplinary offences committed by the teams, delegations, individuals and/or EHF Officials of the EHF European Cup unless stipulated otherwise in the present section.

65 *Withdrawal (forfeit) and failure to play a match*

By entering the EHF European Cup, a club agrees to enter all rounds resulting from the match system.

A withdrawal shall result in the match/es being scored as lost with 0:10 goals and 0:2 points.

Any withdrawal after the official entry date of the competition (13 June 2023 – women resp. 04 July 2023 men at the latest) is to be regarded as a forfeit and shall lead to the consequences stipulated under article C of the EHF List of Penalties.

Failure to play a match which, after an evaluation of the respective situation, was explicitly confirmed, is regarded as a withdrawal (“Force Majeure” situation excluded) and shall lead to the consequences stipulated under articles B.8 and B.9 of the EHF List of Penalties.

A situation is considered as “Force Majeure” only if the situation resp. the circumstances of the situation occurred only after the explicit confirmation of the match by the EHF and if the situation resp. the circumstances of the situation could not be envisaged at the time of the explicit confirmation of the match by the EHF.

The EHF has the right but not the obligation to replace a team which withdraws or is regarded as withdrawn from the competition after the competition has started.

66 *Use of suspended players not eligible to participate in a specific match*

The use of a player who has been suspended and/or is not eligible to play will result in the match being scored as lost with the same result, but in any case with 0:10 goals and 0:2 points.

In cases in which a player not eligible to participate is used, this is regarded as serious unsportsmanlike behaviour, further punishments including a monetary fine up to € 15,000 and a suspension of the club until the end of the running season (cf. clause B.6 of the EHF List of Penalties) may be awarded. As a general principle throughout the regulations, acts according to legal regulations apply cumulatively.

67 Unauthorized activities

The home club has to undertake with its best effort to avoid any unauthorized activities.

67.1 Unauthorized match data collection

The home club must ensure that only officially approved scouts of the official EHF/M data partner receive accreditation resp. tickets for a match of the EHF European Cup.

The clubs must include a respective paragraph in their ticketing terms and conditions to avoid any unauthorized match data collection.

67.2 Unauthorized live streaming

It is prohibited for all accredited media representatives (exception: right holders) to record, reproduce and/or share any footage on any platform, may it be live or on demand, showing match action on the playing court from the start of the match until five (5) minutes after the end of the match.

Any accredited media representative who is recording, reproducing and/or sharing any footage on any platform recorded beyond the time limits state above, will have his/her accreditation revoked and the case must be reported to the EHF office. Repeated infringements lead to additional consequences.

The clubs must include a respective paragraph in their ticketing terms and conditions to avoid any unauthorized live streaming.

68 Protests and disciplinary procedures

68.1 Definition

Under the present chapter 'protest' shall mean any match-related claim which may have an impact on the result of a EHF European Cup match.

68.2 Exclusion of protests

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

- scheduling of and drawing for matches
- nomination of referees and delegates
- referees' decisions on facts in accordance with the Rules of the Game, including those based on EHF Delegate's recommendations

68.3 EHF European Cup – only “double” matches

68.3.1 Protests

The EHF delegate has the right and the obligation to act as legal body of first instance with regard to any protest related to double matches of the rounds of the EHF European Cup.

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

Besides, a protest fee of € 1,000 shall be paid by the claimant 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 protest is handed over. A written proof of payment of the appeal fee within the defined deadline shall be deemed sufficient.

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

The reasons for the protest as well as any relevant statement and document shall 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.

The EHF delegate takes a decision on the protest no later than 12.00 pm (noon) local time the day after the relevant match. Such decision is announced to the relevant parties in writing.

68.3.2 Appeals

Any decision taken by an EHF delegate according to the present section may be appealed to the EHF Court of Appeal, acting as an ad hoc body consisting of at least three (3) members.

Unless otherwise provided in the decision of the EHF delegate, an appeal shall be filed with the EHF Office and shall be requested to the EHF delegate in writing and in English no later than 8.00 pm local time the same day the EHF delegate's decision is announced to the relevant parties.

Moreover an appeal fee of € 1,000 shall be paid by the appellant to 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.

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

The appeal request will be transferred to the EHF Court of Appeal. The Court of Appeal takes a decision by simple majority following an express procedure no later than 12.00pm (noon) local time the day following the filing of the appeal. The decision is communicated in writing to the relevant parties.

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 EHF European Cup rounds concerned. They may be challenged in accordance with the EHF Legal Regulations.

68.3.3 Disciplinary/legal proceedings

If deemed appropriate by the EHF to ensure the proper running of the competition and/or the respect of the applicable regulations during the EHF European Cup double matches, violations of the present Regulations and/or any other EHF regulations applicable to the EHF European Cup by any team, individual and/or EHF Official are examined, decided upon and sanctioned by the EHF delegate and the EHF Court of Appeal ad hoc commission (in appeal) following an express procedure. For the avoidance of doubt, the present dispositions also apply to direct disqualifications.

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

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

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

68.3.4 Protests and disciplinary/legal proceedings arising at the 2nd leg match of a double match

Unless deemed necessary by the EHF to ensure the proper running of a EHF European Cup double match, any protest, dispute, disciplinary and/or legal adjudication arising from 2nd leg match of a double match of the respective team shall be settled through the regular EHF legal system, i.e. the EHF Court of Handball in first instance, the EHF Court of Appeal in second instance and eventually the EHF Court of Arbitration.

Regarding protests, conditions set forth above in point 68.4.1 shall be applicable.

68.4 EHF European Cup (home and away games – single matches)

68.4.1 Protests

Protests related to matches of the EHF European Cup shall be settled at first instance by the EHF Court of Handball unless they refer to matters of administrative nature defined in the Catalogue of Administrative Sanctions. In these cases, they shall be settled by the EHF Office.

Protests shall be communicated in writing and in English to the EHF Office with any relevant statement and documents no later than twenty-four (24) hours after the end of the relevant match.

Besides, a protest fee of € 1,000 shall be paid by the claimant to the EHF or a written confirmation to deduct the amount from the club account within the EHF/M within the aforementioned deadline. The receipt by the EHF Office of a written proof of payment of the protest fee no later than twenty-four (24) hours after the end of the relevant match shall be deemed sufficient.

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

68.4.2 Appeals

The decisions of the EHF Court of Handball and of the EHF Office on protests or other issues may be appealed to the EHF Court of Appeal.

Unless otherwise provided in the first instance decision, any appeal shall be received by the EHF Office in writing no later than three (3) days after communication of decision to the relevant parties.

Moreover an appeal of fee of € 1,000 shall 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 relevant parties shall be deemed sufficient.

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

68.5 Eligibility to play

The submission of protests concerning eligibility to play is not subject to any mandatory deadlines and fees.

69 Administrative restrictions

Exclusion of a team from a current competition is possible only if there is a period of not less than two (2) weeks between the EHF legal body (EHF Delegate/EHF Court of Handball/EHF Court of Appeal) ruling and the date of the match in the next playing round. The two-week period is required to ensure the proper conduct of the next round of the competition. Such sanction applies of the point of time the restricted period is over.

70 European Handball Court of Arbitration (ECA)

Any issue decided upon by the EHF Court of Appeal may be referred by any of the relevant parties to the ECA. The Rules of Arbitration for the ECA apply. The initiation of proceedings before the ECA on a specific issue does not suspend the implementation of the decision taken by the EHF Court of Appeal on such issue, unless decided otherwise by the ECA in accordance with the Rules of Arbitration for the ECA.

71 Arising costs

Rules governing the apportionment and payment of costs related to the EHF legal bodies proceedings by and between the parties are stated in Article 48 of the EHF Legal Regulations.

72 Insurance

72.1 Accident and health insurance

72.1.1 Teams

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

72.1.2 EHF Officials

Health and accident insurance for the appointed EHF Officials for the duration of their nominations is arranged by the EHF.

73 Exclusion of liability and indemnification

The EHF shall not be liable for any third-party liability claims arising from the preparation and execution of single matches or any other events in connection with the EHF European Cup.

XIV. AUDIO–VISUAL RIGHTS

74 General information

The EHF is the original, exclusive, absolute legal and beneficial right holder of all Audio-visual Rights relating to the EHF European Cup and is therefore exclusively entitled to assign such rights to third parties. Distribution and usage of rights for the EHF European Cup, relating to television, radio, film, video and internet, shall be executed by the EHF in accordance with the principles set out below. The EHF, being the original right holder, transfers the use and exploitation of the complete Audio-visual Rights for the current season to EHFM and entitles it to undertake the respective organisational measures with regards to the usage of these rights. Consequently, all Audio-visual Rights of the EHF European Cup belong to and are centrally marketed by EHFM in accordance with its respective partners.

In all matches which are played within the framework of the EHF European Cup, the exclusive rights relating to television recordings, internet recordings, radio recordings and film recordings (including video recordings) along with all other multimedia rights (including mobile rights and any further media and transmission rights not mentioned herein) belong to and shall be marketed by EHFM and its respective partners.

In case a club wishes to produce or broadcast resp. is approached by a TV company requesting the production and/or broadcasting rights for EHF European Cup matches, the club is obliged to inform EHFM immediately. Only EHFM in accordance with its respective partners have the right to confirm a host broadcaster partner and/or a broadcaster partner for the EHF European Cup.

75 TV and radio rights

75.1 TV production

In case a TV production is organised for an EHF European Cup match, the production requirements defined in the EHF Production & Broadcaster Manual (see point 1) must be met.

75.2 Usage of match footage

75.2.1 The EHF/M and its respective partners have the option of using existing TV and film footage for the production and broadcasting of a news magazine/programme at a later date (exploitation of secondary and third-party rights) free of charge. The option of using additional cameras, microphones, etc. for broadcasting matters during the match (e.g. using microphones during time-outs) shall be decided by the EHF/M.

75.2.2 Clubs interested to use TV footage or any match action on their homepage or on any club related media platforms shall inform EHFM in due time. It is not allowed to use TV footage or reproduce match actions in the playing hall at any time during a match without prior authorization of EHFM.

75.2.3 If a club intends to use TV footage or reproduce match actions on the video screens/cube of its playing hall, a respective request shall be made in writing to EHF. EHF decisions in this respect are final.

75.2.4 Match action replays are not permitted and shall not be shown on video cubes and screens in the playing hall prior to, during and after the respective match (see point 86.2.1)

75.3 Video recordings for teaching and coaching purposes

75.3.1 Upon request to the EHF, any participating club shall be allowed to make video recordings of EHF European Cup matches for teaching and coaching purposes. People making video recordings of a match on video who are unable to present an EHF permit may be asked to leave the playing hall. Due to space limitations in a playing hall, restrictions may have to be imposed. Such restrictions shall be agreed with the EHF.

75.3.2 All clubs participating in the EHF European Cup shall be permitted to make video recordings for teaching and training purposes from official home matches (also in national competitions) of other clubs which participate in the EHF European Cup. Such recordings shall be made by only one person using one camera. Such video recordings shall be shown only privately to the teams concerned for study of tactics and shall not be exploited commercially. For filming these videos, a request should be sent to EHF/M and an official confirmation is required, together with an accreditation for the respective match.

75.4 Technical requirements

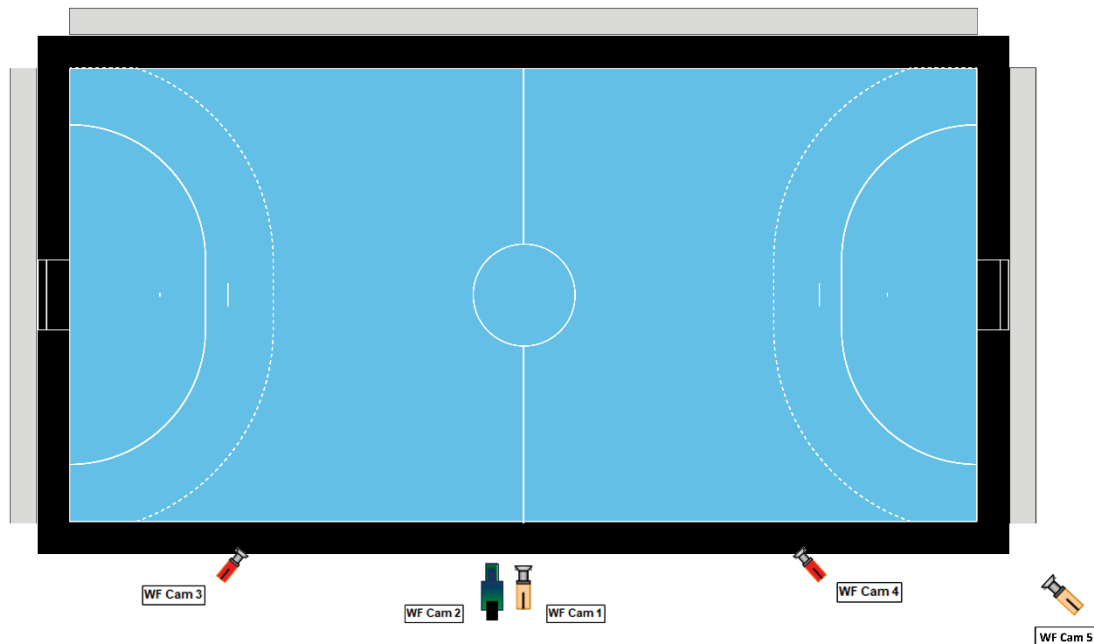
In case of TV production and in the sense of optimising high-quality TV exposure, irrespective of the event's location throughout Europe, the home club shall guarantee a professional collaboration as well as excellent working conditions for the host broadcaster and other TV right holders.

75.4.1 A parking area large enough to fit the OB van, the SNG truck and up to 4 additional trucks (production, editing, graphics and technical devices) must be available directly next to the playing hall. The exact number of vehicles will be confirmed depending on the individual preparation of TV productions. This area must be secured and closed to the public.

75.4.2 The host broadcaster's access to the venue at least 12 hours before the match shall be guaranteed. The respective accreditations (see point 39.5.1) must be issued to the TV representatives and staff.

75.4.3 Camera platforms or fixed camera positions for a minimum of 4 cameras shall be available and must be provided to the host broadcaster by the home club according to the camera plan. Spectators must be informed about possible viewing restrictions.

75.4.4 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 EHF in cooperation with the host broadcaster. The final camera positions will be communicated to the clubs 14 days prior to the first home match of the EHF European Cup. The home club shall make the respective seats/area(s) available to the host broadcaster for the positioning of cameras.



75.4.5 Power supply: Redundant broadcast technical power according to Host Broadcaster power requirements, approx.. 2 x 63 Amp, 3 x 32 Amp

75.4.6 Cable ways for all technical devices in the playing hall.

75.4.7 A working area for the statistic supplier must be made available (upon implementation of official EHF statistics by the EHF).

75.4.8 The home club shall make available the output of the electronic timekeeping device of their home matches to the host broadcaster (see point 19.2) in case of a TV production.

75.5 Multilateral feed production requirements

In case a host broadcaster produces EHF European Cup matches. Dedicated people within the home club are therefore required to cooperate with the production crew.

76 Footage rights

All participating clubs grant EHF/M the right (royalty-free) to use photos and graphic materials of players and officials as well as club names, emblems and players uniforms within the framework of the competition for non-commercial purposes.

All participating clubs grant EHF/M the right (royalty-free) to use any photo, any material (print material, ads, internet, product presentation, video etc.) produced for/at an EHF club competition match for handball/EHF competitions promotions and sport development (training, teaching, etc.) purposes.

The EHF/M 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/M 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.

Each participating club must obtain the consent of the respective players and officials participating at an EHF club competition match to the use of their image as defined here above. Each participating club must hold EHF and its partners harmless from any legal action from a player concerning the player's image rights.

77 TV meeting

In case of a TV production, a TV meeting shall be held two and half (2,5) hours prior to the start of the match with the following participants: the HB production manager, the EHF Delegate and representatives of both teams. The following points are to be discussed during this meeting (see also enclosures - check list for TV meeting or the EHF Production & Broadcaster Manual):

- TV check, done with full arena light ('match light')
- Pre-match run down - to be prepared in written form by the home club
- Detailed event schedule - to be prepared in written form by the home club
- Team line-ups must be provided to all media representatives (to be prepared in written form by the home club).
- Information regarding injuries/comebacks/new players, etc.
- Information specifying the position of the mixed zone (for interviews before/after the match)
- TV set-up, interest in interviews, implementation of EHF European Cup intro/outro/graphics - information provided by the TV representative
- Names of EHF Officials - information provided by the EHF Delegate

78 Team Time-Out production

To deliver the best quality in TV production for the World Feed (WF), all participating clubs shall be aware that the WF run-down also provides the filming of the Team Time-Outs. To this effect EHF/M requires the full cooperation of the teams. The host broadcaster will enter the Teams' Time-Out with a camera and a microphone. Each team is requested to provide access to the host broadcaster.

79 Additional media coverage

For selected matches of the EHF European Cup, EHF/M reserves the right to organize/coordinate additional media activities for TV and digital channels with the aim to improve the media coverage of the competition (see also 86.7.3).

All details about the event organization, rundown and protocol of the promoted matches will be communicated in a separate document, which will be made available in good time prior to the event. The home club shall support EHF/M in this matter. All costs arise through additional media coverage must be borne by EHF/M and/or its sponsors, partners and suppliers.

XV. MARKETING RIGHTS

80 General information

The EHF is the original, exclusive, absolute legal and beneficial right holder of all Marketing Rights relating to the EHF European Cup and is therefore exclusively entitled to assign such rights to third parties. The EHF, being the original right holder, transfers the use and exploitation of the complete Marketing Rights for the current season to EHFM and entitles it to undertake the respective organisational measures with regards to the usage of these rights. Consequently, all Marketing Rights of the EHF European Cup belong to and are centrally marketed by EHFM.

81 Sponsors, partners and suppliers

81.1 Title partner of the EHF European Cup

A title partner of the EHF European Cup has the exclusive naming right of the competition ([Title partner] EHF European Cup). A composite logo is created and communicated to all stakeholders. It must be used in all relevant communication tools relating to the competition. The respective title must be used in all official publications, press releases, press conferences, programmes, commercials, etc.

81.2 EHF/M sponsors, partners and suppliers

In case EHF/M sponsors, partners and suppliers of the EHF European Cup are announced, they shall be named according to their official engagement in the competition.

The respective titles will be communicated by EHFM separately and must be used in all official publications, press releases, press conferences, programmes, commercials, etc.

81.3 Club sponsors

EHF European Cup club sponsors shall have the right to be presented in all home matches of the respective club following the advertising positions defined in detail hereunder.

81.3.1 Nomination of club sponsors

Each club has the right to nominate eight (8) club sponsors observing the deadline given by EHFM (see point 82.1) in order to be approved by EHFM. These eight (8) nominated club sponsors must be among the current sponsors of the club. EHFM reserves the right to refuse a nominated club sponsor, if such club sponsor infringes the branch exclusivity of an EHF/M sponsor, partner and supplier.

The eight (8) approved club sponsors may be present on advertising board system and may be shown on floor advertising and in the VIP area. Changes of the eight (8) approved club sponsors during the season are not permitted.

81.3.2 Usage of clubs' Advertising Rights

The home club must make use of the reserved club advertising positions.

82 Branch Exclusivity

During all EHF European Cup matches, the EHF/M sponsors, partners and suppliers must be granted with branch exclusivity in the venues.

EHF/M reserves the right to refuse a club sponsor based on such EHF/M sponsors' branch exclusivity. Furthermore, it is not allowed to infringe the exclusive right of the official host broadcaster of the respective match and country (e.g. in case the home club announces or presents another TV partner as club sponsor than the official host broadcaster).

82.1 Deadlines

The branches of the EHF/M sponsors, partners and suppliers are to be communicated to the clubs until 15 August at the latest. Thereafter the clubs must nominate their eight (8) sponsors to EHF/M until 1 September at the latest. All exceptions are subject for written approval by EHF/M.

83 Advertising set-up

The basic advertising set-up defined hereunder shall be implemented during each EHF European Cup match. Therefore the playing hall shall be free from any unauthorized advertisement. This includes the playing court and its surrounding area. Any specific instructions from the EHF/M shall be implemented by the clubs. Most important a symmetric arrangement of the floor/board advertisements according to the floor advertising map (see point 83.2) must be maintained.

83.1 On-court advertising positions

83.1.1 Floor advertising

The number of floor stickers during each EHF European Cup match shall be limited to

- 15 floor stickers (including the centre circle) on the playing court and
- 6 floor stickers in the surrounding area of the playing court. The surrounding area includes the goals (net and goal posts) and the areas next to and inside the goals.

83.1.2 Board advertising

In case the club uses an advertising board system, it shall display animations/banners of EHF/M sponsors, partners and suppliers and the approved club sponsors (see points 22 and 83.2).

83.2 Rights distribution

All reserved club advertising positions must be used by the home club.

83.2.1 Floor advertising

Floor advertising on the playing court and in the surrounding area marked with number 1 (see chart below) is reserved for EHF/M sponsors, partners and suppliers.

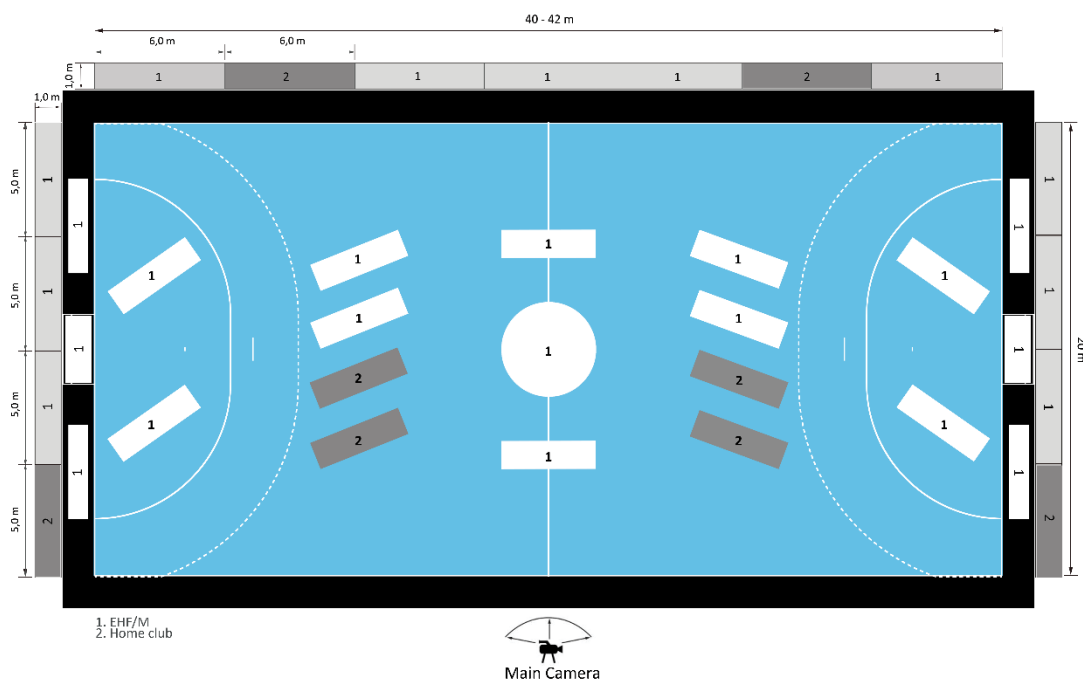
Floor advertising on the playing court marked with number 2 (positions and dimensions see chart below) is reserved and must be used for the approved club sponsors.

83.2.2 Board advertising

83.2.2.1 Set-up with a Static Advertising Board System

In case the club uses an Static Advertising Board System on the long side and the short sides of the playing court, the home club has the right to present the approved club sponsors on the board advertising positions marked with number 2 in the chart below.

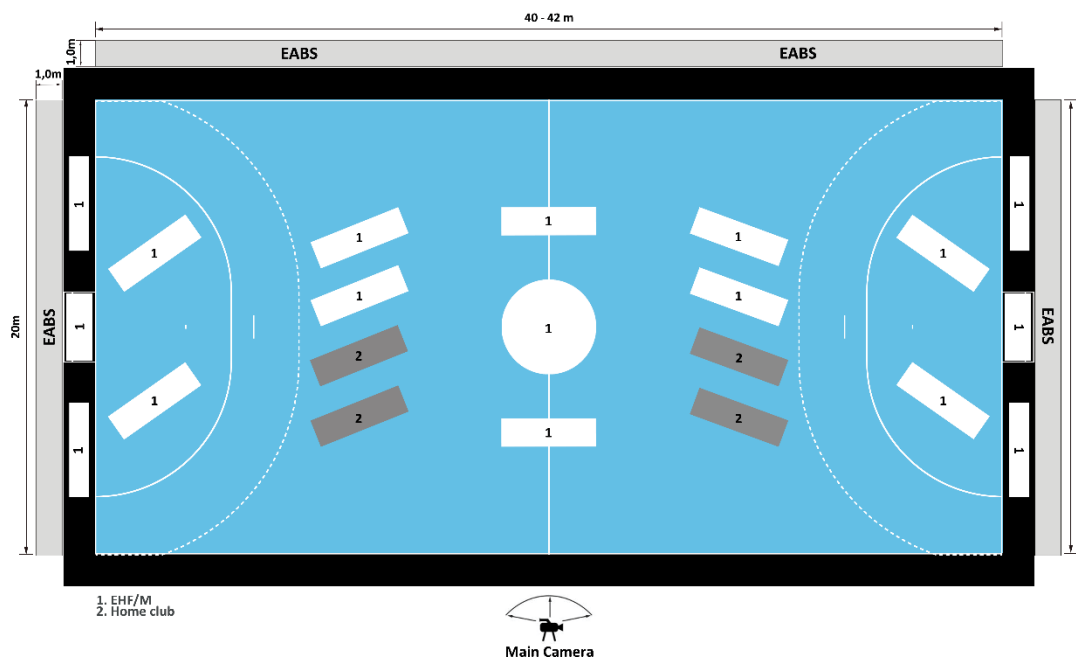
EHF/M has the right to present the EHF/M sponsors, partners and suppliers on the board advertising positions marked with number 1 in the chart below.



83.2.2.2 Set-up with an EABS

In case the club uses an EABS, the home club has the right to present the approved club sponsors for a maximum of twenty (20) minutes of TV relevant EABS presence (equals 40 thirty-seconds sequences, showing a maximum of one animation within one sequence) on the EABS.

All remaining minutes of the EABS are reserved for EHF/M sponsors, partners and suppliers.



83.3 Securing of the Advertising Rights

Any advertisement in the playing hall, positioned within the frame of an EHF European Cup match, must not be covered by spectators, organiser's staff, photographers or materials. The clear visibility of the advertising set-up in the TV picture must not be impeded by any obstacle at any time.

The home club is responsible and is held liable for the correct implementation of the advertising set-up and the clear visibility of all TV relevant advertising areas in the playing hall throughout the entire match. In case the correct implementation of the advertising set-up and clear visibility of all TV relevant advertising areas is not given, the responsibility for all arising recourse claims is with the respective club.

84 Other advertising forms

Any forms of advertising other than defined within the present regulations shall not be affixed, presented or otherwise visible in the playing hall and/or on any material, equipment and objects presented in the playing hall unless expressly agreed by EHF/M.

84.1 Referees'/officials' advertising

Advertising on the clothing of referees and other EHF Officials is reserved for EHF/M in accordance with its respective partners.

84.2 Advertising on players' kits

The Advertising Rights for the left sleeve of the players' shirts belong exclusively to the EHF/M. The EHF/M makes use of this right only in case a title sponsor for the EHF European Cup will be presented. In such a case, further information will be provided by EHF/M (see point 86.6).

Notwithstanding the 'EHF Advertising on Clothing Regulations', the advertising rights of the right sleeve of the players' shirts shall belong to the respective home club in all EHF European Cup matches.

84.3 Sponsors' promotion activities

In case EHF/M and/or its sponsors, partners and suppliers make use of the right to carry out promotion activities in the venue and the surrounding areas prior to, during and/or after a match, the clubs will be informed in good time prior to the respective match. Any cost that might arise for such promotion activities shall be borne by the EHF/M and/or its respective sponsors, partners and suppliers. The clubs have to use their best effort to support, promote and publish such campaigns.

84.4 Promotion clips

EHFM may provide each club participating in the EHF European Cup with a video file including the official EHF European Cup promotion clips of EHF/M sponsors, partners and suppliers or EHF/M event promotion. These provided promotion clips shall be shown on video screens/cube (see point 86.2.1) in the playing hall and in the VIP room(s), if available.

XVI. BRANDING

85 General information

A unique EHF European Cup branding throughout Europe is one of the main requirements to successfully promote and develop the product. The usage of the official EHF European Cup corporate identity is recommended.

Any layouts showing the official EHF European Cup corporate identity should be sent to EHF/M for approval prior to production. Templates and detailed instructions on typeface, colours, layouts, dimensions, etc. are provided in the EHF Design Guide. The home club should comply with the given EHF European Cup templates.

86 Branding areas and materials

86.1 Sign posting system

EHF/M provides templates for sign posting in the EHF Design Guide.

86.2 Venue

Advertising, banners or signage other than those authorized in the present regulations and/or by EHF/M and those related to security measures (e.g. exit signs) shall not be visible in the playing hall within the frame of EHF European Cup matches.

86.2.1 Scoreboards, video cube, fascia boards, additional LED boards

Scoreboards, screens, video cubes, fascia boards and/or additional LED boards situated in the venue may display information relating to the event and may show official EHF/M sponsors, partners and suppliers as well as EHF/M neutral branding in digital form. Informational or promotional content may be shown up until the start of the official entry ceremony resp. 10 minutes prior to the start of the match as well as during halftime until the teams re-enter the playing court and after the match.

Such boards may not be in use for commercial and promotional purposes during the match (e.g. players pictures and presented by claim or logo of a club/arena sponsors/partners when a goal is scored). However, the EHF/M reserves the right to display graphics/videos of EHF/M sponsors, partners and suppliers on those boards/cubes in specific situations while the match is interrupted. During the match only match action but no replays are permitted (see also point 75.2.4). Exceptions are subject to approval by EHF/M.

86.2.2 Timekeeper's table

A template for a timekeeper's table banner, which must be affixed to the timekeeper's table, will be provided in the EHF Design Guide. A digital table banner using the official layout may be implemented with approval by EHF/M.

86.2.3 Product placement around the playing court

The EHF/M reserves the right for product placement of EHF/M sponsors, partners and suppliers in these areas.

86.3 Mixed zone

No backdrops of other competitions must be used in the mixed zone.

86.4 Press conference room

No backdrops of other competitions must be used for the press conference.

86.5 Officials' tags

Each home club must produce officials' tags (official A, official B, official C, official D) in the respective EHF European Cup design which must be used in combination with unbranded lanyards. These tags must be provided to the EHF Delegate at least 1 hour prior to the match. The officials of both teams, which were announced at the Technical Meeting, must wear these tags during the entire match.

86.6 Official sleeve badge on players' shirts

In case EHF/M provides an official sleeve badge, it shall exclusively be used on the players' shirts for EHF European Cup matches. The usage of the official sleeve badge is an obligation for all participating teams. Any modification of the official sleeve badge design is not permitted.

Detailed information about the exact position, size and other aspects of the official sleeve badge will be provided by EHFM.

86.7 Promotional material and activities

86.7.1 Posters and Flyers

Layouts should be sent to EHFM prior to production.

86.7.2 Additional promotional material

Any additional promotional material must promote the club, a match and/or the sport of handball in general.

86.7.3 Additional promotional activities

For selected matches of the EHF European Cup, EHF/M reserves the right to organise additional promotional activities with the aim to increase the awareness of the competition. Further details about the event organization, rundown and protocol of these specially marketed matches will be communicated in a separate document, which will be made available in good time prior to the event. All costs that arise through additional promotional activities must be borne by EHF/M and/or its sponsors, partners and suppliers.

87 Production

87.1 Production obligations

The production of advertising materials of club sponsors used in the EHF European Cup is in the responsibility of the home clubs. In case an EABS system is used, the home club is responsible for the production of the EABS animations of the clubs sponsors and to generate the playlists for each match, respecting the EHF/M Advertising Rights (see point 83.2).

The production of advertising materials and EABS animations of EHF/M sponsors, partners and suppliers used in the EHF European Cup is in the responsibility of EHF.

The home club must produce the EHF flag (1x2 m) as well as the EHF European Cup flag (1x2 m). These flags must be displayed in the playing hall accordingly. The costs have to be borne by the home club (see point 59).

Further information about the production and cost obligations are defined in in the appendix point 88.

87.2 Installation of floor stickers

The floor stickers shall only be installed on a cleaned and dry floor. The positioning and installation of floor stickers shall be completed by a sufficient number of persons but at least 2 persons.

XVII. APPENDIX

88 Checklist – organisation/production and cost obligations

The following chart provides an overview on the most important obligations in terms of organisation/production and costs.

Type of cost	Organisation/ production obligation	Cost obligation
Draws & Workshops: accommodation/board	Clubs	Clubs
Draws & Workshops: travel expenses	Clubs	Clubs
Entry fees	-	Clubs
Late entries	-	Clubs
Playing hall (rental fee, training facilities, technical equipment, etc.)	Home club	Home club
Site inspections (1) travel expenses/allowance of EHF Officials	EHF/M	EHF/M
Site inspections (1) board, lodging/local transport of EHF Officials	Home club	Home club
Site inspections (2) - optional - travel expenses/allowance of EHF Officials	EHF/M	Home club
Site inspections (2) - optional - board/lodging, local transport	Home club	Home club
Floor (set-up/storage/maintenance/material/utilization)	Home club	Home club
Water guest team/EHF Officials in the playing hall	Home club	Home club
Timekeeper/scorekeeper/announcer/security/technical staff/medical staff/other staff, etc.	Home club	Home club
EHF Referees/Delegates:		
- Travel arrangements/visa	Home club	Home club
- Board and lodging/local transport/working facilities	Home club	Home club
- Match package	Home club	Home club
Guest club:		
- Travel arrangements/visa/board and lodging (complete stay at the away match)	Guest club	Guest club
- Bus for the local transport of the guest club	Home club	Home club

TV production	Host broadcaster resp. home club	Host broadcaster resp. home club
Commentary positions (installation facilities)	Host broadcaster resp. home club	Host broadcaster
Commentary positions (ISDN lines, telecom, etc.)	Host broadcaster resp. home club	Host broadcaster
TV studio set-up	Host broadcaster	Host broadcaster
Provision of power and internet to OB van	Home club	Home club
Branding:		
- Storage branding material	Home club	Home club
- Staff and technical items for advertising set-up/removal	Home club	Home club
- Official designs	EHF/M	EHF/M
- Playing court (floor stickers for EHF/M sponsors. etc)	EHF/M	EHF/M
- Playing court (floor stickers for club sponsors)	Home club	Home club
- Timekeeper's table	Home club	Home club
- Media information	Home club	Home club
- Tickets/accreditations	Home club	Home club
- Promotional material (posters, flyers)	Home club	Home club
- Signposting system	Home club	Home club
- Official flags 1 x 2 m for playing hall	Home club	Home club
- Production official EHF player's badge (if provided by EHFM)	Home club	Home club
Player's shirts	Home club	Home club
EABS:		
- Shipment/transport	Home club	Home club
- Storage	Home club	Home club
- Staff and technical items for EABS set-up/removal	Home club	Home club
- Operation	Home club	Home club
- Animations club sponsors	Home club	Home club

- Animations EHF/M sponsors, partner and suppliers	EHF/M	EHF/M
- Playlist EABS	Home club	Home club
Static board system:		
- Shipment/transport	Home club	Home club
- Storage	Home club	Home club
- Staff for set-up/removal	Home club	Home club
Insurance:		
- Health and accident insurance - EHF Officials	EHF/M	EHF/M
- Health and accident insurance - Teams	Clubs	Clubs

89 Check list – security briefing

- Welcome and introduction by the EHF Delegate
- Check of list of participants by the EHF Delegate
- Who is who?
- Explanation of preparatory measures by the home club
- Security concerns: the guest club representative provides information about potential sources of danger and special characteristics of the guest club fans and announces the end chosen
- Presentation of the safety and security plan by the club responsible
- Information about access and escape routes, routes for referees and clubs, past problems and incidents, etc. provided by the playing hall responsible
- Information about the number and strategic deployment of police forces inside and outside the playing hall, control of the entrance area and the emergency plan provided by the police officer in charge
- Information about the number, training and deployment of staff in the playing hall, controls in the entrance area and accessibility of steps and stairways provided by the security/tickets responsible
- Information about the number, training and location of staff provided by the Security/tickets responsible
- Information about the number, training and location of staff provided by the Officer in charge of fire fighters
- Explanation of organisational details of the competition and how to deal with problem situations (including references to past experience) provided by the home club responsible
- Information about the number of spectators expected and provision of a map of the playing hall by the home club responsible
- Who is seated where? (fans of home club and guest club, VIPs, press, additional members of the guest club delegation) - sketch
- Information about traditions and ceremonies in connection with the match
- Additional problem areas
- The EHF Delegate highlights potential problem areas (objects being thrown onto the playing court, bengal fire sticks, clashes among spectators, smoke bombs, invasion of the playing court, assaults on referees, etc.) and optimises the safety and security plan in consultation with the officers in charge

- Finally, the operating plan is approved
- The EHF Delegate shall announce where they will be positioned during the match
- Communication aids, equipment, pagers, walkie-talkies
- Strategy for 'worst case scenario/emergency plan'

90 Check list – venue set-up

Technical set-up / equipment:

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

- Availability of air-conditioning/heating
- VIP seats in the arena
- VIP room

91 Check list – Technical Meeting

- Welcome words by the EHF Delegate
- Who is who
- Introduction and explanations by a representative of the home club
- Explanations on relevant points in the regulations and information on the competition
- General timetable (side events etc.)
- Procedure before, during and after the match
- Detailed rundown of the official entry ceremony
- Routing of players before and after the match
- Press conference procedures
- Marketing matters
- Check of the players' clothing
- Check of delegation lists
- Check of EHF Licensed Coach
- Venue
- Information on the playing court and the substitution area
- Safety and Security measures concerning clubs and officials
- Hall capacity
- Information on the ticket sales
- Entrance control
- Technical equipment, TV, marketing
- DMR (Laptop, power supply, internet connection, training scorekeeper)
- Safety and security measures concerning spectators and first aid
- Questions by home/guest clubs
- Accompanying programme
- Miscellaneous
- Closing

92 Check list – TV Meeting

- Time schedule
 - Briefing 2,5 hours before the throw-off of the match (duration: 10 minutes)
- Place
 - All participants shall be informed about in good time prior the meeting by the home club representative
 - Meeting should take place in the playing hall or the TV broadcast vehicle
- Participants
 - EHF Marketing Supervisor (leads the meeting)

- EHF Delegate (if no EHF Marketing Supervisor nominated leads the meeting)
 - Representative of home club
 - TV producer / Editorial responsible on-site
 - Representative of guest club (upon request of the EHF Marketing Supervisor / EHF Delegate)
- Agenda for Briefing (before the match)
- Information given by the club representative / EHF Marketing Supervisor:
- Presentation of participants
 - General schedule of event (throw-off time, expected crowd)
 - Detailed run down: 60 min before match until throw-off; half-time programme and schedule after the - match (to be handed to all participants – see point 2, chapter 10 of the EHF European Cup Regulations)
 - Special arrangements / side event
 - Injuries / comebacks / new players, etc.
 - Up-to-date team line-ups (place/time of delivery or pick up)
 - Names of EHF Referees
 - Name of EHF Delegates/representatives
 - Name of VIPs
 - Attitudes in case of unforeseen incidents (injuries, problems with fans, etc.)
 - Check of accreditation list for the event (TV, Web TV and Radio representatives)
 - Coordination of interviews in Flash zone / playing court after the match
 - Interviews to be carried out in the mixed zone
- Information given by the TV representative:
- Programme schedule of today's match (live/delayed)
 - TV set-up (number of cameras, general set-up, use of mobile cameras during time-break, etc.)
 - Interest in interviews (time/place/player to be defined)
 - Use of EHF European Cup graphics (intro/outro/statistics)
 - TV floor manager contact for EHF Marketing Supervisor
- Miscellaneous and synchronisation of watches
- Closing