



**International
Handball
Federation**

**VI.
List of Duties
for Official
IHF Competitions**

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1. Planning

- 1.1.** According to the Bylaws, the IHF will normally offer the organisation of an official competition to member federations at a Congress.
- 1.2.** The IHF shall announce the competition to member federations, stating the application deadline and the financial conditions.
- 1.3.** When applying to organise a competition, member federations shall name dates and the financial conditions by presenting a complete application file including all details respecting the set deadline.
- 1.4.** Either the IHF Congress or the Council shall award the organisation of the championship.
- 1.5.** The organiser shall propose the date and location of the public draw, to be held under the management of an IHF representative.

2. Organisation

- 2.1.** In principle, according to article 27 of the IHF Bylaws, a competition is an event of the International Handball Federation and not of the organiser. All matters concerning organisation shall be discussed with and approved by the IHF.

Two co-workers appointed by the IHF shall sit on the organising committee and have a vote. The organiser shall assume their costs.

- 2.2.** Before the venues are selected, in cooperation with the IHF, the respective television company shall be contacted in view of technical transmission possibilities.

The COC shall draw up the match schedule. The organiser shall propose venues, and once the IHF has checked them, pass them on to the participants who have registered.

- 2.3.** IHF representatives shall inspect the playing halls and check the event's organisation, on dates proposed by the organiser. Special attention will be paid to flooring, lighting and safety area (technical section). Reference is made to the IHF form for the inspection of playing halls.
- 2.4.** The International Handball Federation, in agreement with the organiser, shall lay down the number of IHF officials, technical delegates and referees and nominate them.
- 2.5.** The organiser shall make written invitations to the IHF representatives, officials, technical delegates and referees nominated containing all further details on the event, with a copy to the IHF Head Office.
- 2.6.** The international media – press, radio and television – shall also be informed and invited according to the Media Regulations.
- 2.7.** Bulletins should keep IHF representatives, referees, participants and the mass media continually informed of details of organisation and accommodation, meals, etc.
- At the same time, members of the Council and the COC should be informed through the Head Office.
- 2.8.** The organiser shall draw up a training plan, taking account of the match schedule, which shall be published once it has received IHF approval.
- 2.9.** The organiser shall request from participating teams the names of delegation members, travel details, various information, team line-up including players' numbers. These details must be passed on to all participants including officials, referees, the IHF, the media, etc.
- 2.10.** Before the start of the event, the organiser shall distribute to all WCh participants and the media the official WCh bulletin (official player lists with numbers, further details, etc.). Furthermore the organiser has to launch an official competition Web site (in English) in due time.

3. Organisation duties

3.1. Playing halls

The playing halls must comply with international requirements and IHF regulations.

Court flooring must comply with the standards of the European Committee for Standardisation (CEN) and the IHF Ball Regulations in respect of elasticity and non-skid surface.

The court floor approved by the IHF shall bear handball markings only. Regarding junior and youth competitions the International Handball Federation may grant exceptions.

Playing halls shall have perfect, even, no-glare lighting that complies with television transmission requirements.

Separate locker rooms and sanitary installations (including for doping tests) shall be available for teams, referees and IHF officials (with appropriate signs on the doors).

The same applies to the VIP room and press working offices.

A doctor and a paramedic shall be available throughout the matches, as well as transportation facilities to the nearest hospital.

Provided the IHF's Council does not decide otherwise for special reasons, the flags of the IHF and the participating member federations shall be shown in the playing halls; at World Championships the flags of all participating federations may be hoisted at the opening and closing ceremonies.

The playing halls shall be made available to participating teams to a reasonable extent for training.

At World Championships or Olympic Games, the organiser shall provide the IHF with an office with appropriate equipment and telephone line in one of the central playing halls and the hotel of the IHF officials. The IHF has to inform the organiser about the equipment needed three months before the start of the event.

Please use the form appended to this list of duties for arena inspection of the playing halls and ensure it is fully completed.

3.2. Timekeeping

An electronic clock, operated from the Match Management table, shall keep the official time. The clock must have an automatic end signal. A reserve clock (table clock of approx. 25 cm diameter) showing seconds and minutes shall be used should the official clock not be operational.

It must be possible to operate the official clock from the table. The display must show at least the number of goals scored and the playing time.

The electronic display must show any suspension.

If this is not possible, the timekeeper must have sufficient cards (DIN A5 recommended) available for writing the numbers of players suspended, and the end of suspension time. It must be possible to place these cards on the table, in full view of both teams' officials.

3.3. Balls

The IHF alone shall stipulate the balls according to IHF Ball Regulations. The organiser must not conclude any other contracts or make any other agreements.

3.4. Match Management

In respect of the Match Management, reference is made to the Guidelines for the Work of Technical Delegates.

The Match Management shall consist of persons trained in this area; it is essential that the timekeeper also checks the playing time manually with a stopwatch.

IHF match report forms shall be deposited with the Match Management, completed by the scorekeepers and presented to a team official for signature 10 minutes before the start of the match.

3.5. Medical care / Doping tests

a) Medical care

1. The organiser is responsible for the medical care in all playing venues.
2. The organiser should provide a medical doctor and paramedical personnel in all playing venues.
3. The doctor should be seated on the first row of the tribune behind the table. The doctor shall be introduced to a representative of the IHF before each game. The medical facilities in the hall shall be shown to the representative of the IHF.
4. The doctor has to be assistance to
 - the team physician in emergency cases (e.g. hospitalisation of a player)
 - spectators who need immediate medical treatment
 - IHF officials who need immediate medical treatment.
5. The organiser shall provide the name of a designated hospital in all playing towns. This hospital has to be inspected beforehand.
6. The organiser shall provide medical service for the IHF referees and officials as for those teams which have no team physician.
7. The IHF shall provide all teams with the present IOC list of prohibited and forbidden substances.

b) Doping tests

Doping tests shall be made in accordance with the IHF Anti-Doping Regulations.

3.6. Procedure before and after the matches

Before the matches:

40 minutes	Starting warm-up
16 minutes	Coin toss
11 minutes	Teams leave the court
10 minutes	Welcome
9.5 minutes	Entry of the teams
8 minutes	Presentation
4 minutes	National anthems
0 minutes	Start of the match

After the matches:

Line-up and shake hands

The ceremony for the opening and closing celebrations at IHF events, particularly World Championships and World Cups, shall take place as follows:

Opening ceremony

1. Speaker – Welcome from the organising committee and handing over the event to the IHF President or the highest-ranking IHF representative present.
2. Speaker – Possibly brief address by a national or local representative of the organising country or city, respectively.
3. Speaker – Opening by the IHF President or the highest-ranking IHF representative present. On a special occasion, the programme for the opening ceremony may be entrusted to the highest representative of the organising country.

Closing ceremony

After the final match is completed, the IHF President or the highest-ranking IHF representative present thanks the organiser and the winner is formally determined. The subsequent presentation of medals is performed by the following representatives:

bronze medal – presented by the chairman of the IHF Competition Management accompanied by a member of the organising committee.

silver medal – presented by the IHF Secretary General accompanied by a member of the organising committee.

gold medal – presented by the IHF President accompanied by a member of the organising committee.

The World Champion Trophy will be presented by the IHF President or the highest-ranking IHF representative present.

The above representatives may delegate the presentation of medals to important persons from the hosting country or from the world of sport.

This ruling shall apply to all IHF events on all continents.

3.7. Accommodation

The organiser of an IHF event undertakes the duty to provide participants with accommodation that comes up to international standards.

Accommodation shall be in double rooms (referees and players) and single rooms (IHF representatives). Normal requirement per team: 8 double and 5 single rooms. If additional rooms are required, the guest shall bear the cost.

The organiser must ensure in particular that sanitary installations are present, including baths or showers.

IHF representatives and referees shall be accommodated together, but separate from the teams.

The organiser must ensure that meeting/video rooms are available for the IHF Commissions and teams. Facilities for the referees' indoor and outdoor physical preparation are also needed at or near the hotel.

Different categories of media hotels shall be available.

3.8. Meals

The delegations shall have the right to four meals a day: breakfast, lunch, snack (on match days only), dinner. Meals shall satisfy the requirements of competitive sport.

As a rule, meals should be discussed with the delegation management or the team physician. Apart from nutritional science, religious and national aspects might have to be taken into account.

Drinks shall also be provided with meals. A minimum of one litre (mineral water at least) per person and meal is required.

Immediately after a delegation's arrival, the responsible team official (physician) - in the presence of the ongoing OC team guide and representative - should, in principle, discuss the meal plan and possibly set meal times. Thus, arrangements will be clarified and, depending on the organiser's possibilities, any requests from the delegation dealt with.

Refreshments (mineral water, fruit juices, tea, etc.) shall be provided for teams and referees in the changing rooms during intervals.

3.9 Travel

If it is necessary for the delegations to travel within the competition schedule, the travel plan must be drawn up in good time and made known to the delegations three months before the event. If possible, long trips (more than one hour –one way- travelling) on actual matchdays shall be avoided.

Please arrange for arrival at the venues so that at least 90 minutes remain for preparations.

IHF representatives and referees should not travel together with the delegations on principle.

3.10. Miscellaneous

All participants at official IHF championships (IHF representatives, referees and delegations) shall be informed of the event schedule in good time.

The organiser may announce new details or changes, or clarify any questions, at the technical meeting. Official functions - receptions, banquets, etc. - should also be discussed and a decision made on who should take part. During the meeting it is essential that the official team line-ups be given to the IHF representative concerned.

The organiser shall meet its financial obligations towards participants at IHF events (such as travel expenses, daily allowances, etc.) before the start of the event or as soon as possible after arrival, according to rulings in the Regulations for IHF Competitions.

All participants at IHF events – IHF representatives, referees, delegation officials, players – as well as media representatives shall receive accreditation which allows them free access to the playing halls and other areas of the competition.

The link between participants at IHF events and the organiser shall always be the team guide provided by the OC. This is a responsible function and can be of great importance for the smooth running of the event. A knowledge of the delegation's language and national characteristics should form a condition when these important guides are selected. They must know the material in depth and the organisation plan down to the smallest detail.

At the event itself, it is essential that contact with the team guide – and thus with the participants – is ongoing and that he or she is immediately informed of any changes in organisation that prove necessary.

The organiser shall be obliged to provide the delegations with spectator places at the matches.

The organiser shall be obliged to conclude organiser's third-party insurance for the IHF event.

The organiser has to issue a daily bulletin (results, rankings, statistics, information about the press conference)

For a good communication the organiser has to provide mobile phones for the IHF nominees.

4. Financial agreement

Financial agreements between the organiser and the IHF for the event in question shall be concluded in writing in a contract.

5. Closing comment

Although participants at an international sports event cannot be viewed as tourists in the general sense, an organiser must be aware that the participants for their part will draw conclusions from the organisation in respect of the organiser's country and its people. Therefore the hosting country should make every effort to give its guests a good impression to take home with them.

As a basic principle, an organiser should offer guests that which the organiser itself would expect from an IHF competition.

Appendix

Form for inspection of playing halls (incl. hotel)

Event:

Applicant / Federation:

Contact details:

Playing hall

Official name of the sports hall:

Address details:

Venue administrator:

Contact details:

Local responsible

Contact details:

Hall used for:

Preliminary Round

Main Round

Placement Matches

Quarter / Semi-Finals

Finals

Training halls:

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(same technical equipment as the playing halls)

Grandstands opposite TV cameras:
Grandstands TV cameras:
Small court side – right:
Small court side – left:

Flooring (Mondo)	
Size of the court:m xm
Safety area	- at the side-line:m
	- behind the goal line:m
Distance goal (outer goal) line to safety net behind the goal:m
Distance side-line to bench for substitutes:m
Space for arena advertising?
Is it possible for photographers to work behind the advertising (goal line)?

Goals (only IHF approved goals)	
In two colours	and (colour)
Manufacturer (if known):
Is there any possibility for the ball to bounce off behind the goal line?
Are the goals anchored?
Goal nets:	size of the mesh of the net:cm
	distance between securing points of posts and rods:cm
	distance net at the top:cm
	distance net at the bottom:cm
	catch net inside the goal?cm

Timekeeping and scoreboard (Swiss Timing/Omega)	
Is there a digital clock?
Manufacturer:
Does it run forward/backwards?
With automatic signal?
Is automatic display of suspension period possible?
Is the clock well in sight from the table and readable?
Is there a second parallel working system?
Is there a reserve clock (approx. 25 cm in diameter)?

Opening ceremony (due to IHF Regulations)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Video wall, video screen, screen cube?
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Closing ceremony (due to IHF Regulations)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Match Management table	
The table must be up to 3.5m long (for 5 persons):
Distance front side to the side line:
Distance long side to the bench for substitutes:
Are the substitution lines fully in sight from the table?
Can the timekeeping installation, scoreboard and microphone be fully operated?
Is there a need for additional operating staff?

Substitutes' benches	
Must be chairs:
Number of seats (Must be 14):
Is there a free place behind it for an interpreter?
Possibility of warming-up behind the bench?

Catch net behind to goal: Is it considered necessary?	
If so, distance behind the goal line:cm
Does the catch net touch the floor? /
is it connected to the advertising board?

Height of the hall	
Minimum height exceeding 34 x 14m above the central court:m
Minimum height above the side-lines:m
Minimum height above the goal (outer goal) lines:
<i>(Heights exceeding 7 meters may be marked with "7 m")</i>	

Lighting in lux	
<i>Measuring shall be taken with a luxmetre at 1.20 m above the playing court, if possible without daylight. Otherwise two measurings are considered absolutely necessary. No sunlight if possible.</i>	
Results of vertical measuring	
Lighting only	
Centre of the court: lux
Goal line: (4-m line) lux
Corners: (darkest corners) lux
Results of horizontal measuring	
From the table across the playing court to the wall opposite (or similar): lux
On the side-line opposite the table against the wall opposite (or similar): lux
In the goal across the playing court against the wall behind the other goal: lux
In the goal opposite across the playing court to the wall behind the first goal: lux

Heating	
Provided with heating:
Rooms without heating:
Air-cooling:
Temperature of 17-23° C:
Special remarks (air condition or similar):

Changing rooms	
Number of rooms:
Size of the room:
Each room for how many persons?
Shower connected to room?
Toilets available / integrated / connected?
Facilities for massage treatment?
It is a room that locks?
Comments:

Referees' rooms	
Number of rooms:
Size of the room:
Shower / Toilets connected to room?
It is a room that locks?
Desk available?
Comments:

Media facilities	
Number of places in the working area:
Working places for TV (inside the hall):
Working places for Radio (inside the hall):
Working places for print media (inside the hall):
Press centre in hall:
Separate press conference area within press centre:

Area for mixed zone:
Electricity supply/power points:
Telephone/fax access (several lines):
Mobile phone reception:
Computer facilities with Internet:
Internet connection (ADSL, Cable):
Sponsor boards:	
Press conference area
Mixed zone
Microphone system:
Photocopying facilities:
Heating/air conditioning:
Security:
Adequate no. of personnel:
Catering facilities:
Press parking:
Press accommodation:	
Partner hotels for press:	
How many?
Which?
Different price categories?
Shuttle service: between venues

Position of TV cameras	
1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.

Anti-doping*(The room must be made available to the IHF doping official at least half an hour before the start of the match.)*

Room for persons	Separate toilet:
Seats available for persons	
Desk available:	
It is a room that locks?	
Sufficient refreshments:	
Transport back to the hotel guaranteed:	
Laboratory responsible for the analysis:	
When will the results of the analysis be available?	
Comments:	

Medical service*(The presence of a physician must be guaranteed.)*

Stretchers available:	
Examination room:	
Time for ambulance to arrive at the hall?	
Name of the closest hospital:	
Driving time to the hospital:	

VIP service

Area in the arena – places:	
IHF Lounge – facilities:	
Service:	

Storage rooms:

Number / Size:	m
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Meeting rooms

Number:	
Size/Persons:	
Office Room – Location:	
Telephone and Internet access available?	

Spectators' area
Facilities for separation - available?
Catering facilities available?
Safety and security - responsibility?
Programme and activities?
Shopping facilities?
Promotion stands?
Toilets?
Emergency exits?

Overall services:	
Sign posts & routing - system?

Parking spaces
Number:
Location:

General remarks and comments:

Hotels	
Category: Stars
Proposed to:
Capacity single rooms:
Capacity double rooms:
Meeting rooms:
Video rooms:
Fitness area:
Restaurant / Bars:
Distance to playing hall:
Distance to training hall:
Comments:

Comments on the inspection

Date:

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