



International  
Handball  
Federation

## **VII. Guidelines for the Work of IHF Nominees at IHF Competitions**

**Edition:** 23 July 2016 (the entire regulation is currently being updated by the relevant bodies)

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## ARTICLE 1

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### I. Introduction

1. As a rule, the IHF engages one Official and two Technical Delegates at each match in its competitions.
2. The IHF Official bears overall responsibility that the match is held in an orderly way. He supervises the Technical Delegates, gives them support when applying the Substitution Area Regulations, intervenes in the case of unforeseeable occurrences (power failure, spectator interference, act of God or similar) and with his signature confirms that the entries in the match report are correct.
3. The Technical Delegates, with the timekeeper and scorekeeper, appointed by the Organiser, handle the technical supervision of the match. Wherever possible, before, during and after the game, they must pay careful attention to all events and prevent incidents that could result in a protest and have consequences from the technical viewpoint of the game. During the match they should concentrate on the game and the work of the scorekeeper and timekeeper.
4. In general there are the different categories of IHF nominees involved in IHF competitions:
  1. IHF Representatives
  2. IHF Officials
  3. IHF Technical Delegates (timekeeper/scorekeeper)
  4. IHF Referee Observers
  5. IHF Match Analysts
  6. IHF Inspection Delegates
  7. IHF Referees (please refer to the IHF Regulations for International and Continental Referees)



## ARTICLE 2

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### II. Generalities

1. All IHF nominees shall wear the official IHF clothing in compliance with the dress code. In addition, they shall cover any tattoos or other body paintings when acting in public on behalf of the IHF.

2. The “step-by-step” principle shall apply for nominees deployed at IHF competitions. Nominees and candidates shall undergo different stages in order to be promoted to the next level. The IHF bodies in charge shall evaluate their performance every time they have been deployed at an IHF event.



## ARTICLE 3

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### III. IHF Representatives

#### 3.1. Qualification

IHF Representatives must:

- a. be a member of the Executive Committee or Council members
- b. have theoretical knowledge of the game and the event (handball rules and all competition-related regulations)
- c. be able to communicate in English
- d. be nominated by the IHF Executive Committee

#### 3.2. Duties of IHF Representatives

1. IHF Representatives shall attend official occasions and events as part of the IHF competition to represent the IHF. In case more than one Representative is deployed at a venue, the highest-ranked Representative will be present at official events on behalf of the IHF.
2. According to the nominations issued by the Competition Management, IHF Representatives shall attend the matches they have been appointed to.
3. IHF Representatives shall cooperate with the Organiser and the parties involved in the event in order to ensure the smooth running of the competition. In case of dispute the Representative, together with a member of the Competition Management and a member of the Head Office, shall act on behalf of the IHF towards other parties.
4. IHF Representatives shall be ready to listen to any requests raised by the IHF nominees, the Organiser and the participating teams.



## ARTICLE 4

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## **IV. IHF Officials**

### **4.1. Qualification**

IHF Officials must:

- a. have been a member of the IHF Council, Chairman of a Commission or adjudicating body or member of an IHF Commission for at least ten years
- b. have very good theoretical knowledge of the game and the event (handball rules and all competition-related regulations)
- c. be able to communicate in English
- d. be nominated by the IHF Executive Committee

### **4.2. Duties of IHF Officials**

1. IHF Officials have to work at the judges' table together with two Technical Delegates in a match of the relevant IHF competition.
2. IHF Officials bear overall responsibility that the match is held in an orderly way. They supervise the Technical Delegates, provide support when applying the Substitution Area Regulations, intervene in case of unforeseeable occurrences (power failure, spectator interference, act of God or similar) and with their signature confirm that the entries regarding the IHF nominees in the match report are correct.
3. IHF Officials must ensure that the parties involved comply with the Regulations on Advertising and the Equipment Regulations.
4. IHF Officials with help of the Technical Delegates shall supervise that these regulations are adhered to.
5. IHF Officials may allow or forbid TV cameramen brief access to special areas.
6. IHF Officials deployed have the right to interrupt the game and draw the attention of the referees to a possible violation of the Rules, except in the case of decisions made by the referees on the basis of their own observations of facts.  
The referees are obligated to give out personal punishments in accordance with the instructions of the Official. Facts related to a violation of Rules 8.6 or 8.10 are to be reported in writing.
7. If the referees do not take action against an infringement of the regulations, even though they have been made aware of it, the Technical Delegate must submit a written report to the Competition Management, which shall decide appropriate measures.

8. If one or both of the referees nominated have to withdraw during the match, the IHF Official appointed to the match may decide to replace the referee couple by the referee couple named substitute referees for the named match. If there is no substitute couple available, the IHF Official deployed shall decide how to finish the match on the basis of the possibilities open to him.
9. If during a match the conduction of the match seems to advantage of one of the teams, the Official has the possibility to stop the match and to advise the referees on his impression. In extreme cases the Official can suspend the referees from their match and the match will then be conducted by the nominated substitute referees.

#### **4.3. Tasks and Actions of the IHF Official in the Case of Special Occurrences**

1. In unforeseeable circumstances (power failure, spectator interference, act of God or similar), the IHF Official must intervene. He is obliged to intervene when the continuation of the match is no longer assured under normal circumstances.
2. The remaining time of a match interrupted by unforeseen events should, if possible, be completed with or without spectators the same day.
3. If, after exhausting all possibilities, it is not possible to continue the match the same day, it shall be continued the following day with the same score and the remaining playing time with the throw that corresponds to the match situation at the time of the interruption.
4. The Competition Management shall reschedule a match in connection with the local Organiser.
5. In the case of special occurrences during the game, the IHF Official shall decide alone. In such cases he shall inform the Competition Management immediately. In difficult cases, it is urgently recommended that he first consult with the Competition Management.



## **ARTICLE 5**

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### **V. IHF Technical Delegates (Timekeeper/Scorekeeper)**

#### **5.1. Qualification**

1. IHF Technical Delegates (timekeeper/scorekeeper) must.

- a. be officially proposed by their National Federation or a Continental Confederation to be on the IHF delegates list, or be a member of an IHF Commission.
  - b. participate in a course for IHF Technical Delegate (timekeeper/scorekeeper) candidates.
  - c. pass the official tests as established by the IHF-PRC and COC, showing sufficient English language skills and knowledge of the IHF Rules of the Game, the Statutes and all further Regulations.
  - d. be in possession of the official IHF Technical Delegate (timekeeper/scorekeeper) license, which is awarded after passing all official tests as part of the course for IHF Technical Delegates (timekeeper/scorekeeper).
  - e. not be older than fifty-five (55) years of age when taking part in an IHF Technical Delegate (timekeeper/scorekeeper) course for candidates and will not be considered IHF Technical Delegate (timekeeper/scorekeeper) after the age of seventy (70).
2. Each Member Federation is allowed to have a maximum of five (5) IHF Technical Delegates (timekeeper/scorekeeper) on the official IHF List.
  3. In the event that IHF Technical Delegates (timekeeper/scorekeeper) have not acted as an IHF Technical Delegate at IHF events for two years, they must participate in the official IHF Technical Delegate course again.
  4. IHF Technical Delegates (timekeeper/scorekeeper) must be regularly deployed at national or continental level.

## **5.2. Duties of IHF Timekeepers/Scorekeepers**

1. IHF timekeepers/scorekeepers take part in daily meetings and attend official events as part of the IHF competition.
2. IHF timekeepers/scorekeepers shall behave and act in compliance with the IHF Regulations.
3. Technical Delegates, including local timekeeper and scorekeeper appointed by the Organiser, handle the technical supervision of the match. Wherever possible, before, during and after the game, they must pay careful attention to all events and prevent incidents that could result in a protest and have consequences from the technical viewpoint of the game. During the match they have to concentrate on the game and the work of the scorekeeper and timekeeper.

4. The Technical Delegates' main task and responsibility is to ensure that the match takes place in an orderly way. They should try to avoid any kind of situation that could lead to formal protests. On the other hand, Technical Delegates are not referees. The referees alone are responsible on the playing field. The referees make all decisions in a match. Nevertheless, Technical Delegates can interrupt play if necessary and draw the referees' attention to what they think is a violation which could lead to a protest. This does not include decisions made by the referees on the basis of their own observations of facts. Technical Delegates are not empowered to take decisions but just make recommendations.
5. Technical Delegates must ensure that IHF provisions (Statutes, Regulations and Rules of the Game) are adhered to. During IHF competitions they are obliged to carry with them the IHF Statutes and Regulations, as well as the latest edition of the Rules of the Game including the Substitution Area Regulations, and a stopwatch.
6. Technical Delegates are obliged to sit at the judges' table all the time so that they may view the substitution area at all times and if necessary intervene in the match.
7. Technical Delegates shall check that necessary accessories at the table are present, such as reserve clock, a stopwatch for the timekeeper, whistle (or other signalling instruments).
8. Technical Delegates shall check that official IHF balls are present.
9. Technical Delegates shall check the functionality of the electronic clock and the scoreboard. Official clocks may be used only if they can be operated from the table. If properly functioning official clocks are not available or if the official clock cannot be operated from the table, the timekeeper shall use the official reserve clock.
10. Technical Delegates shall make sure that the official match report sheet is available. Technical Delegates must ensure that the team officials are indicated in the match report including the identification A, B, C, etc.
11. Technical Delegates shall ensure that the official match report sheet is completed with a typewriter or a computer.
12. With reference to the current rulings and decisions of the Technical Meeting at the start of the IHF event the following needs to be checked.
  - a. Names and numbers of players engaged. Compare the players' numbers with the player line-up (each player must wear the same number throughout the tournament).
  - b. Players' clothing. The teams must wear the colours agreed in the Technical Meeting before the start of the event. If there is still a conflict between the colours of the teams the team named second in the match schedule is obliged to change, so this team is obliged to bring both sets of clothing.



- c. The players must wear visible numbers that are at least 20cm high in the back of the shirt and at least 10cm in the front. The numbers used shall be from 1 to 99. Cycling pants are permitted, but they must be of the same colour like the shorts or all players must wear the same colour.
  - d. The goalkeepers of one team must have the same shirt colours, including the colour of a 'sleeveless shirt' the team may use for a 'temporary' goalkeeper. Players acting as a 'temporary' goalkeeper must wear their player number.
13. Technical Delegates shall ensure that the 'responsible team official' of each team signs the official match report form until 10 minutes before the start of the match.
  14. Technical Delegates shall supervise the IHF's Substitution Area Regulations together with the IHF Official.
  15. Technical Delegates are responsible for keeping the correct playing time. If timekeeping at the table should be incorrect, the judges alone decide on the correct playing time.
  16. The IHF Technical Delegates are responsible for the judges' table.
    - a. The table shall be at the mid-point of one of the court sidelines, at a distance of 1.5m if possible.
    - b. The table must have room for six persons to work and be at least 3.50m long and 50cm wide. Any advertising attached vertically to the front of the table must not exceed the length or height of the table. Substitution area markings must be visible from the table.
    - c. Seating arrangements at the table are, left to right, looking at the court (or vice versa), Official, Technical Delegate, timekeeper, scorekeeper, Technical Delegate.

### **5.3. Further Tasks of the IHF Timekeeper**

1. Control the orderly installation and occupation of the substitution areas (Rule 4.1 and Substitution Area Regulations).
2. Control the playing time, interruptions of playing time, periods of suspension and players entering and leaving the court.
3. Start the clock when the referee gives the opening whistle and control of the automatic closing signal at the end of the playing time.
4. Stop immediately the official clock during time-outs and restart it when the game is being restarted. The timekeeper shall immediately stop the clock if the referees or one of the IHF nominees at the table give a whistle signal.

5. Confirm each penalty announced by the referees (a player suspension which the referee has clearly shown to the player concerned and the timekeeper by holding up one arm with two fingers outstretched, starts when the whistle is blown to restart play).
6. Check that.
  - a. suspended players remain on the substitution bench during the suspension period
  - b. disqualified players or officials have left the substitution area before the match is restarted.
7. Announce the end of the suspension period
  - a. by the electronic display, if this is linked to the official clock; or
  - b. by placing on the table official cards bearing the re-entrance time on both sides (They must be visible to the 'responsible team official' of both teams and to those at the table).
8. Show a red card very clearly, when the referees decide a third 2-minute suspension to a player who, consequently, is disqualified. If the referees do not seem to react, blow the whistle to get their attention.
9. Supervise that players leave and enter the court only through the markings for their own substitution area. (Show the referees substitution errors immediately by a whistle signal.)
10. Support the referees in keeping to the exact times for the half-time break (fifteen minutes from the automatic closing signal at the end of the first half to the referee whistle for the second half).
11. Keep the official playing balls during the half-time break provided no other arrangements were made with the referees.
12. Make sure that playing time interruptions / time-outs are publicly announced over the loudspeakers if official clocks are not used.
13. In all other cases of doubt concerning the timekeeper's job, the IHF Official alone shall decide.

#### **5.4. Further Tasks of the IHF Scorekeeper**

1. Check the list of players and their numbers and the orderly entry of information about the match in the match report.
2. Note the following facts during the game on a separate sheet.
  - number of goals, with half-time score and final score
  - player numbers of scorers
  - warnings, including the players' number(s)

- suspensions and disqualifications
  - number of 7-meter-throws for both teams
  - exact time when team time-outs are granted
3. In case of players listed in the team line-ups who arrive too late, ensure that these players, including the players' numbers, are also listed in the official match report sheet (only then permission to participate is granted- see Rule 4.3 of Rules of the Game).
  4. Possess at least one stopwatch to support the timekeeper in case of suspensions.
  5. In all cases of doubt concerning the scorekeeper's job, the IHF Official alone shall decide.



## ARTICLE 6

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### VI. IHF Referee Observers

#### 6.1. Role

IHF Referee Observers are responsible for the evaluation of IHF referees during official IHF competitions.

#### 6.2. Qualification

The IHF-PRC shall choose candidates acting as IHF Referee Observers from a group of best former IHF referees, former and active IHF Technical Delegates, and other people active in handball, and shall submit a list of candidates to the IHF Executive Committee for approval.

#### 6.3. Requirements

Candidates must fulfil the following requirements.

- Perfect knowledge of Rules and Regulations; reading the match / Rules technique / application of Rules
- Experience from participation in coaching courses or symposia
- Experience as a lecturer
- Motivating skills
- Observation skills
- Serious attitude but charisma to attract and impress young people
- Teaching and educational abilities
- Highly-esteemed 'expert'

- Good knowledge of English language
- Ability to handle stress
- Sporting development
- Ability to provide psychological assistance
- Ability to find reasons for mistakes (analysing ability)
- Patience and tolerance
- Leading example
- Oratory
- Participation in at least three (3) IHF competitions

#### **6.4. Appointment**

The IHF Executive Committee may appoint IHF Referee Observers for all IHF competitions and qualifications to IHF events. The number of IHF Referee Observers for each competition is determined by the IHF Executive Committee after consultation with the PRC.

#### **6.5. Analysing Referee Performance**

1. IHF Referee Observers must be able to work with the IHF analysing programme.
2. IHF Referee Observers must present their analyses to the referees concerned in a personal discussion.
3. IHF Referee Observers should present video analyses as part of the daily referee meeting.



## **ARTICLE 7**

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### **VII. IHF Match Analysts**

#### **7.1. Role**

IHF Match Analysts are responsible for the evaluation of matches, analysing tendencies and new trends of handball during official IHF competitions.

#### **7.2. Qualification**

The IHF-CCM shall choose the candidates acting as IHF Match Analysts from a group of best former or active players, coaches, and other people active in handball, and shall submit a list of candidates to the IHF Executive Committee for approval.

### **7.3. Requirements**

The candidates must:

- a. have good knowledge of the English language,
- b. have good knowledge of the game,
- c. have good teaching and communication skills,
- d. expertise in the area of match evaluation,
- e. be competent and familiar with the presentation of results.

### **7.4. Appointment**

The IHF Executive Committee may appoint IHF Match Analysts for all IHF competitions and qualifications to IHF events. The number of IHF Match Analysts for each competition is determined by the IHF Executive Committee after consultation with the CCM.

### **7.5. Analysing the Match**

1. IHF Match Analysts must be able to work with the IHF analysing programme.
2. IHF Match Analysts shall make contributions to the IHF website and special IHF publications.
3. IHF Match Analysts must be in close contact with the head coaches of all teams to discuss tendencies and special features of the game.
4. IHF Match Analysts shall select the “Player of the Match”
5. IHF Match Analysts, in cooperation with the IHF Head Office, shall select the members of the All-Star Team during an official IHF event and shall define the nomination process.



## **ARTICLE 8**

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### **VIII. IHF Inspection Delegates**

#### **8.1. Role**

IHF Inspection Delegates inspect facilities of bidders and hosts of World Championships and draw up technical inspection reports.

## **8.2. Qualification**

The IHF-COC shall choose the candidates to act as IHF Inspection Delegates from a group of most experienced handball people involved in organising events and other people active in handball, and shall submit a list of candidates to the IHF Executive Committee for approval.

## **8.3. Requirements**

The candidates must have:

- a. good knowledge of English,
- b. good knowledge of event management and of technical regulations and requirements of the IHF.
- c. been part of an Organising Committee of one major IHF event, be a COC member or a well experienced person who had carried out at least (3) three inspection visits on behalf of the IHF.

## **8.4. Appointment**

The IHF Executive Committee appoints Inspection Delegates for all IHF competitions upon proposal coming from the IHF-COC.

## **8.5. General Conditions**

1. The inspection as part of the bidding procedure shall be carried out at least two months before the awarding of the event by the Council or the Congress respectively.
2. Technical inspections after the awarding of an event shall take place at least 9 months prior to the event.
3. Parties attending these inspections are the Local Organising Committee, the Organising Committee, the National Federation, persons in charge of marketing on behalf of the Organiser. On behalf of the IHF the Inspection Delegate, a representative of the IHF Sport Department, the IHF Marketing Department will attend the inspection. Representatives from the TV rights-holder and the host broadcaster as well as members

of the NOC, representatives from the government or politicians might attend the inspection.

4. All possible venues including hotels, halls, airports, etc, shall be inspected.
5. Procedure of hall inspection.
  1. Meeting in a meeting room of the hall
  2. Introduction of participants
  3. Presentation of the hall through the responsible persons
  4. Brief information about the infrastructure by using technical drawings and plans.
  5. Tour of the hall where the following tasks should be settled.
    - a) Position of the main camera  
After the main camera is defined, the group should split and those in charge of TV will take care of the TV-technical matters.
    - b) Positioning of other cameras
    - c) Position of studio
    - d) Commentator seats
    - e) TV Compound
  6. The IHF Inspection Delegate takes care of the infrastructure and the technical equipment, in particular:
    - a) Changing rooms
    - b) Referee changing rooms
    - c) Mixed Zone
    - d) Workplaces for the press in the hall
    - e) Work area for the press
    - f) Press conference room
    - g) VIP area
    - h) Office possibilities
    - i) Doping-control area
    - j) Scoreboard
    - k) Support table area (statistics, service and announcer)
    - l) Substitution area
    - m) Table of judges
  7. Further, the IHF inspection team must check the questionnaire/form for inspections filled in by the organiser and complete it if need be.
  8. A closing meeting shall be held at the end of the inspection. The Organiser must provide the IHF with the drawings of the halls in order to place the defined

positions and areas. When done so, the IHF asks the owner of the hall to reproduce the drawings including the IHF-relevant areas marked in colour.

6. Procedure of hotel inspection.

The IHF inspection team should inspect the following areas.

- a) Lobby
- b) Rooms (all standards available)
- c) Restaurant
- d) Fitness room
- e) Business Centre
- f) Meeting rooms
- g) Internet facilities

The hotel inspection form has to be filled in by the Organiser prior to the inspection. The IHF Representative on site will then check the hotel form and complete it if need be.

7. Inspection Delegates must be available for further inspections if need be.

8. Inspection Delegates must be available for requests coming from the TV rights-holder.

### **8.6. Duties**

1. IHF Inspection Delegates are responsible and available for all inspections to be carried out in the country concerned.
2. Inspection Delegates shall evaluate the inspection results and submit a report saying whether or not the applicant is able to host a World Championship.
3. Inspection Delegates shall ensure that the inspection forms are filled in correctly and are returned to the IHF Head Office in time.



## **ARTICLE 9**

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### **IX. Travel Expenses and Daily Allowances**

1. Travel arrangements shall be made according to the IHF Regulations.
2. The participant of IHF courses for Delegates or the National Federation concerned must bear the travel costs themselves.
3. Board and lodging during the IHF course for Delegates is covered by the IHF.
4. The IHF shall not pay daily allowances to the participants of IHF courses for Delegates.
5. The licence shall be issued free of charge.