



# ***BID AND EVENT MANUAL***

**International Handball Federation**  
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## IMPRINT

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# *FOREWORD*

The present IHF Bid and Event Manual represents a means of quality management to ensure that IHF World Championships are planned and staged in a professional and consistent manner.

The IHF Bid and Event Manual shall serve as a general guideline for National Federations applying to host IHF Handball World Championships and Organisers assisting them in planning and staging major handball events in close cooperation with the International Handball Federation. The aim of this document is to guarantee competitions at international top standard. We draw your utmost attention to the fact that this document should be considered as a basic working document whereas the IHF reserves the right to update the present obligations of the Organiser if applicable. When hosting an IHF World Championship, the Organiser must take into account all technical progress and developments of the sport and take the necessary measures to implement them in the organisation of the event.

The IHF Statutes and Regulations form an integral part of the present Bid and Event Manual.

INTERNATIONAL HANDBALL FEDERATION





## *Chapter I*

# *THE WORLD CHAMPIONSHIP*



## 1. Introduction

The Senior World Championship (WCh) is the prime product of the IHF. The first ever edition of this biennial event was held in Germany in 1938. By hosting an international event such as the WCh, the Organiser will benefit from global attention and is given the chance to create ever-lasting memories for handball enthusiasts from all over the world.

Therefore, the Organiser shall ensure that:

- the government and the public support the event;
- all facilities (hotels, halls, means of transportation, technical facilities, etc.) meet the latest standards;
- a professional WCh promotion campaign is implemented;
- a social programme for all participants is organised;
- a concept to ensure full arenas is implemented.

## 2. The Bid and Event Manual

The present Manual defines the requirements for the federation(s) hosting the World Championship, hereinafter referred to as the 'Organiser', in order to ensure a successful event.

The World Championship is an IHF event. Therefore, the IHF basically holds all WCh-related rights.

## 3. Key Objectives for the Handball World Championship

- Creating the best conditions for players and teams
- Ensuring that the media entirely focus on the WCh, and that the WCh receives widespread coverage
- Attracting a maximum of spectators to the halls and offer them unforgettable moments
- Ensuring that the WCh also proves financially attractive for all parties involved
- Ensuring that past experience is evaluated and well-documented in order to benefit future events
- Supporting and promoting handball in the host country and around the world in the best possible way
- Ensuring a World Championship legacy and sustainability
- Respecting the environment

## 4. The Duties and Responsibilities of the Organiser

- Providing first-rate venues and creating ideal conditions for the media
- Making the event safe and providing security for all participants – joint efforts by the Organiser and the government
- Setting up top infrastructure (telecommunication, Internet, platforms, cable runs, parking, etc.)
- Ensuring that the host cities provide ideal conditions to organise a top event
- Ensuring the best possible hospitality and VIP service for sponsors and partners
- Attracting the general public's interest for handball and making every effort to obtain sold-out halls

## 5. The Financial Responsibilities of the Organiser

- Covering all costs as stipulated in the contract and in the present manual
- Covering all costs related to the halls and related to technical equipment/furniture (rent, special renovation, hospitality, etc.)
- Providing all relevant equipment for the media centre
- Providing equipment for offices and working areas



- Organising ticket sale
- Providing technical infrastructure (such as info service, accreditation system, power supply, etc.)

## 6. Income

The following list provides examples of sources of income for the Organiser:

- Local government support
- Ticket sale
- Sponsorship agreements with the IHF (to be treated separately)
- Host fee paid by the IHF
- Advertising outside the hall (the arena grounds of the premises and entrances of the venues shall be reserved for IHF sponsors only)
- Local supplier



# *Chapter II*

# *The Bidding Procedure*



## 7. The Bid

The IHF Head Office shall send out an invitation for bids to host the World Championship.

In principle, every IHF Member Federation is entitled to apply for hosting World Championships. The procedure includes different phases:

### Phase 1: Letter of Intent

Following the invitation for bids issued by the IHF Head Office, the National Federations shall express their interest by presenting a 'letter of intent'. Simultaneously, the applicant shall pay a deposit amounting to CHF 1,000.00. The IHF Head Office shall confirm receipt of the application in writing.

### Phase 2: The Bid

After the closing date for bids, the applicants shall be provided with the Bid and Event Manual. The applicants shall study the Manual carefully before confirming that they satisfy the requirements set forth in the Manual. Moreover, they shall fill in the attached questionnaire regarding halls and hotels. The application documents shall include official declarations issued by the host cities and the government, which prove that they support the application.

The application documents shall be returned to the IHF within the stipulated period. Member federations that submitted a letter of intent but have not returned the application documents within the stipulated period will be excluded from the bidding procedure. A refund of CHF 500.00 to the deposit shall be granted.

By submitting an official bid, the member federations are confirming that they commit to hosting the World Championship, including all organisational and formal requirements as defined in this Manual, the contract and the IHF regulations.

### Phase 3: Event Concept

Upon receipt of the application documents, the IHF Head Office shall evaluate all applications. If need be, the IHF Head Office shall also be entitled to ask for additional documents. The IHF (max. four persons) shall visit the applicant country in order to be provided with the event concept presented by the applicant. All costs incurred by the visit shall be borne by the applicant. The event concept shall include the following aspects representing the minimum requirements (additional information and documents are highly appreciated):

#### **Event Concept**

##### **1. Vision**

*Create application with a clear mission/vision, including why the application is made – this shall have a greater goal than “just” hosting an event*

##### **2. General information about the host countries / host cities:**

*Provide details about the country, culture, handball federation, handball history and statistics; provide presentations of possible host cities, including size, population, location, infrastructure and public transport, city map, location of hall, distances; provide possible organisation chart of OC*

##### **3. Entry and customs regulations**

*Possibility of facilitating visa procedure, include a list of the hosting country's diplomatic presentation in the participating teams' countries, entry procedure at the airport for participants, import of WCh material (clothing, office equipment, gifts, presents, printed material, sponsors' material, etc.)*



#### **4. Legal aspects**

*Provide details on taxes, advertising prohibition, etc.*

#### **5. Weather and special climatic conditions**

*Especially, if they might have an impact on logistics, transportation during WCh period (during wintertime, etc.)*

#### **6. Security**

*Draw up a security concept including venue security, security for teams and other participants, police escort if necessary, professional security and volunteer assignment, access control at the hall*

#### **7. Match schedule**

*Compose draft match scheme according to requirements set out in this document and the Regulations for IHF Competitions, and submit proposals for special arrangements if need be, e.g. opening match, shifted rest days in the preliminary round, use venues for multiple groups, etc.*

#### **8. Halls**

*Provide location, seating capacity, drawings including infrastructure, and assign facilities/rooms as stipulated in Chapter XII "Venues and Infrastructure"*

#### **9. Accommodation**

*Propose hotels to serve as team hotels, IHF hotels and media hotels; The information about location, distances to the airports should be provided in addition to options for accommodations for the fans*

#### **10. VIPs**

*Provide overall concept, consistent handling in different venues*

#### **11. Catering**

*Include different kinds of catering, different categories for guests, VIPs, IHF, media, staff, etc.*

#### **12. Transportation/Logistics**

*Include public transportation, transportation of teams and IHF representatives, different categories of transportation for IHF President, highest-ranked IHF representatives and VIPs, transportation schedules*

#### **13. Technology**

*Provide communication technology, Internet and mobile phones, create network to distribute information, provide IT requirements at the halls and hotels*

#### **14. TV**

*Include experience, know-how and equipment from past sporting events to prove that TV requirements for international top events can be satisfied*

#### **15. Media**

*Provide facilities and equipment to meet media requirements as laid down in Chapter XXII of the present Manual*

#### **16. Finances**

*Draw up overall budget including insurances and bank guarantee, assure support from government and public authorities*

**17. Marketing**

*Draw up portfolio to attract possible partners to be presented to the IHF, cooperate with local sponsors in certain domains such as office equipment, logistics, refreshments, catering, etc., create corporate identity including logo, mascot*

**18. Handball Promotional Campaign**

*Develop promotional campaign including different activities and special programmes to attract public attention and to increase popularity of handball in the host country and abroad from the moment of the WCh awarding, throughout and after the event*

**19. Spectators**

*Develop spectators' concept to ensure sold-out halls, e.g. attracting young spectators (via schools, clubs, universities, etc.), offer ticket packages abroad (participating countries, countries where handball is highly popular)*

**20. Sustainability**

*Launch special activities and programmes to enhance the popularity of handball in the host country from the moment of the WCh awarding as well as in the run-up to, during and after the major event.*

**21. Medical service**

*Detailed information about medical service in the different cities and about special agreements with hospitals, etc.*

**Phase 4: Awarding**

Those in charge shall draw up a report after their inspection, which shall be submitted to the IHF bodies. The IHF reserves the right to ask for additional information at any time.

The applicants will be invited to the meeting of the IHF Council that awards the WCh. Each applicant is granted 20 minutes to present the bid to the IHF Council. After the presentation, the IHF Council Members may ask questions for 10 minutes.

The applicants are requested to inform the IHF Head Office about the technical equipment needed for the presentation (PowerPoint, video, overhead projector, etc.) as well as the names of the delegates representing the federation.

The vote will be carried out after all presentations have been held and in compliance with the IOC procedure:

- The voting is secret.
- The absolute majority of votes present decide.
- The result but not the number of votes per federation is announced.
- The applicants are informed after the voting.

If there is no absolute majority, the procedure is as follows (e.g.):

***Five applicants***

- The applicant with the smallest number of votes in the ballot is eliminated.
- The result but not the number of votes per federation is announced.



- The applicants are informed after the voting.

*Four applicants*

- The applicant with the smallest number of votes in the ballot is eliminated.
- The result but not the number of votes per federation is announced.
- The applicants are informed after the voting.

*Three applicants*

- The applicant with the smallest number of votes in the ballot is eliminated.
- The result but not the number of votes per federation is announced.
- The applicants are informed after the voting.

*Two applicants*

- The simple majority decides.
- The result but not the number of votes per federation is announced.
- In the case of equality of votes, voting shall be repeated.
- If there is still equality of votes, a decision shall be made by drawing lots.

After the WCh has been awarded, the Organiser shall sign a legally binding agreement (WCh contract) that it will host the WCh.

At the same time, the Organiser shall present a bank guarantee amounting to CHF 500,000.00, issued by a renowned bank, which shall be after the WCh:

- a) refunded in case the Organiser fully satisfies the requirements of the present Manual
- b) partly refunded in case the Organiser partially satisfies the requirements of the present Manual. If so, the IHF Executive Committee will decide how to proceed.

## 8. The Awarding Body

The IHF Council reserves the exclusive right to award the WCh.





## *Chapter III*

# *LEGAL PROVISIONS*



## 9. Introduction

A member federation applying to host an IHF event is expected to follow the rules and provisions set forth in the present Manual as well as all further IHF Regulations. The IHF and the Organiser conclude a contract. When the contract has been duly signed, both parties shall make every effort to achieve a successful outcome.

## 10. Duties of the Organiser

Once the event has been awarded, the provisions outlined in the present Manual shall in general remain unchanged. The Organiser must follow the provisions laid down in the Manual. In case the Organiser fails to comply with essential parts of the present Manual or the Organiser has serious doubt that they will be able to meet the provisions and rules, the IHF Council will be entitled to re-award the event. Simultaneously, the IHF is entitled to impose a fine on the Organiser or take other disciplinary measures. In case of reasonable suspicion or non-compliance with the Manual, the Organiser shall be reprimanded and is expected to put things right in order to comply with the requirements by a stipulated date.

In case the event is re-awarded to another applicant the new Organiser shall also fulfil the requirements laid down in the present Manual.

The IHF Executive Committee is entitled to impose fines or disciplinary measures at any time for non-compliance with the present Manual that do not lead to the revocation of the event.

## 11. Renunciation of Mandate

In case an Organiser renounces the mandate to host the event, despite the signed contract and agreements to follow the requirements or in case the Organiser's mandate to host the event has been revoked by the IHF, the IHF may impose sanctions amounting up to CHF 500,000.00.

In that event the IHF Council shall re-award the named event.

## 12. Duties of IHF

The IHF shall invest all its energy and efforts in making the event a success. The IHF supports the Organiser in every respect by means of qualified personnel and shares its experience from past events with the Organiser. If requested, the IHF shall provide experts to visit the host country in order to discuss special subjects or to give corresponding instructions respectively. Incurring costs shall be borne by the Organiser.

## 13. Arbitration

The contracting parties shall attempt to settle any differences of opinion or disputes out of court. If no agreement can be reached, Swiss law shall apply. Any dispute concerning its validity, interpretation or performance shall be determined conclusively by arbitration, to the exclusion of the ordinary courts of Switzerland or of the host country, and be decided by the IHF adjudicating bodies. The arbitration shall take place in Basel.



## *Chapter IV*

# *SUPPORT FROM PUBLIC AUTHORITIES*



#### 14. Introduction

World Championships are hosted every two years and are the 'flagship event' of the IHF. It is therefore essential that the Organiser has the full support from politics and regional, state and federal governments. The support and active participation of the public authorities is necessary and helpful for a successful staging of the World Championship. Therefore, the IHF requires the Organiser to submit the following confirmations issued by public authorities:

1. The staging of the World Championship and any corresponding events (draw, workshops, etc.) is supported.
2. Trouble-free entry into the host country and departure is guaranteed for all participants.
3. The government supports the Organiser in order to reach the goals stipulated in this Manual.

#### 15. Government Guarantees

The Organiser, in cooperation with the ministry/authority in charge, shall guarantee that the following requirements are met:

1. Arrival and departure permissions (for all IHF Nominees, players, team officials, team representatives, media representatives, staff)
2. Guarantee that visas are obtainable for the teams/delegations, IHF representatives, IHF sponsors, TV partners and their service providers, and the media, regardless of nationality, ethnicity or religion.

#### 16. Work Permits

The Organiser, in cooperation with the ministry/authority in charge shall guarantee that work permits are issued if this is required by the local law. This particularly applies to the following persons:

1. IHF delegation
2. IHF sponsors und their service providers
3. Media
4. IHF employees (IHF Head Office, journalists, photographers, etc.)
5. Representatives of TV rights holders and their service providers (technical personnel)
6. Team physician
7. Representatives of the IHF Marketing AG and their service providers.

#### 17. Customs Duties and Taxes

The Organiser, in cooperation with the government, shall guarantee that the import and export of goods belonging to the team delegations, the IHF delegation, the sponsors, the IHF's TV partners and the media such as, but not limited to, the goods listed below, be permitted and free of customs duties, taxes and any other costs and levies:

1. Personal belongings of all those accredited to the event.
2. Technical equipment for the players and officials.
3. Entire technical equipment, as specified by the Host Broadcaster, required for the production and transmission of the multilateral international television and radio signal.



4. Technical equipment (e.g. telecommunication equipment, cameras, small computers, etc.) belonging to other media representatives.
5. Entire technical equipment needed to produce videos, DVDs, etc.
6. Entire technical equipment (e.g. recording and playback equipment, films, lighting, etc.) for IHF's TV partners, especially the entire technical equipment required by the Host Broadcaster for the production of unilateral television and radio coverage.
7. Medical equipment and pharmaceuticals for the teams and IHF medical representatives.
8. Food (with some exceptions).
9. Other technical equipment and material belonging to the IHF delegation and the IHF TV partners, including the Host Broadcaster, required in the headquarters and various organisational centres (e.g. photocopying machines, typewriters, fax machines, telecommunication equipment, mobile phones, etc.).
10. Technical equipment (e.g. balls, floors, etc.) required by the IHF and/or the LOC.
11. Equipment from the IHF sponsors required by IHF and/or the LOC for the implementation of all the marketing rights in connection with the event, including but not limited to, advertising and promotional material for the entire event including the official draw, workshops and the final competition.
12. Material for the operative implementation of the contracts with the IHF sponsors which shall include advertising signage, decorations and promotional material.
13. Office material for the IHF offices.
14. Official awards, trophies, medals, gifts, flags, etc.
15. Any other material required by the IHF delegation and the Host Broadcaster for the organisation and staging of the event.

#### 18. Other Taxes, Duties, Levies

If there are financial or fiscal provisions in the host country which must be observed by all institutions based in the country, then the taxes due in this context shall be covered by the Organiser.

#### 19. Safety and Security

The Organiser, in cooperation with the government, shall take all necessary steps and safety measures to ensure a safe World Championship and safe corresponding events. Special care must be taken of the following locations:

- Airports
- Hotels
- Playing halls and training halls
- Media centres
- Other official places and events (invitations by the mayor, etc.)

Also, secure transportation within the country and to/from the venues must be ensured. The Organiser shall present an overall security concept at least three months prior to the event to be approved by the IHF. The Organiser must ensure that the teams and the IHF delegation are escorted by the police to and from the venues if need be (depending on distances and traffic).



## 20. Bank and Foreign Exchange Operations

It must be guaranteed that all participants have the possibility to change money into the local currency or to one of the major international currencies.

Should the participants have to pay something in the host country (to the Organiser or the IHF), it must be guaranteed that they can bring cash into the host country in case of electronic payment difficulties.

## 21. Telecommunication, Information

The IHF and the participants shall be guaranteed free access to phone and Internet services (taking into account international law). Related costs shall be borne by the Organiser. Internet access must be available in all hotels and venues.

## 22. Media Centres

The Organiser, in cooperation with the ministry/authority in charge, must support the creation of media centres in order to fulfil the needs of TV, press, radio and photographers. It is suggested that experts from the cities/regions are involved in the media centres to present information.

## 23. Transportation

The Organiser, in cooperation with the government, shall guarantee that appropriate infrastructure exists in and/or between all host cities, hotels, airports and all public facilities, and that they can be reached by means of public transportation. Under certain circumstances, a police escort should be available.

## 24. Immigration, Customs and Check-In Procedures

The Organiser, in cooperation with the government, shall guarantee that the participants of World Championships receive priority treatment, especially regarding the granting of visas, entry procedures and customs control at the airport or other borders (priority line). Further, the Organiser shall begin coordination with all National Federations after the qualification and other persons after corresponding registration for the event.

## 25. IHF Ownership of Media and Marketing Rights

The Organiser shall guarantee to unconditionally acknowledge, in accordance with applicable law, particularly in the field of intellectual property, the IHF's legal and beneficial ownership of all broadcasting rights, marketing rights, brands and other intellectual property rights. The Organiser, in cooperation with the government, shall, to the extent necessary, pass special laws designed to prevent ambush marketing of the event in the host country and shall provide the IHF with the support and officers of relevant authorities, such as police and customs, to assist in the protection of the marketing and broadcasting rights.

## 26. Exploitation of Marketing Rights

The Organiser, in cooperation with national authorities, shall guarantee that there are no legal restrictions or prohibitions on the sale or distribution of IHF sponsors' products, including food and beverages, in all the venues.



## 27. Medical Care

The Organiser, in cooperation with national authorities, shall guarantee the availability of a comprehensive medical service (including 24-hour emergency service) for every participant accredited for the competition in each venue. A stand-by emergency service shall also be ready for action, especially on competition days, to treat anyone inside and outside the venues. All emergency cases must be treated immediately, regardless of the patient's insurance status. The IHF will issue guidelines for medical care.



## *Chapter V*

# *FINANCES*





This chapter provides an overview of the financial rights and obligations.

## 28. Overview and Obligations

All fees and dues owed to the IHF must be paid in full and net of any taxes and fees within the deadlines given in the present Manual. The IHF bank details are as follows:

**Account holder:** Internationale Handball Federation

**Bank name:** Raiffeisenbank Birsig Genossenschaft

**Bank address:** Hauptstrasse 16; CH 4104 Oberwil

**Bank clearing number:** 80774

**BIC/Swift:** RAIFCH22774

**CHF account:**

**Account number:** 51859.40

**IBAN:** CH07 8077 4000 0051 8594 0

For all other payments provided for in the present Manual, the Organiser shall be obliged to respect the following provision: For reimbursement of all travel expenses and daily allowances for the officials nominated by the IHF, payment must be made in Swiss francs, unless an alternative agreement has been made with the party involved.

## 29. General Organising Expenses

29.1 Expenses to be borne by the Organiser in a four-venue event (see, however, 29.9)

a) From up to ninety-six (96) hours prior to the beginning of the competition and until twenty-four (24) hours after the end thereof for:

1. Forty-four referees (44)/twenty-two couples (22)
2. Up to sixteen (16) technical delegates involved in preparatory measures for the referees
3. Up to four (4) officials involved in preparatory measures
4. Up to twelve (12) members of the IHF Head Office and other service providers (such as media or TV representatives, technical staff, fitness coaches, etc.)

b) From seventy-two (72) hours prior to the beginning of the competition and until twenty-four (24) hours after the end thereof for:

1. IHF President
2. Up to eight (8) representatives
3. Up to four (8) Officials
4. Up to twenty-eight (28) Technical Delegates (such as, but not limited to Timekeeper, Scorekeeper, Event Delegates, etc.)
5. Up to four (4) media representatives of the IHF
6. Up to two (2) anti-doping representatives of the IHF
7. Up to four (4) IHF marketing representatives

c) From twenty-four (24) hours prior to the beginning of the competition and until twenty-four (24) hours after the end of the last match:

1. The participating teams, each consisting of a maximum of twenty-one (21) persons



29.2 The Organiser shall cover the following travel expenses, including costs for visa, for the persons mentioned under 29.1.a), b):

First class for the IHF President, business class for all IHF Council members (Officials) as well as senior staff members of the IHF Head Office, economy class for all remaining IHF nominees.

29.3. The Organiser shall pay the following daily allowances according to IHF financial regulations:

- CHF 250.00 per person and day for IHF Council members
- CHF 150.00 (weekdays)/CHF 200.00 (weekends) per person and day for members of the IHF Head Office
- CHF 100.00 per person and day for all other nominees

29.4. Costs regarding official clothing (including suit and tie) with embroidered IHF logo for all IHF nominees to develop corporate identity shall be borne by the Organiser.

29.5. The Organiser shall assume 50% of the prize money for the teams ranked 1 to 3. However, the share to be paid by the Organiser shall not exceed an amount of USD 100,000.00.

29.6. The Organiser may agree with the IHF that the number of IHF nominees will be reduced after certain phases of the championship. The IHF is entitled to use the total amount of the Daily Allowances to compensate the IHF Nominees, including the referees. The Organiser may save hotel costs due to this agreement.

29.7. The Organiser shall also cover all costs connected to inspection visits or other meetings of IHF delegations. The number of visits shall be subject to decision by the IHF. The IHF also has the right to ask for regular meetings at the IHF Head Office in Basel and the resulting costs have to be borne by the Organiser as well. Daily allowances for IHF inspectors shall be paid in accordance with the principle as stated in 29.3., and travel costs shall be paid in accordance with the principles of 29.1.

29.8. If the Organiser prefers to increase the number of venues, the IHF reserves the right to increase the number of nominees accordingly. This has to be discussed with the Organiser, where the IHF has the final say about the number of nominees needed.

29.9. The contingents are to be understood as overall contingents applying for the whole period of the event. The IHF shall have the right to reassign quotas to other positions if needed. The total number of IHF nominees shall, however, not be exceeded unless it has been agreed with the Organiser.

### 30. Doping Control Expenses

The Organiser shall cover all costs related to doping controls in accordance with article 43 of the present Manual.

### 31. Obligations of the Organiser

The Organiser shall:



1. Submit a bank guarantee by an international bank of CHF 500,000.00 as a financial guarantee (payable at first demand) to the IHF in order to ensure the proper organisation of the championship;
2. Conclude a liability and event cancellation insurance with a renowned insurance company (see attached conditions);
3. Prepare medals for the teams ranked 1<sup>st</sup> - 3<sup>rd</sup> and cups according to IHF regulations (including the President's Cup).

### 32. Obligations of the IHF

The IHF shall:

- Pay the Organiser a host fee. The host fee amounts to CHF 1,600,000.00 for Women's World Championships, and CHF 900,000.00 for Men's World Championships.

In general, the payment of the host fee shall be made as follows. The exact timeline will be fixed in the WCh contract.

- a) ¼ of the amount will be paid 12 months before the start of the event.
- b) ¼ of the amount will be paid 6 months before the start of the event.
- c) ¼ of the amount will be paid 1 month before the start of the event.
- d) ¼ of the amount will be paid 1 month after the event or will be settled with the final settlement of accounts.

- Provide 300 balls from the corresponding IHF partner to the Organising Committee.

### 33. Penalty Clause

The IHF reserves the right to include a penalty clause in the WCh contract in order to guarantee that certain milestones in the organisation process are fulfilled in time.



## *Chapter VI*

# *THE COMPETITION*



### 34. General Principles

In principle, the number of participants at World Championships shall be 32 teams. The IHF Council or IHF Executive Committee, respectively, shall decide on special cases.

### 35. Venues

The venues of the World Championships must be within the territory of the host country. Additionally, the final shall take place in a major city of the host country. Special cases (Co-organiser, etc.) have to be approved by the IHF.

All venues must be inspected and approved by the IHF. Following the approval of the IHF Commission of Organising and Competition (COC) and the final endorsement of the IHF Council, it is possible to stage some of the group matches in other approved venues than previously intended, or to stage matches from different groups in the same venue. A minimum of four (4) venues is required for World Championships. The venues must be available for installations and other purposes at least 96 hours before the first match. At least 48 hours before the first match, the floor must be installed in order to guarantee training. The Organisers may increase the number of venues. All costs incurred by increasing the number of venues must be borne by the Organiser.

The construction works of any new venues must be completed at least six months prior to the World Championship. Otherwise, the venue will not be accepted.

### 36. Registration of Teams / Participating Teams

The 32 teams participating in Men's and Women's World Championships are as follows:

|  |  |
|--|--|
| Organiser:   | one (1)  |
| Reigning world champion:                           | one (1)<br>The reigning world champion automatically qualifies for the next World Championship.  |
| Performance places for Continental Confederations: | twelve (12)<br>based on the teams ranked 1-12 of the preceding World Championship (comment: teams ranked 1-3 in the groups MI to MIV will gain performance places) |
| Compulsory places (18 in total):                   |  |
| Africa   | four (4)   |
| Asia   | four (4)   |
| Europe   | four (4)   |
| North America and the Caribbean                    | one (1)  |
| South and Central America                          | three (3)  |
| Oceania  | one (1)  |
| Continent of reigning world champion:              | one (1)  |

#### Qualifying for World Championships

The IHF owns the rights to World Championship qualifications. As laid down in the IHF Statutes, qualifying shall be through the continents (with the exception of the Organiser) according to clearly



regulated performance criteria and other necessary regulations defined by the IHF. The IHF COC confirms the final allocation of qualified teams to the performance rows as announced by the Continental Confederations based on performance criteria. The continental qualifying events must be completed no later than six (6) months before the start of the World Championship. In the unusual event that Continental Confederations should fail to organise their qualification matches, clear criteria must be used to determine their performance (continental rankings). These criteria shall be subject to approval by the IHF.

If, under exceptional circumstances, a World Championship draw takes place before all participants have definitively been determined in the qualifying rounds, the continent places shall bear successive numbers.

#### Continental Registration

Continental Confederations shall give their binding agreement to accept the places available to them at the start of their qualification events at the latest.

#### Registration of Participants

Qualified teams shall give their binding confirmation of participation to the IHF Head Office no later than six months before the start of the WCh.

#### Substitute nations

Any substitute nations, if necessary, shall be invited in accordance with the Regulations for IHF Competitions.

### **37. Draw**

In principle, the draw takes place after completion of all continental WCh qualifying rounds. A date shall be fixed by the IHF in cooperation with the Organiser. For Women's World Championships, the draw must take place no later than 31 July in the year of the event. For Men's World Championships, the draw must take place no later than 31 July in the year before the event.

In principle, the draw takes place in the host country (in exceptional cases it might also be held at the IHF Head Office.). The Organiser shall invite the participating federations and other representatives from the host country to attend the official draw.

The draw is to be held by the COC. It shall be in compliance with the performance criteria. The COC prepares the performance rows and communicates the detailed draw procedure to the Organiser through the IHF Head Office.

At least one (1) month before the staging of the draw, the Organiser has to send an invitation to the participating teams including information about the exact date and time of the draw, the location (city, place) where the draw will be held, the closing date for registration of participants for the draw and the financial conditions. Travel expenses and board and lodging of up to four (4) IHF representatives shall be borne by the Organiser according to the IHF Regulations.

The Organiser shall also invite national and international media. At the same time, the IHF will inform the handball family and provide the Member Federations and international media with details.

The Organiser shall prepare a concept for the draw for the IHF. The Organiser shall provide a suitable setting (hotel or public conference room including a stage on which to hold the draw) and provide for



appropriate decoration of the room (WCh logo, IHF and WCh flag, etc.). Appearances of ‘celebrities’ from sports, TV and politics during the draw are welcome as they might help to increase the value of the event.

The following list of duties covers technical and organisational aspects of the draw. All costs incurred by the organisation of the draw event shall be borne by the Organiser.

1. Rent the place/building where the draw takes place
2. Local transportation for all the representatives of the participating federations from the hotel to the place of the draw
3. Technical equipment (stage, podium, light, sound) as well as lots and balls used for the draw
4. The technical installations for a live coverage of the draw on the IHF website and the Organiser’s website
5. Have an office prepared with the necessary equipment
6. Preparations in case the draw will be transmitted on TV (podium for cameras, power supply, studio position, etc.)
7. Reception after the draw for all invited guests and participants
8. Area available for possible interviews
9. Provide a software to conduct the draw with the corresponding graphics

### 38. Match Scheme

The match scheme as well as all further provisions (match score, etc.) valid for the World Championship can be found in the IHF Regulations. The basic match schedule is attached to the present document.

The match scheme shall include rest days for the teams. A day with a travel duration of 4 hours and 30 minutes or less from one place of accommodation to the next place of accommodation shall be considered as rest day. In case the travel duration exceed that amount of time, an additional rest day is required.

### 39. Dates for Qualifying Events

As a matter of principle, continental qualifying rounds for a forthcoming World Championship must be completed no later than six months before the WCh start.

The IHF shall inform the Organiser about the dates of the qualifying events on continental level.

### 40. Match Schedule

The match schedule is created according to the match scheme mentioned under 37 above. The throw-off times are fixed in cooperation with the TV rights holder and the Organiser. The IHF shall take into account the interests of all stakeholders/parties involved. In case of any disputes, the IHF shall have the final word and fix the throw-off times.

### 41. Training Schedule

The training schedule shall be provided to the IHF at least eight weeks before the start of the event. The training schedule shall be created by the Organiser and shall be reviewed and approved by the IHF. In principle, the training schedule should be created in accordance with the throw-off times of the championship matches. All teams must be granted the same conditions. This means that in every phase



of the competition, each team must have the opportunity to have a training session at the venue of their match. In principle, each team has the right to a 45-minute training session every day. Requests for longer training sessions (especially on rest days) can be granted free of charge if available. In addition to the playing hall, the Organiser must provide at least another two training halls.

For any special request (special equipment, etc.) or exceeding training times, the Organiser shall be entitled to charge the teams with the rent for the hall or facilities.

During the training, at least 1.5 litres of water per player should be available.

#### 42. Team Guidelines

The Team Guidelines shall be drawn up by the Organiser and be completed three months prior to the start of the event. The following aspects must be included in the Team Guidelines:

- General information about the country
- Useful information about arrival/departure, accreditation, transportation, medical service, maps, etc.
- Handball-related information about structure and members of the Organising Committee, IHF Nominees, key dates, match schedule, venues, etc.

#### 43. Match Footage Policy

The Organiser shall offer footage of the matches to the teams concerned free of charge. Any other team requesting the footage may purchase it at a price of CHF 30.00.

A procedure for ordering the match footage shall be set up by the Organiser. If it is ordered in time, the footage shall be distributed to the team hotel before breakfast the day after the match. If a team wishes to obtain footage from other matches, delivery must not be delayed.

#### 44. Doping Control Tests

Anti-doping controls will be conducted during the World Championships. The procedures for the doping controls are laid down in the World Anti-Doping Agency (WADA) Code and the IHF Anti-Doping Regulations. The list of prohibited substances can be found on the WADA website, and is forwarded to all participating teams by the IHF Anti-Doping Unit (ADU). During the World Championship, a minimum of 160 and maximum of 200 controls will be conducted. (For doping control station, see Chapter XII 'Venues and Infrastructure', p. 55).





## *Chapter VII*

# *Operational and Organisational Structure*



The IHF has the exclusive right to stage official IHF World Championships and to assign the staging of such events to a Member Federation, the Organiser.

For this purpose, the Organiser is entitled to establish a separate Organising Committee (OC). The organisational chart must be developed and announced no later than six months after the awarding of the championship.

Two representatives of the IHF shall sit on the Organising Committee and have a vote. The cost incurring from their work as members of the Organising Committee shall be borne by the Organiser. Additionally, the IHF reserves the right to hire a person to work within the Organising Committee to report to the IHF about the organisational process of the World Championship.

#### 45. General Provisions – Minimum Requirements for Structure of OC

The structure of the Organising Committee shall be presented in a diagram to clearly define the tasks and duties of the OC members. Departments in the following fields of activities must be created (fields may be combined into one department):

- competition
- technical facilities
- finances
- TV and other media
- accommodation
- transportation and logistics
- international relations
- security
- hospitality
- marketing and communication
- medical matters
- protocol
- ticketing
- accreditation
- anti-doping

The members of the Organising Committee must be fluent in English, have handball background, good motivational skills and experience in organising an event of equal or similar size. The heads of the departments shall be communicated to the IHF in good time in order for the IHF to know the respective contact persons. Major issues arising shall be settled by the OC executive board.

In principle, the well-defined structure and the contact persons must not be changed or replaced in preparation for the World Championship.

#### 46. Local Organising Committee and Key Positions

A Local Organising Committee (LOC) shall be formed for each venue according to a set structure. Tasks and responsibilities shall be well defined and communicated to the IHF in advance. Key positions to be assigned are the following: **LOC venue manager, head of press, floor and protocol manager, head of local timekeeper and scorekeeper, physician in charge, person in charge of IHF Nominees, person in charge of doping control station, marketing, TV and other media, head of logistics.** One person can



be the head of more than one section if it is applicable. The list of LOC heads in the different field of activities shall be communicated to the IHF well in advance.

The persons in charge have to carefully prepare the event in advance, have to be on site during the event and have to participate in the meetings concerning their task and responsibilities. They report to the event manager.

#### Volunteers

The OC shall create a special volunteer programme to ensure that the best personnel is selected to serve as volunteer in the event. A concept shall be prepared at least 12 months prior to the event.

Further, the IHF partner will provide special conditions for the OC to equip the volunteers. The IHF Marketing Department shall inform about the details of said conditions. Only the official partner of the IHF may be used for equipping the volunteers.

#### Team Guides

Every team participating in the World Championship shall have a team guide provided by the OC. The team guides shall be the link between the participating team concerned, the Organiser and the IHF. The job of the team guides is to ensure that the teams have a trouble-free stay from the time of arrival until their departure. When selecting personnel for these positions, knowledge of the language spoken by the relevant delegation and their culture should be major criteria. They must have in-depth knowledge about the entire event and the organisation plan. Any organisational detail will be coordinated with the help of the team guides. Therefore, it is essential that they are immediately informed of any organisational changes. A list of team guides including contact details (mobile phone) shall be made available to the IHF and all parties involved.

#### VIP Guides

The Organiser shall appoint VIP guides to help important personalities of the IHF, the OC, sponsors as well as to VIPs.

#### Ball boys and Girls

The ball boys and girls ensure that the balls are back in play or ready to use as soon as possible during matches, warm-ups and half-time.

#### Court Wipers

The court wipers make sure that the court is clean and dry during the matches. They shall wipe the court in the most efficient way in order to avoid any further delays. They must only enter the court when instructed to do so by the referees. Therefore, they must be highly concentrated and pay close attention to the events on the court. They shall position themselves at equal distances along the side lines, thus splitting up the court into four (4) equally sized parts. The following provides a basic concept for the court wipers:

- Each venue must have four (4) court wipers present during every match, one in each corner of the court.
- The court wipers must be at least 14 years of age and must have experience in playing handball.
- They will be equipped with dry towels only (never with mops or sticks).



- The court wipers on each side of the court will work together in a team of two. If the court on their side requires wiping, the court wipers from both corners of that side will wipe the area in question.
- All court wipers must pay attention and observe the referees at all time. They must be able to recognise the time-out signal, as this will most likely sound before their action is required.
- The court wipers may enter the court during the match to wipe around the goal area only if the teams are on the opposite side, and only after being CLEARLY instructed to do so by the referees.
- In that case, they must always pay attention to the ongoing match and be ready to leave the court immediately when the possession of the ball changes. This is particularly relevant when one team plays without goalkeeper.
- The court wipers may never enter the court at their own discretion; they may only enter the court after receiving a clear signal by the referees.

### Statistics

A local scouting team of approximately five (5) volunteers is required in every venue to assure the data processing of all relevant statistics. Ideally, the scouting volunteers should have good command of the English language and understand the rules and the game of handball. Instructions will be provided two (2) days prior to the first match in each venue by the IHF partner in charge. One (1) person in each venue is required to bring the printouts to the press office. Ideally, the scouting volunteers working during the preliminary round should also work during the final round. One (1) person in each venue is required to handle the ball speed measurement service.

### Video Proof

In case a video proof system is used, the relevant requirements shall be communicated by the IHF.

### Press Centre Staff

Press centre staff shall be friendly, helpful, fluent in English and well-instructed by the head of press to assist the media in many ways.

### Accreditation Staff

Accreditation staff shall be friendly, helpful and well-instructed in order to efficiently handle last-minute requests or exceptional cases regarding accreditation.

### Entertainment Crew

Performers are welcome to entertain the spectators in the venue and to create a good atmosphere during the matches. It is important that the entertainment crews receive clear instructions (procedure prior to and after the matches, interruptions of the match, half-time, etc.) to ensure that they provide additional entertainment for the spectators and help to enrich the overall event without obstructing the competition.

The entertainment concept shall be approved by the IHF.

### Announcer

See article 171.



#### 47. Communication with IHF

In principle, all communication shall be in English. Every OC member in a key position must be available via common means of communication. At the same time, the IHF representative must also be reachable for the Organiser.

The OC shall be the sole contact point for the IHF in the run-up to the event. The OC shall forward instructions and advice from the IHF to the LOCs. Regular working meetings on various topics shall be held with the participation of representatives of the IHF and the OC. Corresponding notes should be published at OC and LOC level, and the IHF should receive a copy of said notes (translation provided by the OC). These notes should include all outstanding issues and actions as well as the names of the people responsible for completing said actions.

##### Workshops

Representatives of the OC and the IHF, including all key managers of the OC and the IHF, shall participate in workshops prior to the event. The scope of these workshops will be greater than the scope of working meetings. Progress plans and concepts for different areas shall be presented and discussed during the workshops in order to ensure that all people involved obtain all information required to understand the overall concept and discuss questions with the chairpersons of departments, e.g. potential overlap of responsibilities.

During inspections and visits of the venues by the IHF, the chairpersons of the LOCs, who act as the main contact persons for the IHF, shall be present to answer questions and report on the situation in the venues.

##### Progress Reports

The Organiser shall prepare progress reports at regular intervals in order to provide an overview on the already completed preparations and pending issues. If possible, the progress reports should take the form of a check list.

#### 48. External Communications / Press Releases

Only information that has previously been approved by the IHF shall be officially announced to the media. In the run-up to the WCh this especially applies to the qualifying events for the WCh concerned, approval of venues, draw ceremony and draw result, match schedule and throw-off times.

If possible, the IHF Media Department and the OC Head of Media shall coordinate any official publication with regards to the WCh.



# ***Chapter VIII***

# ***MEETINGS***



## 49. Meetings and Preparatory Measures Before the Event

### Visit as part of the bidding procedure

***The IHF reserves the right to hold a hearing at the IHF Head Office in Basel instead of having a visit as part of the bidding procedure***

|                     |   |
|---------------------|---|
| When:               | At least two months before the awarding by the IHF Council  |
| Participants:       | Bidding committee, representatives of the National Federation(s), marketing and event management personnel                  |
| IHF participants:   | Representatives of the Executive Committee, the COC and the Head Office   |
| Other participants: | NOC, politicians, government representatives (up to applicant)  |
| Tasks:              | Presentation of overall event concept including all halls, hotels, airports, etc. and review all aspects of the application |
| Costs:              | Costs related to the inspection shall be covered by applicant (according to IHF Regulations)                                |

### Technical inspection

***The following provides a guideline for technical inspections. There shall be as many technical inspections as necessary and upon request by the IHF.***

|                     |  |
|---------------------|--|
| When:               | At least 18 months before the event  |
| Where:              | In every potential venue (incl. hotels and halls)  |
| Participants:       | Representatives of the LOC, the OC and the National Federation, marketing and event management personnel   |
| IHF participants:   | Inspection Working Group, which might include representatives of the COC, the IHF Competitions Department, the IHF Marketing Department and the IHF Media Department       |
| Other participants: | Representatives of the TV rights holder, the Host Broadcaster and the NOC, politicians, government representatives   |
| Tasks:              | Inspection of all relevant facilities (all halls, hotels, airports, etc.)  |
| Costs:              | All costs related to the inspection shall be covered by the Organiser (according to IHF Regulations); air travel of more than six hours must be provided in business class |

#### Procedure of the hall inspection:

1. Meeting at the hall
2. Introduction of all people involved
3. Presentation of the hall by the responsible persons
4. Brief information about the infrastructure including technical drawings and plans.
5. The meeting is followed by a tour of the hall where the position of the main camera shall be determined.
6. Afterwards, the group should split up and those in charge of TV will take care of the relevant technical matters:
  - a) Positioning of cameras



- b) Position of studio
  - c) Commentator seats
  - d) TV compound
7. The IHF representative shall take care of the infrastructure and the technical equipment, in particular:
- a) Changing rooms for the teams
  - b) Changing rooms for the referees
  - 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) Possible office rooms
  - i) Doping Control station
  - j) Scoreboard
  - k) Support table area
  - l) Substitution area
  - m) Match management table
8. Additionally, the IHF inspection team shall check the questionnaire/form for inspections filled in by the Organiser and complete them if need be.
9. A comprehensive inspection of all lights in the hall shall be conducted.
10. A closing meeting shall be held at the end of the inspection. The Organiser shall provide the IHF with the technical drawings of the halls in order to add the defined positions and areas. Afterwards, the IHF shall ask the owner of the hall to reproduce the technical drawings including the IHF-relevant areas marked in colour.

Procedure of the hotel inspection:

During the hotel inspection, the IHF shall be introduced to the following areas:

- a) Lobby
- b) Rooms (all categories available)
- c) Restaurant
- d) Fitness room
- e) Business centre
- f) Meeting rooms

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

During the inspection, the IHF Inspection Working Group shall be accommodated at the designated IHF hotel.





### Coordination Meetings/Workshops

**When:** As soon as key positions are known and the OC starts its work. An overall concept, media and promotion concept in particular, must be presented to the IHF at least 18 months prior to the WCh.

**At least three workshops** shall be held in view of the event. Out of these three, **at least two** must be held within 12 months prior to the event.

**Where:** Either in the host country or at the IHF Head Office in Basel.

**OC Participants:** Managing director, competition manager, promotion and marketing manager, communication / Internet manager, treasurer, IT manager

**IHF Participants:** Representatives of the COC, General Director and the Competitions Director in addition to persons in charge of marketing, media and communication, if applicable

**Other Participants:** TV rights holder (related costs shall be borne by the TV rights holder)

**Tasks:** Introduction of the key managers, review of the operational plan, media plan and promotion, progress management, etc.

**Costs:** All incurring costs shall be covered by the host (according to the IHF Regulations); air travel of more than six (6) hours should be provided in business class upon request of the IHF

### Extraordinary Meetings

Additionally, the OC and the LOCs must be available for meetings and specific workshops (training of timekeepers, etc.). Extraordinary meetings shall be convened by the IHF or the OC if need be. All incurring costs shall be covered by the OC.

### Medical Meeting

Meetings between representatives of the IHF Anti-Doping Unit (max. 2 persons) and the OC shall take place on a regular basis via conference phone calls and email communication in the lead-up to the World Championship to clarify all outstanding medical and anti-doping questions. All incurring costs shall be borne by the Organiser.

### 50. Daily Meetings between IHF and LOC during the WCh

If need be, the IHF Competition Management may convene a daily meeting with the OC. Moreover, daily meetings shall be held between the IHF representatives on-site and the LOC in order to exchange experience, discuss any issues from the day before and to coordinate things for the next day.

### 51. Technical Meeting

The Technical Meeting shall be held one (1) day before the first match day at the IHF hotel or one of the team hotels. A podium for five (5) persons shall be installed including technical equipment such as projector, microphones, printer and Internet access. Seating for three (3) representatives per team and approximately 15 representatives of the IHF and the OC shall be provided.



The IHF and the Organiser may agree on and announce additional Technical Meetings over the course of the championship.

A detailed plan for the seating arrangement provided by the IHF is attached to this document.

#### 52. Meetings between OC and LOCs

The IHF shall be kept informed about all meetings between the OC and the LOCs in the run-up to the WCh and be provided with the key points of said meetings. Whenever requested, the IHF shall be entitled to participate in the meetings between the OC and the LOCs. The dates of these meetings shall be announced at least four weeks in advance.

#### 53. Rehearsal Matches

In order to ensure that everything is well-prepared, the OC shall carry out rehearsal matches prior to the official start of the event (e.g. on the day before the opening match).

#### 54. Post-WCh Briefing

A post-WCh briefing shall take place three to four months after the event at the IHF Head Office in Basel. Fourteen days prior to the meeting, the Organiser shall submit a final report about the event including all LOC reports and reports on different fields of activity to the IHF. On this occasion, the financial departments of the IHF and the OC shall also meet in order to settle any outstanding issues. The aim of this briefing shall be to finalise all subject matters relevant to the WCh.

#### 55. Optional Meetings

Additional meetings that may be held in the preparation of the World Championship include:

- Conference of the heads of team delegations during the draw
- Regular coordination meetings between IHF and Organiser
- Meeting of Event Delegates with representatives of the host cities

#### 56. Referee Course prior to the Event

The OC shall arrange accommodation for a referee course taking place approximately six months prior to the event. The IHF shall assume travel costs which incurred from the referee course. The OC shall provide accommodation for the referees as well as for the delegates involved. Referees shall be accommodated in double rooms for this event, delegates in single rooms. Further the OC shall provide full board for all people involved as well as all facilities such as, but not limited to meeting rooms, sports hall, gym etc.

#### 57. Referee Fitness Test

The OC shall provide a venue for a fitness test for the referees, suitable for a 'shuttle run' test. This venue shall be available during the referee course mentioned under article 55 as well as during the WCh.



# *Chapter IX*

# *Accommodation*



## 58. General Guidelines and Conditions

The Organiser shall provide accommodation for the teams, the IHF Nominees, the media and IHF sponsors and guests. The distance between the hotels and the playing halls must not exceed 15km/20min by bus. The hotels shall be inspected by the IHF representatives and officially approved by the IHF prior to the event. In case hotels do not meet the IHF requirements, the IHF shall be entitled to reject them and invite the Organiser to provide other options.

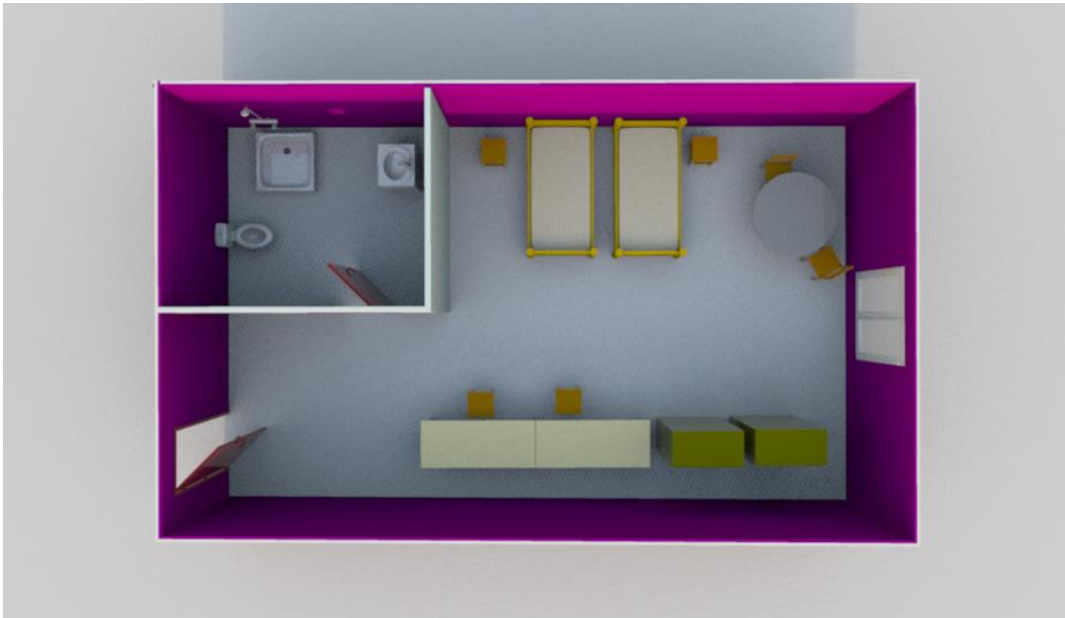
A sufficient number of rooms shall be reserved for sponsors who, in general, shall bear board and lodging themselves. Additional rooms shall also be reserved for special IHF guests and shall be covered by the IHF (on the occasion of a meeting of the presidents of the National Federations or other special events). A separate agreement regarding a meeting of the presidents shall be concluded with the Organiser in good time. All rooms (5-star, international standard) mentioned above should be reserved in the IHF hotel, if possible.

A day with a travel duration of less than 4 hours and 30 minutes from one place of accommodation to the next place of accommodation shall be considered as rest day. In case the travel duration exceed that amount, an additional rest day is required in the match scheme, resulting in additional booking of hotel rooms.

## 59. Official Team Hotels for Team Delegations

The team delegations shall be accommodated in five-star hotels of international standard. The distance between the team hotel and the playing hall must not exceed 15km/20min by bus. General requirement per team: eight double and five single rooms, if possible on the same floor. The teams' physiotherapists shall have a bigger room to be used for the treatment of the players. Alternatively, two adjacent rooms or two connected rooms may be used.

When selecting the team hotels, it should be taken into consideration that the team delegations will have luggage for a period of three weeks and that handball players are usually larger than average. From experience, so-called business and city hotels are not suitable, as these hotels are mostly designed for overnight stays of two to three days. The double rooms shall have a size of minimum 25m<sup>2</sup> and must be equipped with single beds that are not smaller than 1 x 2 metres, spacious wardrobes and a bathroom with toilets and showers. Additionally, there should be two chairs, a desk and a smaller side table in the room. The bathroom must be big enough to be used by two people at the same time.



*Players' double room*

Should delegations require additional rooms, they shall bear the incurring costs themselves. The IHF cannot be held liable for financial issues resulting from agreements between the delegations and the Organisers in terms of extra persons or extra days.

The delegations may request a maximum of 10 additional rooms (at the price previously agreed by the OC and the IHF) in the official team hotels. They shall communicate the exact number to the Organiser no later than six weeks before the start of the event; otherwise, the availability of additional rooms cannot be guaranteed. However, in case of a late request, the Organiser should do their best to grant the delegations' requests.



The Organiser shall ensure that laundry service (at a special price negotiated by the Organiser) and Internet access free of charge is available for the teams. Access to international TV channels would be preferable.

The cost (board and lodging) for 21 persons per delegation and the cost for the IHF Nominees shall be borne by the Organiser.

#### **60. Hotel for IHF Nominees**

The IHF Nominees (including the referees) shall be accommodated in a five-star hotel of international standard, separate from the teams and the media. Single rooms must be provided for all IHF Nominees. Different categories shall be available for IHF Nominees depending on their ranking which shall be defined at the inspection. Meals (breakfast, lunch, dinner) shall be served in a buffet format in the hotel restaurant. A separate table shall be reserved for the IHF Nominees (reservation for 'IHF').

Indoor and outdoor facilities for the referees' physical preparation are required. Fitness facilities (gym, etc.) should be available at the hotel, while all others (swimming pool, etc.) should be in walking distance to the hotel (max. 5 minutes). Further, the OC shall provide a physiotherapist for on-demand treatment of the referees (daily, 09:00-12:00).

An information desk (open from 09:00 until 60 minutes after the end of the last match) shall be installed in the lobby to provide the latest information on transportation, travel, match details, nominations, and social programme. Upon arrival, a room list shall be made available to the IHF Office. The IHF Nominees shall be entitled to three pieces of laundry service free of charge per day. Further, the same food list/requirements for the teams shall also be respected and considered for the IHF Nominees, especially the referees.

#### **61. Additional Accommodation**

If need be, first-class accommodation shall be provided to top sponsors and members of the IHF Council in the IHF Hotel or a separate hotel (see article 59), and all necessary information about the event (transportation, match statistics, etc.) shall be provided to those guests. All costs incurred shall be borne by the sponsors concerned or the person who made the request.

#### **62. Media Hotels**

Different categories of media hotels shall be available. Meals (breakfast, lunch, dinner) shall be served in the hotel restaurant or in a restaurant within walking distance from the hotel. The information desks at the hotel shall provide the daily bulletin and latest information about the event (match statistics, etc.), social programme, shuttle service timetable, etc. The media representatives shall have Internet access, and there shall be at least five computers equipped with printers and Internet access available at the media hotel. Any costs for board and lodging shall be paid by the media representatives themselves.

#### **63. Food and Beverages for the Teams**

The teams shall have the right to four meals a day of sufficient quantity: breakfast, lunch, snack (on match days only) and dinner. Meals shall satisfy the standards of international sports competitions.



As a rule, meals should be discussed with the head of delegation or the team physician. Apart from nutritional science, religious and cultural aspects might have to be considered. Drinks shall also be provided with meals. A minimum of one litre (at least mineral water) per person and meal is required. Drinking water must be available 24 hours a day free of charge. Before the arrival of the team delegations, the meal plans for the teams should be discussed by the assigned team guide, the OC representative and the respective team officials in charge. If possible, they should determine meal times as well. In this way, arrangements can be clarified and, depending on the Organiser's possibilities, any requests from the delegation can be dealt with. ANNEX 4 provides information about a good choice of food for athletes during a championship.

A special area shall be reserved for the teams at the restaurant. The reserved tables shall have a sign with the respective team's name on.

#### 64. IHF Rooms

A room shall be reserved at the IHF Hotel to serve as the IHF Office, equipped with Internet (Wireless and wired), telephone, computer, printer (preferably colour), scanner and photocopier. Technicians shall be available for any assistance and IT-related enquiries. The office shall accommodate at least three persons. Additionally, a meeting room for the IHF Competition Management shall be available at the IHF hotel as well.

Two offices shall be made available in the Hotel for IHF Nominees to serve as the IHF Headquarter during the WCh. These offices are especially required during the final weekend of the championship.

#### 65. Conference / Meeting Rooms / IHF Offices

A sufficient number of meeting rooms (at least one (1) room for two (2) teams) shall be provided for the teams at the team hotel, equipped with a DVD player, a projector and a flip chart. A timetable should be provided in order for the teams to be able to hold their meetings upon request. The teams may use the meeting rooms free of charge, provided that they comply with the timetables.

At the IHF hotel, two (2) meeting rooms shall be available, one of which shall permanently be reserved for the referee meetings and equipped with a projector. The other meeting room shall be used for various IHF meetings. Both the General Director and the IHF President require their own offices in their respective locations.

In each IHF hotel, one (1) room shall be reserved to be used as IHF office upon request, and one (1) room shall be reserved for IHF Media Representatives.

Both, the General Director and the President of the IHF require their own offices in their respective locations.

#### 66. Other Requirements

The IHF hotel shall provide sufficient space to store IHF materials (including clothing, print material to be delivered and distributed just prior to the WCh, etc.). Storage space is especially needed during the days just prior to the beginning of the WCh and during the final weekend. OC volunteers and hotel staff shall be available to help with heavy and bulky goods.



Before the World Championship, the IHF equipment supplier organises the outfitting of the IHF nominees. For this purpose, the Organiser shall have a room available (ca 100m<sup>2</sup>) for at least three days.

Dedicated OC staff shall be present at the hotels as the contact person for the guests involved in the IHF event (provide information on different subjects).

The Organiser shall assist in organising sightseeing tours or other social programmes for the teams in case they ask for it. The teams shall make such a request at least five days in advance. Costs incurred from these activities shall be borne by the delegation.

#### **67. Hotel Decoration**

All hotels shall be decorated appropriately. Decoration shall include the official IHF flag and the flag of the event in order to create an aesthetic design and coherent appearance of the hotels.

#### **68. Sponsors' Products**

Official sponsors of the WCh shall have the opportunity to present their products and to distribute giveaways, leaflets or flyers at the hotels (pins, stickers, etc.).

#### **69. Transportation Service Desk**

All hotels shall provide a transportation service desk at their info desk where the latest information on travel (from home and back, between cities) and transportation from and to the venue can be obtained.





## *Chapter X*

# *Travel & Local Transportation*



This chapter covers aspects regarding travel and transportation of the teams, IHF Nominees as well as sponsors and VIP guests.

## 70. Travel

The teams shall organise their journeys to/from the official arrival/departure airport(s) (to be announced by the Organiser) in the host country at their own cost. (Official place of arrival can also be the venues, respectively the train stations.)

In principle, the Organiser shall be responsible for transportation as from the official arrival day (one day before the first match). Transportation costs that occur due to earlier arrival should be included in the daily rate for extra days. Therefore, teams that arrive earlier will have the same transportation rights.

The Organiser shall organise the IHF Nominees' journey to/from official arrival/departure airport(s) (to be announced by the Organiser) in the host country. If possible, this should be done in cooperation with a travel agency. The IHF shall forward the list of IHF Nominees including their home airport and other details (travel class, etc.) at least three months before the start of the WCh in order for the travel agency to issue flight proposals. These flight proposals will be checked by the IHF/the passenger. Once approved, the flights shall be booked and the tickets be issued.

## 71. Local Transportation

Local transportation concerns transportation of players and officials between their accommodation and their point of arrival or departure in the host country, training facilities, the venue and other facilities relevant during the event (town hall for reception, sightseeing, etc.).

### Team Bus

A heated/air-conditioned bus shall be at the disposal of every participating team at all times from the point of arrival to the point of departure. Incurring costs shall be covered by the Organiser. The IHF cannot be held responsible for financial matters resulting from special agreements between federations and the Organiser regarding extra persons or extra days.

### Transportation of IHF Nominees

Transportation for the IHF Nominees between the airports, the hotels and the venues shall be organised by the Organiser during the competition as well as during the inspections prior to the event. All costs incurred shall be covered by the Organiser.

Different categories of transportation shall be provided to the IHF Nominees depending on their position. The vehicles shall be branded with the WCh logo.

Separate cars shall be available for the dedicated use of the IHF President, the IHF Representatives, the members of the IHF Competition Management, the IHF Event Delegates, the Anti-Doping Representatives, the members of the IHF Office and the IHF Media Representatives at all times.

Transportation shall also be made available to IHF main partners and service providers such as the TV rights holder or the scouting and statistics crew.

Vans shall be available for the technical delegates and the referees, circulating between the venues and the hotels at regular intervals according to the match schedule (shuttle system).



Shuttle buses shall be circulating between the media hotel and the venues to transport the non-IHF media representatives. Pick-up points must be marked by clearly recognisable signs.

Transportation service should be available to the staff and service providers at the venues up to two hours after the last match.

Additional vehicles shall also be available for the transportation of partners/sponsors and VIP guests between the airports, venues and hotels, especially during the final phase of the event. The costs incurred shall be assumed by the IHF.

## 72. Organisation

When organising the transportation, the following aspects must be taken into consideration:

- number of persons to be transported
- training and match schedule
- distance between playing halls, training halls, hotels and other places
- routes and traffic
- possibility of walking from hotel to halls
- reserve vehicles in case of busy times or ad-hoc requests

Special contracts with bus and car companies should be concluded in order to satisfy the transportation requirements. A comprehensive insurance shall be concluded for all vehicles and drivers by the service providers.

A sufficient number of drivers and transportation staff shall be recruited. The drivers must speak English, be familiar with the routes and have good knowledge of the cities/region. They shall be in possession of all necessary telephone numbers, contacts and other information in order to be able to deal with specific problems (late/cancelled flights, accidents, etc.). They also must have accreditation that allows access to all places or areas they might need access to. A communication system shall be set up that allows the drivers to keep in touch with one another. The drivers shall be advised on what passengers they are assigned to transport (type of transportation).

Vehicles used for transportation from/to airports and venues shall be suitable for large amounts of luggage. A clearly identifiable welcome desk shall be installed at the airports to provide necessary information and to coordinate transportation of the teams, IHF representatives and other registered guests.

## 73. Transportation Identification

The team buses and all vehicles used shall be branded with the WCh logo (and category such as team bus, Officials' car, etc.) to be recognised as official WCh vehicles.

## 74. Access / Parking

Problems in accessing restricted areas at the halls or the hotels must be avoided. If need be, access cards shall be issued to those eligible. Parking and drop-off points shall be available at the halls and the hotels.



#### 75. Police Escort

It might be necessary to provide for police escorts for team buses and IHF Nominees' vehicles during times of heavy traffic and long-distance travel between one venue and the IHF/team hotel. Corresponding measures shall be taken well in advance.

#### 76. Transport Schedule

Transportation schedules shall be set up and made available at the hotels and all other relevant locations. The transportation staff shall be informed about the transportation schedule and be able to make short-term arrangements in case of ad-hoc requests. If flight schedules or special transportation requests change at short notice, the communication system shall ensure that all parties involved (drivers, transportation staff, etc.) are informed without delay.

Return flights and corresponding transportation to the airport after the end of the championship shall be communicated to the teams and IHF Nominees in good time but not later than two days prior to the departure date.

#### 77. Public Transportation

The Organiser shall ensure that the venues are accessible via public transport in order for international guests to reach them easily. Cooperation with public transportation operators should be established to allow ticket holders free use of public transportation.



## *Chapter XI*

# *LOGISTICS*



### 78. General Information

In principle, the Organiser shall be responsible for ensuring a smooth functioning of all customs procedures. A temporarily free import of goods should be arranged by the OC.

Furthermore, at IHF request, the OC shall be responsible for the transportation within the country (sport equipment, advertising equipment, sponsors' material, technical equipment, office equipment, etc.).

### 79. Mobile Telephones

The Organiser shall offer mobile phones to all IHF Nominees, except referees, which can be used to communicate within the country. At least 10 mobile phones must be available for international calls. These phones will be given to the IHF Competition Management, anti-doping officials and the IHF Office. The Organiser should provide the IHF with a list of the corresponding phone numbers at least four weeks before the start of the event. The list should also be distributed to all LOCs. Additionally, the Organiser shall provide approximately 20 mobile phones to the major service providers and partners such as the TV rights holder, advertising provider and the scouting and statistics crew, etc. in order to guarantee proper communication throughout the event.

Upon request of the IHF, the Organiser shall also provide wireless hotspot routers (4G/5G technology) in each venue and hotel (approximately 20 routers in total).

The Organiser shall assume all costs for the above.

### 80. Shipment

The IHF and their respective partners shall be responsible for transportation/shipment of their material. Law and national provisions in the host country must be taken into account.

The OC shall transport all goods and material throughout the championship phases to the different cities and halls. The costs incurred shall be covered by the OC.

### 81. Storage

The Organiser shall be responsible for storing all goods sent by the IHF or their partners until the material is collected. All costs for storage shall be covered by the Organiser.



## *Chapter XII*

# *Venues and Infrastructure*



The designated playing halls for the World Championship must comply with international requirements and the IHF Regulations. The IHF is entitled to inspect the halls proposed by the Organiser in order to make sure that the minimum requirements and provisions regarding technical, organisational and marketing-relevant aspects are met. The halls are subject to IHF approval. Only IHF-approved halls may be used as official playing halls.

The IHF and the Organiser shall make joint efforts to ensure high quality standards in order to fulfil the expectations of the spectators, the TV viewers and the partners/sponsors. Careful documentation of hall inspections and visits as well as progress reports shall guarantee a constant monitoring of operations and thus a steady improvement.

The IHF reserves the right to give its conditional approval in case some aspects do not correspond to the standards and therefore need to be improved. In this instance, the IHF shall propose amendments and possible solutions, and the parties involved shall set up a timetable for implementation of said proposals. The aspects in question shall be subject to another inspection.

The IHF reserves the right to reject a hall in case there is a major lack of technical, organisational or security standards which cannot be improved in due time or if the Organiser's budget does not allow for appropriate improvements. If a hall is rejected, the Organiser is obliged to propose a replacement.

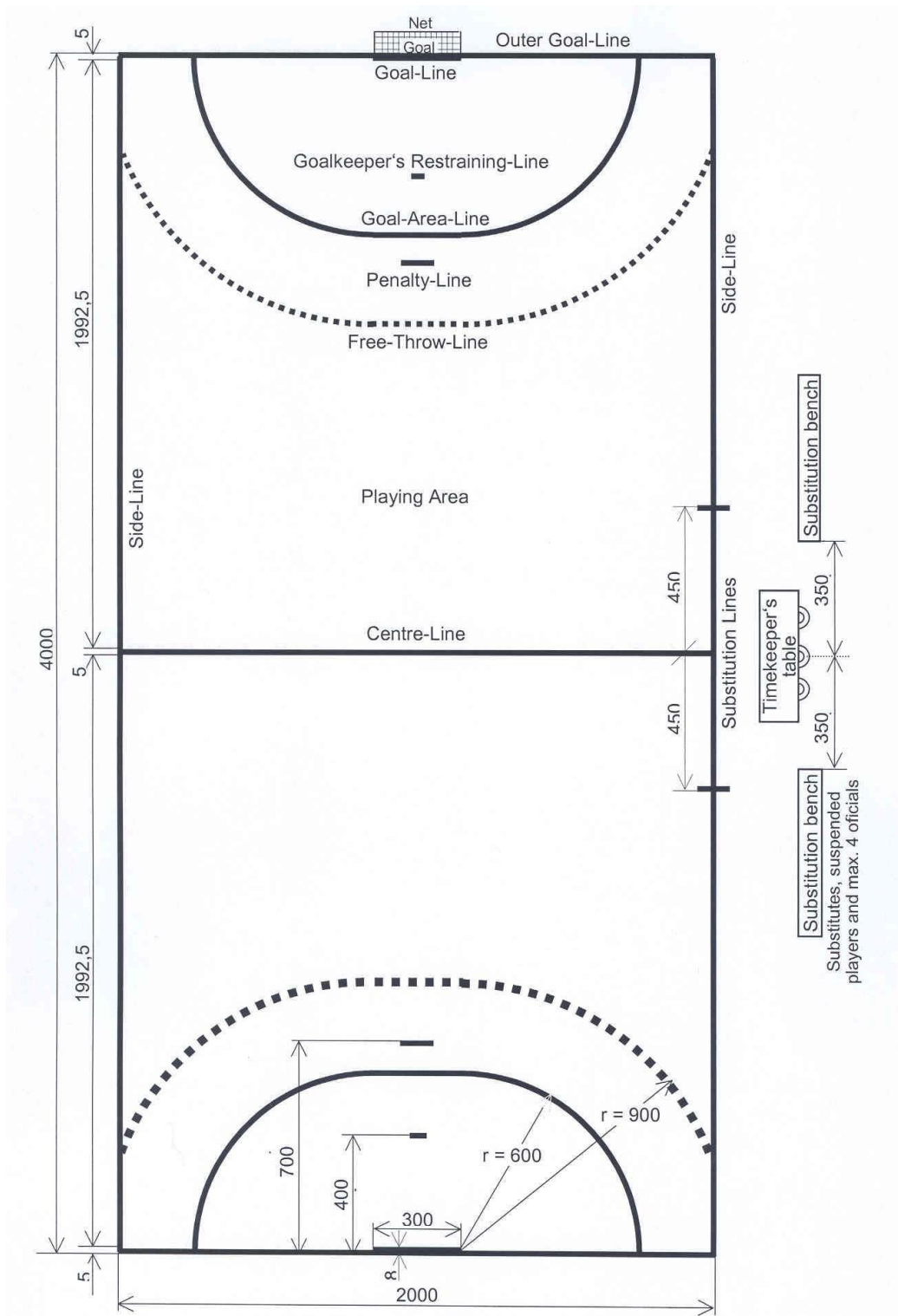
Four (4) different venues shall be used at a Senior World Championship. The OC may propose to increase the number of venues. If more than four venues are used the OC shall be responsible for any additional costs. Once the venues for the WCh have been agreed upon by the Organiser and the IHF, they may not be changed. In case the OC requests a change, this has to be approved by the IHF. Further, the Organiser may face fines to be defined by the IHF.

The venues must be located in major cities of the host country, which are well known internationally.



Special attention shall be paid to the following aspects and detailed explanations:

## 82. Playing Court, Training Court

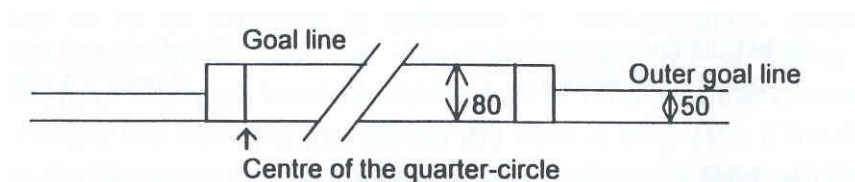




## Lines

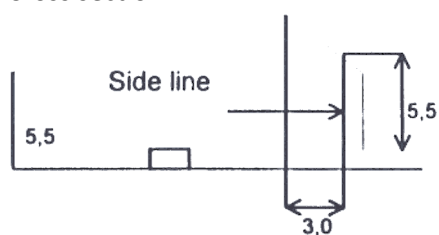
**Colours:** For the lines, any colour different from the court may be used. If more than one colour is used, they must be clearly distinguishable.

**Width:** General: 50mm  
Between the goalposts (goal line) 80mm

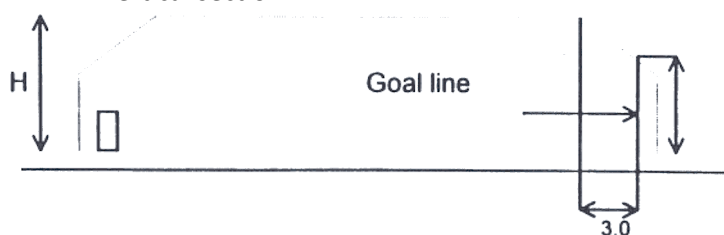


## Smallest inner profile

**Cross section**

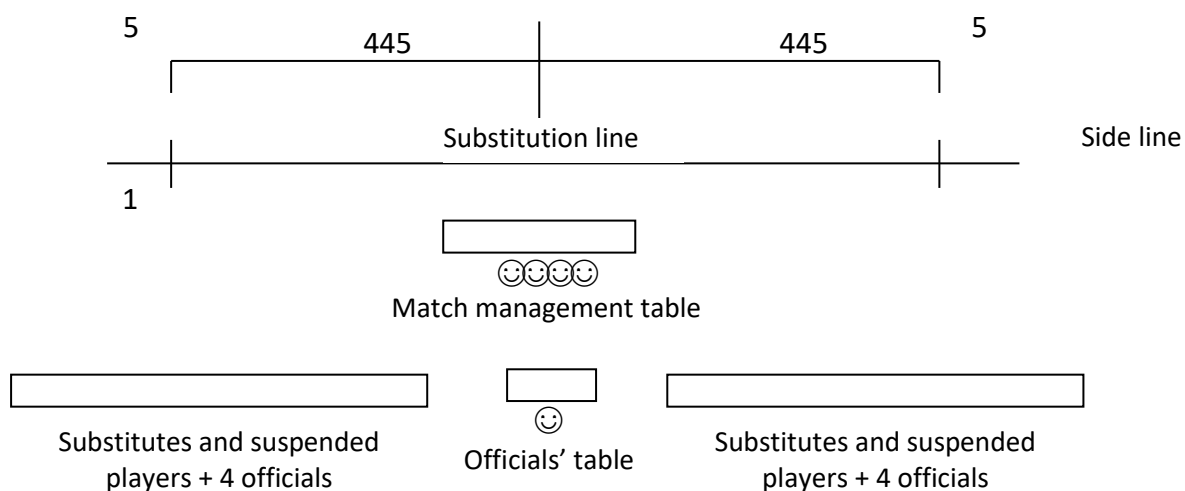


**Vertical section**



(measures in m)

## Substitution Line and Substitution Area



(measures in cm)



The match management table and the substitution benches must be placed so that timekeeper and secretary can see the substitution lines.

#### Dimensions of the court

The playing court for international matches shall be a rectangle with a length of 40 metres and a width of 20 metres. There shall be safety zones of 2 metres behind each goal line/outer goal line, and 1 metre behind each side line.

The height of the ceiling shall be at least 7 metres above the centre of the court. However, a linear or convex reduction of the height starting from a 3 metres distance inside the side line and/or outer goal line towards the walls of the hall is acceptable. Above the side lines, the height must not be less than 5.5 metres.

#### Tolerances of measures

Tolerances of measures must meet ISO 2768 -v standards.

#### Flooring

Court flooring must comply with the standards of the European Committee for Standardisation (CEN) and the IHF Floor Regulations in respect of elasticity and non-skid surface. The court floor by the IHF partner shall bear handball markings only. Floor specifications are laid down in the IHF Floor Regulations. Only floors by the official IHF partner are allowed to be used and shall be provided by the OC. Guidelines on installation and handling of handball floors are provided in Annex 1.

#### Field of Play

The entire field of play shall have a size of at least 48m x 28m. The area surrounding the FOP, especially the area captured by TV cameras, shall be covered by a carpet of the same colour in order to create a consistent appearance of the venue. Additionally, the area outside the court must be level with the court. This applies particularly for the area between the court and the advertising boards as well as the area between the substitution benches and the support table.

#### The Goals

The goals are placed in the centre of each outer goal line. The goals must be firmly attached to the floor. They have an internal height of 2 metres and an internal width of 3 metres.

The goalposts are joined by a horizontal crossbar. The rear side of the goalposts shall be in line with the rear edge of the goal line. The goalposts and the crossbar must consist of a uniform material (e.g. wood, light metal or synthetic material) and have an 8cm<sup>2</sup> cross section with the edges curved at a radius of  $4 \pm 1$ mm.

Handball goals have been standardised under EN 202.10 -1 as EN 749 by CEN (European Committee for Standardisation).

Only IHF-approved goals may be used.

#### Colours

The colours of the walls and the floor shall present a subtle background and thus make it easier for the spectators to see the players and the balls. Therefore, sharp contrasts shall be avoided. Light colours are to be preferred as they reflect the light better than dark colours.

No fluorescent colours are allowed.

### Lighting

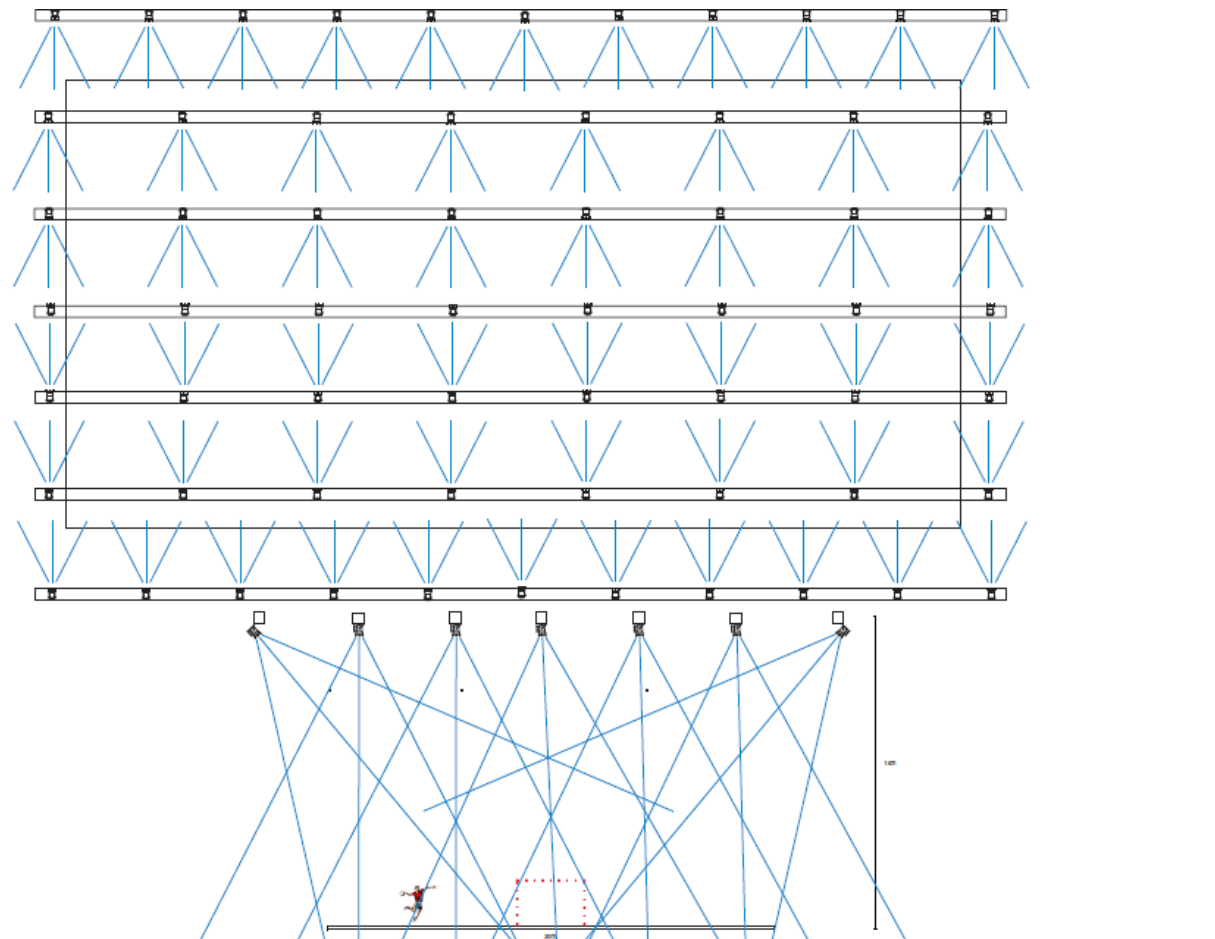
- min. 1,500 lx (+ adequate back up) in any place of court
- at a right angle from the ceiling (not towards the camera lens) to avoid reflections
- even distribution across the entire court
- no shadows, no patches
- no venue-wide flashlights for photographers
- window facades might have to be covered
- Emergency lighting of 600 lx minimum

Value when new for:

the vertical lighting in the centre: > 400 lx

with a regularity of: > 0.5

### *Ambient lighting concept (suggestion)*



Installation with fluorescent tubes or modern LED tubes are recommended for handball events as they provide an ambient light without shadows. The intensity of lighting shall be on a level that helps focussing on the fast matches.

Recommended lamps: 1200 Watt.



Lenses used on the fixture: super flood lenses providing a beam angle of 54° before the light output drops to beneath 50%.

All lamps have to be middle spot to obtain the accumulated 1200 lux but some might need adjustments especially the lamps following the edge of the field.

### The Training Courts

There shall be at least two training courts in each of the host cities. The training courts must be the same size as the regular playing courts.

Training courts may be provided in an ordinary sports hall (conventional sprung floor, wooden floor, synthetic floor, etc.). A training hall with concrete floor will not be accepted.

The training halls must also have:

- a) Enough changing rooms with showers and toilets available
- b) Drinks (at least 1.5 litres per player) available

The training halls must in principle be available at least two days before the start of the World Championship.

### **83. Changing Rooms**

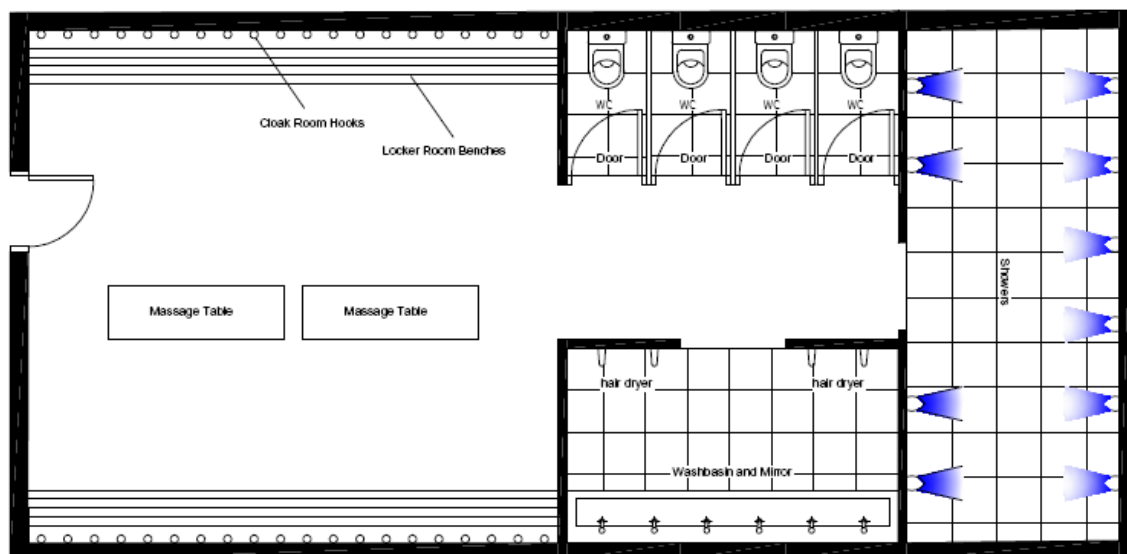
During a match, one changing room shall be available for each team, i.e. for approximately 20 persons (minimum size of 35m<sup>2</sup>, excluding showers). The height of the ceiling must be at least 2.5m. There should be sufficient coat racks or lockers and benches for the above-mentioned number of persons. The distance between the playing court and the changing rooms should be as short as possible. For each changing room separate toilets and separate showers (approx. 10) are required.

Direct access from one changing room to the other should be avoided.

The changing rooms shall be equipped with the following:

- washbasin and mirrors
- at least two hairdryers
- two massage tables
- 25 white towels
- whiteboard with pens and magnets

Minimum size: 35m<sup>2</sup> (excluding showers)



#### 84. Referees' Changing Rooms

The playing halls shall be equipped with at least two changing rooms for referees. The referees' changing rooms shall allow for at least four persons to change (minimum size of 20m<sup>2</sup>). The referees' changing rooms must have direct access to restrooms and showers for the exclusive use of the referees.

The referees' changing rooms must provide the following:

- a) two showers
- b) toilets
- c) washbasin and soap
- d) three white towels
- e) mineral water
- f) fruits
- g) mirror
- h) table and chairs

#### 85. Delegates' Room

A lockable room shall be available for the IHF delegates (5-10 persons) where they can change and leave personal belongings or valuables.

Additionally, a lounge shall be available for the IHF delegates where they can sit, meet and refresh themselves. In this room, a television with TV signal of the matches should be available.

The lounge and the delegates' room may be combined.

#### 86. Other Changing Rooms

In case other changing rooms are needed for entertainment crews (dancers, singers, etc.), it must be ensured that they are not close to the teams' changing rooms.



### 87. First Aid

Every venue needs a room/area for first aid. This room must be available for physicians and patients in case of emergency. This room must be on the ground floor in order to be easily accessed and to carry patients away without difficulty.

### 88. Doping Control Station

The room for doping tests must be lockable and made available to the Doping Control Officers (DCOs) and the IHF Anti-Doping Representatives at least half an hour before the start of the match.

The doping control station shall be clearly signed and shall guarantee the players' privacy. The area shall be used solely as a doping control station. The DCOs and the IHF Anti-Doping Representatives shall record any significant deviations from these criteria.

The doping control station shall consist of at least:

- one (1) room equipped with a table and four seats to carry out the control procedure
- one (1) restroom with toilet and washbasin connected to the above-mentioned room
- one (1) waiting room equipped with enough seats for the players and their accompanying persons and a TV screen

During the doping control tests, only the following people shall be allowed to stay in the anti-doping control station:

- the players who have been drawn by lots
- an official delegate from each team, preferably the team physician or team therapist
- the IHF Anti-Doping Representatives
- the Doping Control Officer
- the accredited assistant(s) of the DCOs
- the Chaperons
- the accredited doping control team
- an interpreter approved by the IHF, if requested

The local security bodies shall take the necessary measures to ensure that no persons other than those authorised can enter the doping control station. A member of the local security authorities must constantly guard the entrance door.

The figure below shows a model of the doping control station:

## Basic Handball Hall Room Utilization

### Anti Doping Room

Minimum Size: 30 m2



#### 89. Medical Care

The Organiser shall be responsible for providing medical care in the venues. A physician and paramedical personnel must be present in the venues during matches. The physician should be seated in the first row of the tribune behind the match management table (or near the playing court on designated seats). The physician shall be introduced to a representative of the IHF before each match. In addition to the physician, a physiotherapist shall be available in the venues from 9:00 to 12:00 every day. The medical facilities in the venues shall be shown to the representatives of the IHF. Furthermore, a fully equipped ambulance (with capacities for reanimation) must be available during all matches.

Stretchers should be positioned in the first-aid room and also close to the playing court so that they are immediately available in case of emergency to carry players off the court.

The local physician has to be of assistance to:

- the team physicians in emergency cases (e.g. hospitalisation of a player)
- spectators who need immediate medical treatment
- IHF officials who need immediate medical treatment

The first-aid room must be installed and equipped appropriately.





## 90. Grandstands

Regular seating for spectators should have a width of approximately 50cm. The space between the chairs (or benches), from one front edge to the other, should be 80cm. The gradient between the rows should be 1:2. The above-mentioned measurements are guidelines.

The grandstands for the general audience shall be well defined in advance. Barriers and security must ensure that the general audience do not have access to the playing court and other restricted areas (VIP, media, partners and sponsors, athletes, etc.).

## 91. Seating Capacity

The seating capacity of the venues shall be defined at an early stage to form the basis for the sale of tickets and shall remain unchanged. The seating capacity shall be defined with regards to the event phase and according to the need of restricted areas, e.g. VIP stands, seats for IHF representatives, camera positions (see, however, article 105).

In general, the minimum requirements for spectators are as follows:\*

|                         | Women | Men   |
|-------------------------|-------|-------|
| Preliminary round:      | 4000  | 6000  |
| Main round:             | 4000  | 8000  |
| Quarter-finals:         | 6000  | 8000  |
| Semi-finals and Finals: | 10000 | 15000 |

*\*The IHF might change the minimum requirements upon request of the applicant.*

In addition, the following number of VIP seats should be available:

|                         |  |
|-------------------------|--|
| Preliminary round:      | 300-500 (500-700 when the host is playing) |
| Main round:             | 400-600 (600-800 when the host is playing) |
| Quarter-finals:         | 500-700 (700-900 when the host is playing) |
| Semi-finals and Finals: | 800-1,000                                  |

Seats for the teams and the IHF delegates must also be provided. These seats must be separate from the media, spectators and VIPs, and if possible they should be in close range of the playing court.

The IHF may request additional seats/tickets for the opening match or the final.

## 92. Hospitality

An individual hospitality concept for every venue shall be set up by the Organiser in close cooperation with the IHF.

Services to be provided with IHF VIP/Hospitality tickets:

- Access to VIP lounge
- A wide assortment of alcoholic (e.g. beer/wine) and non-alcoholic beverages
- At least two (2) warm dishes and a cold buffet with a wide selection throughout the entire match day (starting one hour prior to the first match, until one hour after the final whistle of the last match); a variety of warm dishes served twice a day for a minimum period of two hours



each; consumed food shall be refilled. The buffet shall look generous and inviting, never empty and shall also include vegetarian dishes

- Tables and seats
- Appropriate and appealing interior decoration
- Reception area and cloakroom
- Small gifts
- Events such as live-music, interviews, shows
- TV screens in VIP rooms

### 93. Offices

Offices of sufficient size for the OC, the IHF and the TV rights holder/broadcaster that are located not too far away from one another shall be available at the venues.

IHF Office: The room shall be equipped with tables, chairs, one international telephone line, high-speed Internet connection, a computer, a printer and a TV showing the match played at the venue. The office should be lockable and the IHF should receive three keys. Additionally, soft drinks, fruits and small snacks should be available in the office. For the final weekend the IHF will need at least two offices in addition (Competition Office + Marketing/Media Office).

OC Office: The Organising Committee shall have an office in every venue. The office should be located close to the IHF Office. The OC office, together with the IHF Office, is responsible for a smooth running of the event, and should always be occupied during the matches.

TV Offices: The TV rights holder and the Host Broadcaster usually need two (2) offices. This office shall be lockable and have a size of approx. 25m<sup>2</sup>. The office shall be equipped with four chairs, two tables, high-speed Internet and an international TV line. The office should be located in an area of the venue that is close to the parking area for technical service providers.

The above-mentioned requirements are guidelines and shall be subject to approval by the IHF. They will be defined in detail during the technical inspections.

### 94. Media Facilities

The requirements of the media representatives shall be taken into account with regard to:

- the location and number of workplaces
- access to and size of the mixed zone
- a press conference room
- suitable size of media work areas
- access to workplaces for media representatives and work areas

The equipment of press centres and media work areas must be completed no later than two days prior to the start of the event. This does not apply to services such as ISDN or DSL lines offered by external providers. The media centre should open at least two days before the start of the event.

Media areas shall be separated from the areas open to spectators. Provisions must be made to ensure that spectators cannot enter media areas. Players, coaches, officials, and other accredited individuals



should, however, have access to media areas. There should be quick and easy access from all media work stations to the press conference room and the mixed zone.

**Media workplaces** in the venue should be equipped with the following:

- Chairs and desks or foldable desks for representatives of the print media
- Cable Internet/DSL and ISDN connection for representatives of the written press (for a fee)
- Wi-Fi shall be available free of charge within the media workplaces
- Chair and desk or foldable desks (but no technical equipment) for representatives of electronic media who do not own rights to cover the event
- Chairs and desks or foldable desk, fold-down monitor and equipment provided by the Organiser for representatives of electronic media (who own rights), with an option for cable Internet and ISDN connection (for a fee)
- Spectators' seats for media representatives who are currently not working
- A working area for TV presenters

**Media work areas** shall be set up as follows:

- Should be in the venue
- Should be equipped with an adequate number of workstations, each with their own individual power connection
- Should contain at least five computers connected to the Internet
- Should have telephones and cabled Internet/DSL and ISDN connections (for a fee)
- Wi-Fi shall be available free of charge within the media workplaces
- Should contain at least two photocopiers
- Should contain trays for information
- Should have an accreditation desk
- There should be separate work areas for representatives of media
- Should contain lockers (for a fee)
- Should contain several television monitors, showing coverage from all venues
- Provide a digital photo camera
- There should be editing rooms (for a fee)

The **press conference room** shall be equipped with:

- A raised seating area with a table for press conference participants
- A media backdrop displaying the sponsors' logos behind the table
- Microphones for each press conference participant and a loudspeaker system
- A sufficient number of places for media representatives
- Suitable lighting for photographers and television cameras
- A raised area for cameras at the back of the room
- A portable microphone for questions from media representatives



The **mixed zone** shall be equipped with:

- A security system to monitor access to the mixed zone
- Separate areas for TV and radio, and the print media, respectively
- Separate areas for players and media representatives (optional)
- A portable backdrop displaying the sponsors' logos to serve as a background in TV interviews
- An area offering access to the court for those owning the respective rights.
- Sufficient lighting in order to guarantee good conditions for the media

The following facilities are also desirable for the media:

- Designated smoking and non-smoking areas
- A lounge, with a catering option within the media centre's opening hours
- An outlet where media representatives can buy SIM cards for national networks.
- Upon request by IHF, the OC shall install one or more large televisions with the match feed in the mixed zone

#### 95. Photographers' Area

Photographers shall be provided with separate work areas as part of the media centre. Lighting conditions must be suitable for photographers.

During the match, the photographers must be provided with places behind the goals but not within the safety zone of the FOP.

The Organiser shall develop a concept on how to allocate places to photographers and provide a corresponding drawing (for detailed requirements, see Chapter XVIII 'The Media')

#### 96. Accreditation Centre

The accreditation centre shall be located at the IHF/media entrance to deal with late requests and in order for people to pick up their accreditation cards upon arrival.

#### 97. Volunteer Centre

The volunteers of different departments shall be provided a room/area to take meals or to take a break. Refreshments and catering shall be served there.

#### 98. Sponsors' Storage

Storage space to keep equipment, merchandising products and other material of sponsors must be available.

#### 99. Sponsors' Stands

Special seats and hospitality shall be offered to IHF sponsors and local sponsors. If need be and depending on the championship phase, different categories shall be defined.



Some sponsors might be entitled to set up stands in the VIP area or in the public entrance area. This is subject to coordination by the IHF Marketing Department.

#### 100. Catering for Spectators

Refreshments and snacks shall be offered to the general audience in the entrance area or in the corridors outside the FOP. Space for sponsors' stands shall be available.

It is important to meet the general safety instructions regarding the sale of refreshments and snacks. Selling bottles should be avoided and selling drinks in glasses is forbidden.

#### 101. Security

A sufficient number of security staff well-acquainted with the venue layout and emergency plans must be employed.

#### 102. External Areas and Parking

Access to and from the venues must be carefully assessed. Pedestrians must be separated from vehicles and any crossing of the two avoided. Parking lots for cars shall be located as near to the main entrance as possible, although the closest lots should be reserved for people with disabilities and media representatives. In addition, parking lots for buses (with room to turn) and athletes as well as for official WCh vehicles transporting IHF officials, staff and VIP guests shall be provided close to their respective entrance.

It is not possible to project the amount of parking space needed at peak times. However, it is very useful to establish a plan to be on the safe side.

Access for ambulance and fire brigade must be guaranteed at any time. Ideally, they are provided with general and exclusive access to the back entrance of the venue and to emergency exit(s).

Parking for technical vehicles:

- Sufficient space to form a TV compound
- Parking for all production vehicles, OB vans, mobile earth stations and other technical vehicles that may be required depending on the country (at least seven trucks for the preliminary round, 10 trucks for the knock-out phase and up to 15 for the semi-finals and finals)
- Limited number of lots for private cars for the crew
- As close as possible to the venue, not separated by any road
- Same side of the venue as the main camera positions
- Must be accessible for semi-trailers
- Must be fully secured with 24h security service, fences and no access for general public

#### 103. Venue Access

In principle, the following groups should have an individual/separate entrance:

- a) Teams, IHF referees and IHF nominees
- b) OC staff, volunteers, security staff, entertainment groups
- c) VIPs



d) Media representatives

Entrance control shall ensure that only persons with correct accreditation are granted admission. The personnel in charge shall be trained accordingly. Further instructions can be found under “Accreditations” in the present Manual.

#### 104. Public Entrance

The venue's main public entrance shall be accessible for general spectators from the public parking area and the train/bus stations. Appropriate signage shall be provided. The spectators should be allowed to move within the public area to reach the marketing and sponsor stands. The venue should be open for the public at least one hour before the start of the match.

#### 105. Ticket Sale

If the venue is not sold out, a ticket booth shall be available outside the venue where the remaining tickets are sold. The ticket booth must open at least 1.5 hours before the start of the match.

#### 106. Technical Facilities

The OC shall provide certain services and facilities free of charge that are required for the organisation and implementation of the event. Furthermore, one person should be appointed for coordination of all required equipment.

#### **Responsible Technical Manager/Technician:**

The LOC should have a Technical Manager who is responsible for all technical equipment:

- A qualified technician with knowledge of all of the technical equipment **must** be present and available courtside from 20 minutes before the game until the end of the game
- They should be in close contact with the IHF and the TV rights holder
- They should have radio/mobile phone contact with any support staff they may need in case of equipment failure

#### **Air conditioning**

All venues must be air-conditioned. The inside temperature shall be between 18 and 23°C.

#### **Power Supply**

The OC shall create and present a concept regarding the power supply in the venues. This concept shall include solutions for the entire television production (created in cooperation with the TV rights holder), the LED advertising boards, as well as a backup plan in case of any power failure. The power supply for TV and the backup for the venue shall be coming from different sources. A concept including generators shall be created for the event of non-sufficient public power supply.

#### **Electrical conduits**

The routes for electrical conduits between the parking area for technical vehicles and the field of play must be free from any obstructions and secured when crossing public walkways (e.g. by using cable ramps, etc.). Any electrical conduits and cable ramps must be clearly visible.

**Acoustics**

Every venue shall have a loudspeaker system available. The public announcement systems shall be of such a quality to enable a clear sound reproduction above the noise level of the crowd in the large venues. Loudspeakers shall be positioned in such a way as to ensure a uniform sound reproduction throughout the hall with no distortion or 'echo' effects.

**Timekeeping and Scorekeeping (displayed on the scoreboard or video cube)**

An electronic clock, operated from the match management table, shall keep the official time. The clock must have an automatic end signal. A backup clock (table clock of approx. 25cm in diameter) showing minutes and seconds shall be used in case the official clock cannot be used.

The display must show at least the playing time, the number of goals scored per team and at least three two-minute suspensions per team simultaneously.

A digital clock that can be stopped and restarted must be available and should be visible from the substitution benches, match management table and to as many spectators as possible. It must be possible to operate the digital clock from the match management table. The clock shall run from 0 to 30.

In case the TV picture is displayed in the venue (e.g. on the video cube) it must not show any slow-motion replays of match scenes.

The following requirements for scoreboards apply to IHF Senior World Championships:

Each venue must have two LED scoreboards with a 16:9 aspect ratio that have a size of at least 20m<sup>2</sup> (5.9m x 3.4m). However, the ratio between the size of the scoreboards and the size of the venue must be taken into account. That means that in larger venues, the scoreboard must also be larger to account for longer distances. The scoreboards shall be examined during the inspection and are subject to approval by the IHF.

The scoreboards shall display the participating teams, their players, the live score and the half-time score, the playing time, the remaining time of team time-outs and the half-time, up to three two-minute suspensions per team and statistical data.

For the Olympic Games, an overview of the players of each team including basic information such as goals, yellow cards or two-minute suspensions is also expected. The size of the scoreboard shall be big enough for all players and spectators to capture the necessary information. Ideally, the scoreboards should be located behind each goal.

The following figure provides an example for information to be displayed on the scoreboards:





- f) limited and controlled access
- g) raised position to avoid cheering spectators in the picture



### Studios

- unilateral studios shall be in a location with a good view of the court
- approx. 5m x 5m each
- one to two per venue during the preliminary round
- three to four per venue during the knock-out phase
- up to eight in the finals



*Studio*



*Studio at ground level*

**Microphones** shall be placed all around the venue, close to FOP and in the stands.

**Spider cam (if in use) or Fly cam**

Mounting of the cable winches:

- a) positioned under the roof at each corner of the court
- b) approx. 1m x 1.5m per winch
- c) one deflexion pulley per winch, approx. 4m above the winch



- d) at least one electrical plug per winch (32A CEE)
- e) operator seats
- f) same side of the court as the main camera
- g) unobstructed view of the entire court
- h) position shall accommodate three people and shall be equipped with necessary chairs and table (depth of 80cm)
- i) at least one electrical plug (1xSchuko)

**Operator Seats for remote controlled cameras**

- at least 4 operator seats
- as close as possible to the court, e.g. within the round hole or under the stands, 75m away from court maximum
- each position shall accommodate three people and shall be equipped with necessary chairs and table (width of 80cm)
- at least one electrical plug each (1x Schuko) required

**Camera systems behind the goal**

- directly behind both goals
- unobstructed view of the entire court and unaffected by the safety net
- footprint: approx. 1.75m x 1.75m each, incl. operator
- at least one electrical plug each (1x Schuko) required

**Video cube/Video screens**

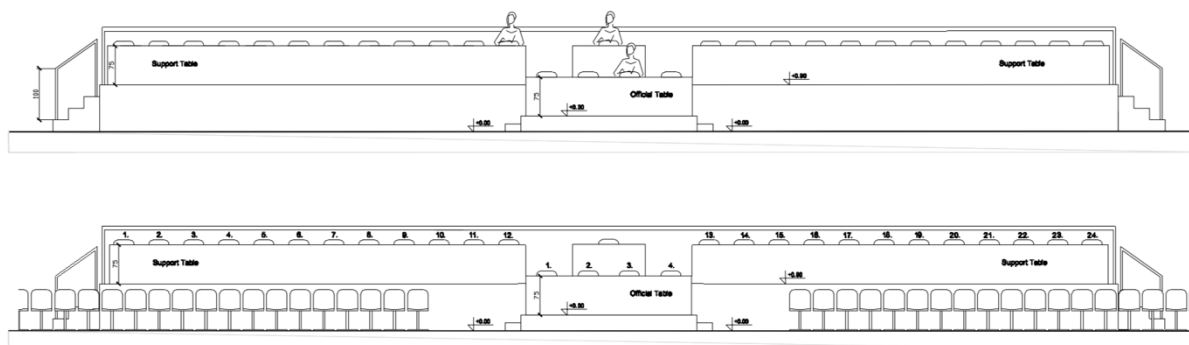
A big video screen or cube should be available for the final matches. The IHF would appreciate if these are already available in the halls during the initial championship phases.

Requirements for data-processing are laid down in Chapter XIII 'Internet & IT', article 114.

**107. Seating Plan for the Match Management Table and the Statistics Table**

The following provides information about the **match management table** and the **support table for the scouting staff and other IHF representatives**.

The support table is a key element of the venues' infrastructure and shall be located behind the substitution benches. Depending on the technical requirements, it shall provide space for the different personnel involved in the competition (approximately 30-35 people). This includes, but is not limited to, IHF personnel such as stand-in referees, event delegates, referee observer, analysts, anti-doping representative, IHF media representative, and personnel from service providers for statistics and TV graphics and OC personnel such as the floor and venue managers, DJ, announcer or any other technical personnel needed for properly staging the event. The following figures provide an example of the seating arrangement at the support table and how it should look like. The exact number of seats shall be defined in the run-up of the inspection. The support table shall be at least 60cm high, 2m wide, and the seats should have a distance of 70cm between each other. All seats shall have power supply and internet connection.



The match management table shall be positioned at the middle of the side line, possibly at a distance of 1.5m.

The match management table must provide space for six persons to work (min. dimensions: 3.50m x 50cm). Any advertising (that has been agreed with the IHF) attached vertically to the front of the match management table must not exceed the length or height of the table. Substitution area markings must be visible from the match management table.

Seating arrangements at the match management table shall be from left to right, looking at the court (or vice versa): technical delegate, timekeeper, scorekeeper, technical delegate. A separate table for the official shall be located behind the match management table.

The scouting staff responsible for data processing shall be seated at the table behind the match management table. If need be, this table might be in a raised position in order for the scouting staff to have a clear view of the FOP. Another three places at this table shall be reserved for the IHF analysers and the referee observer, who must be able to receive the TV feed.

A separate seat close to the support table shall be available for players who receive a red card and thus have to leave the court.

The overall **layout plan** of the venue must be set up and made available to all parties involved.

Appropriate sign posting shall be fixed for ensuring perfect orientation in the venue. Emergency exits and escape routes must be clearly labelled and kept clear at all times.





*Sign posting at the hall*

**Power supply** for the venue must be stable and secured with the help of a backup system.

**Internet access** must be available everywhere in the venue.

**Technicians** shall be available for stand-by service.

**Cleaning staff** shall be recruited to clean the venue every day. The timetable shall be determined in accordance with the venue manager.

The national **flags** of all participating teams as well as the WCh flag and the IHF flag (of slightly bigger size but at least of the same size as the national flags) shall be flying from the ceiling, if possible in one row. They shall be arranged as follows: the national flags shall be hung vertically, while the flags of the IHF, the WCh and the hosting federation shall be hung horizontally. The IHF flag shall be in the centre, and the flags of the WCh and the hosting federation at each end of the row respectively.

The following figure provides an example for the arrangement of flags in the venues.



Flag decoration

**A corresponding flag manual is available at the IHF.**



## *Chapter XIII*

# *INTERNET & INFORMATION TECHNOLOGY*



This chapter outlines the minimum requirements regarding the event website/IHF website, which is meant to be an interactive platform for participants, fans and the media. After awarding the WCh, details shall be agreed on by the IHF and the Organiser.

#### 108. Requirements

The event website shall be provided in the official language of the host country and in English. The website may also be translated into French and/or German.

#### 109. IHF Responsibilities

The IHF shall upload any WCh-relevant data on the IHF webpage such as live scores, statistics, high-resolution pictures for download, a wide range of general information and everything worth knowing about the event.

#### 110. OC Responsibilities

Efforts shall be aimed at a consistent design (corporate identity) of the OC's and the IHF's official websites (logo to be included, font, site map, etc.).

#### 111. Event Website Content

The event website shall be launched one year prior to the event and at least include information on the following items:

- Venues (provide city map and access routes for download if possible)
- Accommodation (spectators/media), including links to tourist centres and hotel groups to enable direct booking and to provide information and assistance in hotel booking
- Accreditation for media representatives (including match schedule and download form as from four months prior to the event)
- Ticketing (including possibility of purchasing tickets by email or by phone)
- Contact persons for fans, media, federations, etc. (email or phone if possible)
- Information regarding the course of the event, match schedule, sponsors (IHF and OC)
- Provide latest match results, news, statements from press conferences, link to [www.ihf.info](http://www.ihf.info), especially to live score and statistics (IHF source can be used)
- Database: former WChs, qualifications, etc.
- IHF Nominees on site

#### 112. Promoting the IHF Website

The IHF and the Organiser shall promote the event website whenever possible (include website address in all publications, board advertising, social networks, etc.)

### Information Technology

#### 113. Internet Access

In general, WLAN access shall be provided to all media representatives at the venues. Additionally, LAN access shall be available at the press work spaces (including a cable against a deposit). ISDN/DSL lines



(for TV and radio crews) shall be provided on request and for a fee. A formal written request should be submitted together with the accreditation request.

#### 114. Scouting System

The company responsible for data-processing shall provide all event-relevant details, i.e. team rosters, results, match schedule, etc.

The following provides a detailed overview of the scouting requirements:

##### **Working space for Scouting Staff**

- Central working space with an unobstructed view of the field of play
- Equipped with a desk (approx. 7m x 1m) providing space for seven persons (including space for the TV graphics), (see Chapter XII 'Venues and Infrastructure' article 106)
- Power supply (220V, 16A, separately fused, shockproof)

##### **Volunteers**

- A team of approximately five scouting experts in every venue is required
- They should speak and understand the English language
- They should understand the game and rules of handball
- Instruction will be provided two days prior to the first match
- One person in every venue is required to deliver hardcopies of the printouts to the press office
- One person in every venue is required to handle the speed measurement service
- Ideally, the same scouting volunteers should be involved during the preliminary round and the final round

##### **Internet and Phone lines**

- Two LAN connections with Internet access
- One international phone line including telephone in every venue
- ISDN Internet connection in every venue or third independent LAN connection with Internet access (as backup)

##### **Board and Lodging**

- Accommodation (single rooms, international standard) and full board shall be provided for the scouting staff by the OC
- The scouting team shall preferably be accommodated in the IHF Hotel

##### **Office/storage room**

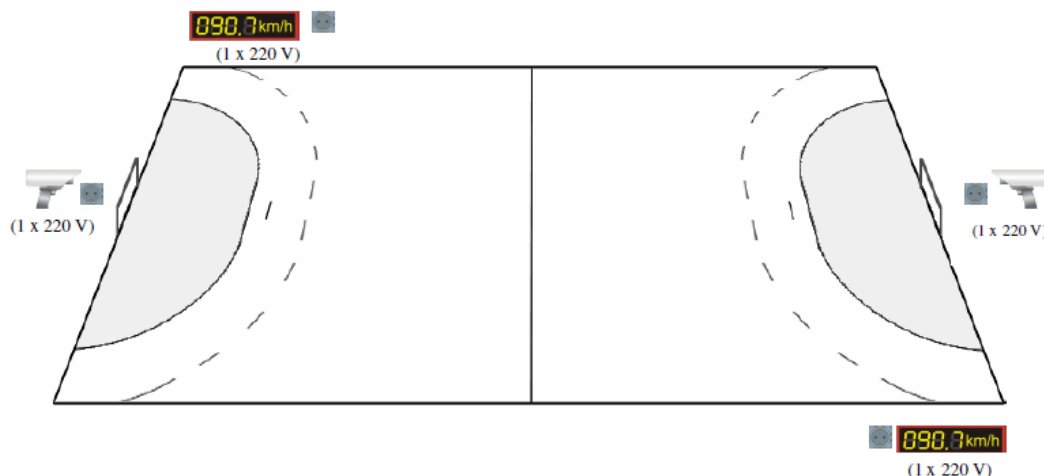
- Separate and lockable rooms shall be provided to be used as offices and storage room

##### **Miscellaneous Requirements**

- Set-up of all commentator places with power supply (220V, 16A, shockproof)
- Power supply for speed measurement system (see below)
- One power point (220V, 16A, shock proof) behind each goal for speed guns
- One power point (220V, 16A, shockproof) in two corners of the field of play for speed displays

##### **Set-up for speed measurement (if requested):**





### Video Proof System

In case a VPS is used, the OC shall provide seats for the VPS staff at the support table as well as power supply and other technical installations required for the operation of the VPS.

### 115. Printout of Statistics

All LOCs shall nominate a person to be in charge of statistics in their respective venue. This person shall organise and supervise the printing and distribution of match reports and all relevant match and team statistics provided by the scouting team. Volunteers shall assist them in this matter and distribute the documents to the media centre and the media work places in the venue. Moreover, the LOCs shall install boxes to have the complete set of documents available at the media centre. The volunteers shall be briefed about the procedure by the scouting team. The daily bulletin shall be available for download on the IHF website without delay. Journalists shall be informed accordingly at the media centre and via the IHF INFO brochure. A limited number of hard copies of the daily bulletin shall be distributed to the officials and at the media hotels.

### 116. Telecommunications & Venue Infrastructure

The OC shall offer local SIM cards for sale at the media centre.

The event venues shall have existing fibre connectivity to one or more telecommunications services as well as access to a termination box.



## *Chapter XIV*

# *TICKETING*



### 117. IHF Requirements

A total of 15% of all tickets shall be offered to the participating teams for sale. The exact timeline for this procedure will be agreed by the IHF and the OC, but the tickets should be ready for sale at least three months before the event.

The IHF must receive the correct number of printed tickets or e-tickets at the IHF Head Office at least one month before the start of the WCh. The Organiser shall reserve up to 150 hospitality and 100 best-category tickets for the IHF sponsors and up to 100 hospitality and 50 best-category tickets for IHF guests to be made available to the IHF free of charge (for each session). However, the purpose for which these tickets may be used shall be subject to the IHF only. In addition, one VIP box for 12 to 24 people shall be available to the IHF at a central position in each venue. For the final venue, a minimum of 24 seats shall be available in the VIP box. Unused tickets shall be returned to the Organiser in good time. The number of tickets to be reserved for the final round shall be negotiated separately, depending on the accreditation and ticketing system. The location of the IHF seats has to be confirmed by the IHF.

Apart from their accreditation, all official IHF Nominees shall also receive entry tickets or seats for the respective matches if necessary.

Further, up to 100 tickets for the final weekend shall be offered to Forum Club Handball, the organisation that represents the professional handball clubs, at a discount of 50%.

### 118. Ticket Prices

Even though ticket sales are the Organiser's main source of revenue, previous experience has shown that there are some main issues that should be noted:

- a) Ticket prices should be consistent in every city
- b) Prices should be proposed to the IHF for approval.
- c) Upon IHF approval, printing of tickets can be launched.

Also, the following points should be considered when ticket rates are calculated:

- Demand/interest
- Venue capacity
- Time of day
- Level and price of competing local events

### 119. Capacity

The seating and standing capacities determined for each venue must be observed in the sale of entry tickets. If there is great interest in a match at a venue with a limited number of seats, it may be possible to fix higher rates. However, even if there is great interest in a match, prices shall not exceed a reasonable level as the top priority must be to attain full venues.



#### 120. Throw-off Times

Throw-off times shall in general be fixed in cooperation with the TV partner, taking into consideration the expected ticket demand according to the customs in the host country (preferred time of day to watch sport events, etc.).

#### 121. Level and Price of Competing Events

The OC shall develop a 'contingency plan' to fill empty seats. Sold-out venues must be the major goal for the IHF and the OC. From the beginning, the OC should – in addition to the regular tickets – offer group tickets for:

- a) local handball teams
- b) schools and universities
- c) local ethnical groups or associations if the team of this country is playing in the city
- d) local companies and organisations operating internationally
- e) tourist information offices in the region
- f) raffles

Furthermore, it is recommended to develop special concepts together with each participating country on how to attract their fans to the World Championship. Similarly, the possibility of organising social events and providing the participants of said events with discounted tickets should be considered.



## *Chapter XV*

# *Accreditation*



## 122. Accreditation System

The Organiser shall propose an accreditation system at least eight months before the start of the championship. The system shall be approved by the IHF Head Office and may be implemented right after approval. In case the IHF has developed its own system, the OC shall be obliged to use that system and to pay the corresponding costs.

Media accreditation should be available on the official event website. According to the IHF Media Regulations, the accreditation application for the media should be available at least four months before the start of the event. The OC will then collect the applications. The IHF Media Official shall have access to the accreditation system. The approval process is to be coordinated between the IHF and OC media, with the IHF having the last say regarding the organisation. After approval, media accreditation can be issued to the applicants.

Media representatives must provide the following information in their application:

- a) Family name
- b) Given name
- c) Email address
- d) Mobile number
- e) Gender
- f) Date of birth
- g) Passport number
- h) Nationality
- i) Country of residency
- j) Photograph
- k) Function (see functions a) – j) under article 123. 'Accreditation Categories', Media)
- l) Name of organisation
- m) Press card No./AIPS No.
- n) Copy of press ID/AIPS
- o) VISA required: yes/no
- p) Their desired venue to pick up the accreditation card

One OC representative should be the contact person for the person responsible for accreditation at the IHF Head Office. The responsible person at the LOC should be available on-site during the event.

An accreditation centre shall be set up at every venue and provide the possibility to prepare the accreditation cards on-site. The responsible person of the IHF Head Office shall always (prior to and during the event) have access to the accreditation system and shall be entitled to request, whenever needed, additional accreditations or any kind of changes in this regard.

Who needs an accreditation?

- a) Teams (players, team officials, etc.)
- b) Organisation (IHF and OC)
- c) Media (all forms of media)
- d) Volunteers (team guides, entertainment, transportation, etc.)
- e) Officials (representatives, technical delegates, referees, etc.)
- f) Sponsors/partners (including technical operators for the floor, advertising production, etc.)
- g) VIPs (e.g. guests of the IHF President, guests of sponsors, etc.)
- h) Medical and security staff



i) Scouting/statistics staff

The accreditation card grants access to the different zones of the venues (see article 123). The accreditation card should show the full name and a clear photo of the card holder.

### 123. Zones of Access

The different categories should be submitted to the IHF for approval. The categories should at least include:

- a) Field of Play
- b) VIP/Hospitality (may be divided in two or more categories, e.g. gold/silver/bronze)
- c) Organisation
- d) Players' area (changing rooms, etc.)
- e) Media
- f) Spectators' Area
- g) Honours seating (optional)

### 124. Accreditation Categories

The following provides information on the different categories of accreditation.

#### **All Area/All Access**

The number of all-access accreditations should be limited, and thoroughly reviewed.

All-access accreditation bearing the infinity sign grants access to all functional areas in the venue and should be awarded only to key personnel of the venue, the OC, IHF staff and some IHF Nominees.

#### **Field of Play (FOP)**

Access to the court, the substitution benches and the area of the match management table.

This category shall principally be reserved for the team delegations and referees, but also for the technical delegates, scouting teams, ball boys and girls, court wipers and the IHF advertising team.

The number of accreditations granted shall be kept to a minimum. Access to the area around the substitution benches and the area behind the advertising boards should be allowed to as few people as possible in order for the TV viewers to have an unobstructed view of the court.

#### **VIP**

As the VIP ticket, in combination with an additional wristband (or other form of access control), grants access to the VIP area, no other accreditation should be required for IHF VIPs. However, it is important to note that VIP accreditation only grants access to the VIP area and does not include a seat in the stands.

#### **Media**

Media accreditation may be divided into groups in order to determine appropriate access. Those groups may be:

- a) TV commentator
- b) Radio commentator



- c) TV rights holder
- d) TV non-rights holder
- e) Radio rights holder
- f) Radio non-rights holder
- g) Technician
- h) Written press
- i) Web
- j) Photographer

The TV rights holder, in coordination with the IHF, is generally entitled to grant accreditation for groups a)-g), while the IHF Media Department as well as the OC head of media are entitled to grant accreditation for the groups h)-j).

All media should have access to the following areas:

- 1. Media workroom
- 2. Press tribune
- 3. Mixed zone
- 4. Press conference room
- 5. Media hospitality area

The TV rights holder shall grant accreditation and access to the following areas:

- a) Flash zone
- b) Super flash zone

It is crucial that the security staff be instructed about all the different extra categories.

#### **125. Layout of Accreditation Cards**

The design of the accreditation cards shall include the IHF logo, the WCh logo and all official sponsors. Further, the instructions and regulations regarding security and rights shall be printed on the back of the accreditation. Different access zones shall be displayed in different colours and bear different figures.

#### **126. Bibs**

The IHF, the IHF partner or the OC shall provide the bibs for the media. Colours should be white, green, blue and orange.

The bibs do not grant access to any areas in the venue. The media always need to carry their accreditation card.

Colours identify the category of media:

- a) White: IHF Photographer, IHF Social Media
- b) Green: TV rights holder



- c) Blue: Photographer
- d) Orange: Host Broadcaster



### 127. Accreditation Process

A proposal for the accreditation system/process should be submitted to the IHF eight months before the event, including the design of the cards. The Head Office shall approve the process and design.

According to the IHF Statutes and Regulations, the accreditation system shall be available to the media at least four months before the start of the event.

The team delegations should have the possibility to enter the 28 players from the provisional team list one month before the event. Accreditation cards shall be prepared for all 28 players on the provisional team lists, and the teams' final 16 players shall receive their cards upon arrival. Providing players replacing a teammate during the event with an accreditation card will be simplified this way. The OC shall coordinate the accreditation process directly with the participating teams.

Accreditation cards for IHF nominees shall be prepared in coordination with the IHF Head Office. This process shall begin two months before the start of the event.



The accreditation of IHF partners and sponsors shall be prepared in cooperation with the IHF Marketing Department.

There should always be an opportunity to create accreditation cards after the deadline.

#### 128. Accreditation Quantities

The approval process is to be coordinated between the IHF and OC media, with the IHF having the last say regarding the organisation. After approval, media accreditation can be issued to the applicants.

The total amount of accredited media representatives shall be discussed and agreed upon before the start of the event.

Accreditation distribution:

The accreditation centre shall be open two days before the start of the event and until the last day of the event. In addition, an accreditation desk shall be set up at every venue.

All accreditation cards shall be distributed upon arrival. It would be beneficial to also set up desks in every hotel for handing out accreditation cards.

There should always be an opportunity to create accreditation cards during the event.

It is crucial for sponsors/partners to also receive their accreditation card upon arrival, as they might need to access the venues before the start of the event. The IHF Marketing Department shall inform the OC about the sponsors' place of arrival, and the accreditation cards should be prepared and distributed accordingly.

Accreditation Quantities for Participating Teams:

In general, all official delegation members are entitled to accreditation. Further, each federation shall receive a maximum of two additional accreditation cards for representatives of their federation including VIP access and a seat with the team. The OC may offer additional team accreditations to the qualified teams at price to be agreed with the IHF.



## *Chapter XVI*

# *CEREMONIES*



The Organiser shall seek approval by the IHF for any protocol issues in the context of the World Championship.

### 129. Protocol for the Draw

The Organiser shall provide a suitable setting (hotel or public conference room including a stage for the draw ceremony) as well as for appropriate decoration of the room (WCh logo, IHF and WCh flag, etc.).

The OC shall prepare the lots and balls for the draw procedure.

The draw procedure consists of different steps depending on the number of participating teams and the match scheme applicable. An IHF representative shall act as supervisor and shall be on stage to explain the draw procedure in public and to make sure that the draw procedure is strictly adhered to.

Between the different steps or before the start of the actual draw procedure, the Organiser may arrange for artistic performances or entertainment acts as well as interviews or speeches on stage to make it a perfect draw ceremony. The complete programme must be coordinated with the IHF in advance. The Organiser shall be responsible for the multimedia production and the corresponding graphics. In case of a TV transmission, this must be coordinated with the respective TV channels.

A rehearsal shall take place one day prior to the official draw ceremony. The Organiser shall draw up a detailed scenario to be handed over to all parties involved.

A board shall be installed on stage to display the outcome manually once a country has been drawn to a specific group. The supervisor himself or an assistant, while the supervisor is checking that the displayed country is attached at the right place, shall pin the country's name (IOC abbreviation) to the board.

Simultaneously, the underlying performance rows as well as the composition of groups in progress shall be presented via a computer simulation on a big screen.

When the draw ceremony is finished, the IHF supervisor shall fill in the result paper, including the WCh groups, (see Fig. below) and sign it to officially acknowledge the correctness of the draw result.

The draw result shall be officially released to the public and media.

#### *Example of draw result paper*

| <i>Name of event – date – place</i> |                |                |                |                |                |                |                |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Result of the draw</b>           |                |                |                |                |                |                |                |
| <b>Group A</b>                      | <b>Group B</b> | <b>Group C</b> | <b>Group D</b> | <b>Group E</b> | <b>Group F</b> | <b>Group G</b> | <b>Group H</b> |
| XXX                                 | XXX            | XXX            | XXX            | XXX            | XXX            | XXX            | XXX            |
| XXX                                 | XXX            | XXX            | XXX            | XXX            | XXX            | XXX            | XXX            |
| XXX                                 | XXX            | XXX            | XXX            | XXX            | XXX            | XXX            | XXX            |
| XXX                                 | XXX            | XXX            | XXX            | XXX            | XXX            | XXX            | XXX            |

Date/Place \_\_\_\_\_ Signature of IHF supervisor \_\_\_\_\_



For further organisational aspects of the draw, see also Chapter VI 'The Competition'.

### 130. Opening Ceremony

The Organiser shall prepare the opening ceremony and submit the scenario to the IHF for approval. A detailed timeline is indispensable and, once officially approved by the IHF, shall be forwarded to the person in charge of TV coverage in case the opening ceremony will be broadcast.

The Organiser is free to arrange for artistic performances or entertainment acts as well as interviews or speeches on stage. The programme shall include the following basic elements:

- Welcome by Organising Committee
- Presentation of IHF flag
- Presentation of the trophy
- National anthem of the host

The following element is compulsory:

- Official opening of the World Championship by the IHF President or the highest-ranking IHF representative present, either independently or integrated in the last part of the show element of the opening ceremony.

The opening ceremony should be held prior to the host team's opening match as a 'reward' to the home crowd.

While planning the opening ceremony, the teams' warm up must be considered. In venues with a warm-up court, the field of play must be ready at least 16 minutes before throw-off. In venues without a warm-up court, the field of play must be ready at least 40 minutes before throw-off.

### 131. Procedure Before and After the Match

- 40 minutes: starting warm-up
- 16 minutes: coin toss
- 11 minutes: teams leave the court
- 10 minutes: welcome
- 9.5 minutes: entry of IHF nominees (referees, delegates)
- 9.0 minutes: entry of the teams
- 8 minutes: presentation
- 4 minutes: national anthems
- 0 minutes: throw-off

#### After the matches

Line-up and shake hands

Best player award through IHF or OC to be discussed

### 132. Closing Ceremony

The Organiser shall prepare the closing ceremony, which takes place right after the final match of the championship. The Organiser shall submit the scenario to the IHF for approval. A detailed timeline is



indispensable and, once officially approved by the IHF, shall be forwarded to the person in charge of TV coverage in case the closing ceremony will be broadcast.

The Organiser shall provide 30 medals per team for the teams ranked 1<sup>st</sup> – 3<sup>rd</sup> and trophies for the world champion and the winner of the President's Cup. Trophies for teams ranked 2<sup>nd</sup> and 3<sup>rd</sup> are appreciated but not obligatory. One set of medals shall be provided to the IHF. The medals shall display the IHF logo as well as the event name.

When the final match of the championship is over, the Organiser shall ensure that the setting for the closing ceremony is quickly prepared (10min).

Before starting the official procedure, the following elements must be checked:

- Prepare medals, flowers, certificates, trophy
- Clear the playing court
- Ensure that the teams participating in the award ceremony and possibly the players elected to the All-Star Team are ready behind the scenes (dressed in official clothing)
- Position media representatives (photographers)
- Escort VIPs participating in the award ceremony from the VIP area to the side of the court
- Escort players of the All-Star Team and other award winners to the side of the court, in case they are not part of the three top teams

Official ceremony:

- Play appropriate background music (control volume depending on announcements)
- Announcer: "Ladies and gentlemen, welcome to the closing ceremony of ..."
- Welcome medal presenters, who arrive on the court accompanied by medal hostesses
- Welcome teams, who arrive on the court to stand behind the podium, headed by standard-bearers

Award ceremony:

- Announce bronze medal winner – team to climb the rostrums
  - Announcer: "Bronze medals presented by Chairman of Competition Management + representative from OC"
  - Medal presenters return to their original place on the court
  - Announce silver medal winner – team to climb the rostrums
  - Announcer: "Silver medals presented by IHF Executive Committee member + representative from the OC"
  - Medal presenters return to their original place on the court.
  - Announce gold medal winner and world champion – team to climb the rostrums
  - Announcer: "Gold medals presented by IHF President + representative from the OC – The WCh trophy is presented by the IHF President."
  - Medal presenters return to their original place on the court
  - Announcer: Please rise for the national anthem of [country of world champion]
- Announce the All-Star Team (may also be carried out prior to the award ceremony)
- Announcer: "The best goalkeeper is [number] ... from [country] ... [name]"



- The goalkeeper enters the court and is presented with the certificate and possibly with other gifts by the IHF representative who is named by the announcer. The representative returns to his original place on the court.
- Same procedure for the remaining positions: left wing, right wing, left back, right back, centre back, line player.
- The top scorer, the MVP and the coach of the championship are also honoured in public. They also enter the court to receive a certificate and possible gifts.
- IHF President joins All-Star Team on the court for a photo.

In case the All-Star Team is not presented during the final, the above-mentioned provisions regarding its announcement may be neglected.

- The IHF President extends thanks to the host country and the OC and declares the World Championship closed.
- The standard bearer (IHF flag) approaches the middle of the court. The OC President takes the flag to hand it over to the IHF President who, in turn, hands it over to the representative of the next Organiser.
- Announcer: "See you in ...."

The above-mentioned scenario serves as a guideline. Modifications shall be agreed with the IHF in good time.

### 133. Prizes

The awarding of prizes shall be part of the closing ceremony procedure.

### 134. Social Programme, Receptions, Banquet

The Organiser shall propose a sightseeing programme for the IHF representatives, preferably on a rest day during the preliminary round. The exact date and the scope of the sightseeing programme shall be coordinated between the LOC of the venue concerned and the highest ranking IHF representative in the venue.

The participating teams may request sightseeing tours to be arranged by the Organiser. The request shall be made five days in advance.

A reception for representatives of the IHF and the LOCs as well as local politicians (mayor, etc.) shall be coordinated between the LOC of the venue concerned and the highest ranking IHF representative in the venue, preferably during the preliminary round.

The Organiser may also arrange a get-together of the media representatives if requested. The local media officer and the IHF media officer shall be responsible for the coordination of such a meeting. Further, the OC shall organise a dinner for the main rights holder in the course of the TV rights holder inspection tour.

The Organiser shall elaborate a concept for a closing banquet on the evening of the final, either with the participating teams or just the heads of delegations, IHF representatives, OC representatives and special guests. The concept shall be submitted to the IHF in good time for approval.



### 135. All-Star Team

The All-Star team shall be announced to the media during the final of the World Championship. The All-Star Team might be honoured as part of the WCh closing ceremony (see closing ceremony procedure).





## *Chapter XVII*

# *Commercial & Marketing Rights*



### 136. Commercial Rights

In general, all TV & marketing rights for World Championships belong to the International Handball Federation. The IHF may transfer these rights to third parties. According to the IHF Regulations on Advertising, the following regulations are binding:

#### A. Advertising on Sportswear

These regulations are a binding guideline for the appearance of sportswear worn by players and officials of all teams and by referees and IHF representatives within the sphere of the International Handball Federation.

##### 1. General

- 1.1. Advertising may be placed on the sportswear worn by players during a match and on the sportswear and tracksuits worn by players and team officials in the venues of the event.
- 1.2. Advertising is permitted on sportswear and tracksuits used by IHF referees, officials and technical delegates in the venues of the event.
- 1.3. Advertising on sportswear (see 1.1. and 1.2.) must not be associated with a material benefit for the person wearing it.
- 1.4. National federations are not limited in their placing of advertising on sportswear.
- 1.5. Preference should be given to the advertising of a general sponsor of the IHF. The financial participation of the teams and clubs concerned is governed by the IHF Financial Regulations.
- 1.6. Advertising contracts made by national teams and club teams, which affect the priority right of the IHF, particularly in the placing of advertising on sportswear, are invalid.

##### 2. Type of Advertising

- 2.1. The use of company and product names, trademarks and classes of goods is permitted, provided that they do not offend common decency. The advertising may not be of a political, confessional, racist or ideological nature.
- 2.2. National regulations (bans on advertising for tobacco, alcohol, drugs, etc.) must be observed.
- 2.3. The use of fluorescent colours is not permitted. This ban applies not only to advertising but also to the material of the sportswear and tracksuits in general.
- 2.4. The brands and labels of origin of sports item manufacturers are not regarded as advertising if they do not exceed 20cm<sup>2</sup> in area.

##### 3. Dimensions of Advertising Spaces

- 3.1. The maximum admissible advertising space (external dimension) on jerseys is 25cm wide and 22cm high (or up to a maximum of 550cm<sup>2</sup>). The height of the individual characters must not exceed 10cm.
- 3.2. The legibility of the players' numbers on the jersey must not be affected by the advertising. Players who wear sportswear which does not conform to the regulations shall not be permitted to play. The advertising space on shorts, sleeves and headbands must not exceed 80cm<sup>2</sup>.
- 3.3. Advertising placed on sportswear

The following are recognised as advertising space:

- front and back of the jerseys
- outer side of the sleeves
- shorts
- headbands

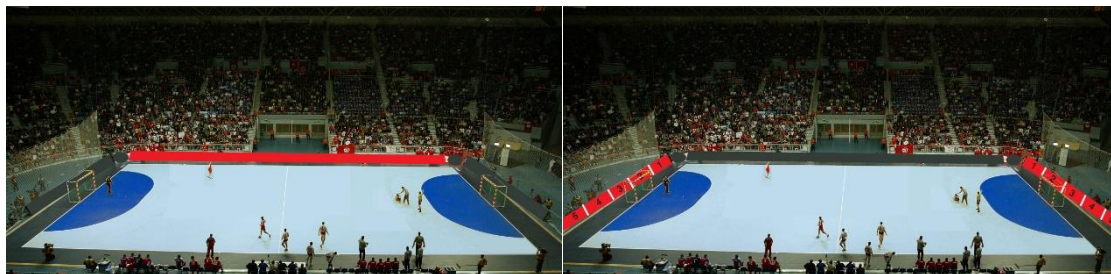
##### 3.4. Rights to advertising space at IHF competitions

Detailed rights and provisions concerning advertising space at IHF competitions are described in the IHF Regulations on Advertising.

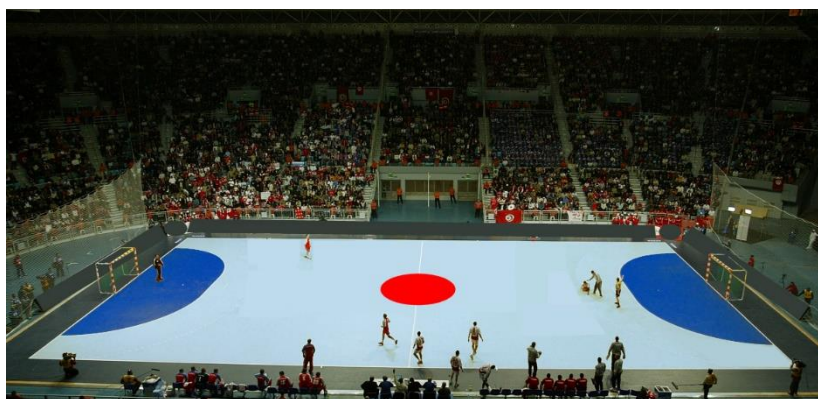
## B. Advertising in Venues

In addition to the advertising on sportswear (see relevant regulations), the International Handball Federation permits advertising in sports facilities in the following areas:

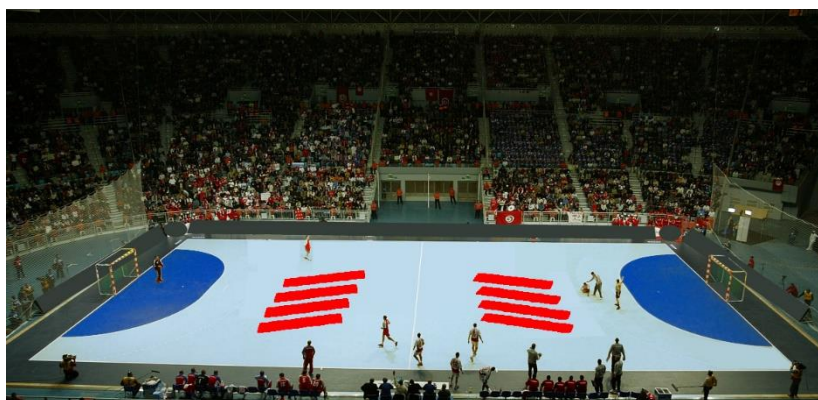
- still and scrolling advertising boards



- floor advertising around the centre circle of the playing area (in a radius of approximately 2.3m)



- floor advertising in the playing area in the middle of each half of the court (eight areas of 3 m x 2m each)



- floor advertising inside the goal area (four areas of 1m x 3m each)



- floor advertising inside the goal (two areas of 1m x 3m each)



- floor advertising along the edge of the playing area
- advertising on the goal net
- other types of advertising provided the established provisions are met

### 137. Venue Dressing

In general, all official venues at IHF World Championships have to be free of advertising ('clean venues'). The Organiser shall also ensure a consistent appearance of the official venues (similar decoration, flags, sign posting, etc.).

A style guide for the decoration of the venues shall be developed and presented to the IHF.





### 138. Electronic Scoreboards / Video Cubes

All venues for IHF World Championships shall be equipped with at least two LED scoreboards. If video cubes or video walls are available, the IHF reserves the right to use them for showing 30-second promotional spots of each of its partners.

### 139. Branding

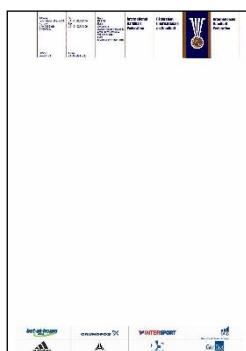
The OC shall establish a branding concept for the respective IHF World Championship in coordination with the IHF. This concept shall apply for all venues as well the host cities and other public areas.

### 140. Official IHF Partners / Use of Designations

The OC shall be obliged to use the designations of the official IHF partners ('official retailer', 'official floor supplier', 'official ball supplier', 'official outfitter'). The OC must exclusively use the products of the official IHF partners (branch exclusivity) and display them prominently.

### 141. On-Site Franchising, Sampling and Display

The OC shall reserve booths for on-site franchising for the IHF partners. The partners of the IHF shall have the opportunity to distribute product samples at the venues. The OC shall display the IHF partners on all printed material and the official event website. One full-page advertisement shall be reserved for the IHF partners in the official championship programme. The IHF partners shall be displayed on all posters and flyers for the event. All printed material shall be subject to approval by the IHF.



### 142. Mixed Zone / Flash Board / Media Backdrop

If media backdrops are used in the mixed zone, in the press conference room or as a moveable flash board, the OC shall reserve space on the respective backdrop for each IHF partner.



### 143. Venue Retailing / Merchandising

The IHF holds the exclusive merchandising rights for World Championships. The IHF may transfer these rights to a third party. Other venue retailing shall be subject to approval by the IHF.

### 144. Creation and Use of WCh Logo

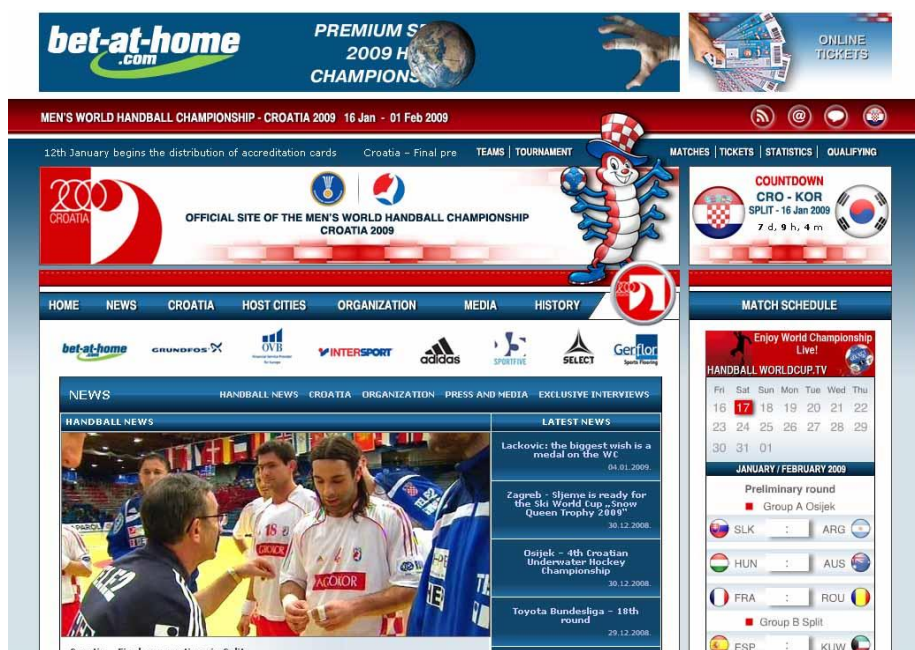
The OC shall design an official event logo in coordination with the IHF. The OC, the IHF and its partners shall be entitled to use the logo. The logo must contain the name of the championship including the edition, for example “27<sup>th</sup> IHF World Championship”. The Logo shall be presented to the IHF and may only be used upon confirmation.

### 145. Official Event Music and Song

The OC shall be entitled to choosing or composing the official event music and an official WCh song in coordination with the IHF.

### 146. Internet

The OC shall establish an official event website for the respective IHF World Championship in coordination with the IHF. The official IHF partners shall be displayed on this official event website (see, however, Chapter XIII ‘Internet’ and Chapter XVIII ‘Media’).



### 147. Social Events and Workshops

The OC shall be entitled to organising one (1) workshop for sponsors before the event and one (1) social event for sponsors during the IHF World Championships in coordination with the IHF.



## *Chapter XVIII*

# *THE MEDIA*





#### 148. Venue Facilities & Equipment

In order to guarantee a functional and efficient working environment, the Organiser shall provide the best possible venue facilities and equipment for the media.

#### 149. Media Entrance

The media shall have a separate entrance to the venue in order to facilitate access for professional media representatives. This way, the Organiser will be able to easily control the access while having people with different accreditation categories at one entrance or in one zone is prevented.

Appropriate signage in compliance with the established corporate identity shall be used for all relevant zones (media entrance, media centre, mixed zone, press stands, FOP, etc.) along with information about access zones for a better orientation.

The media entrance should be in close proximity to the other media areas such as the press stands, the media centre, the communications centre and the press conference room. Ideally, it should also be close to the LOC office.

The media entrance should be wide enough to facilitate the entrance of journalists with heavy equipment.

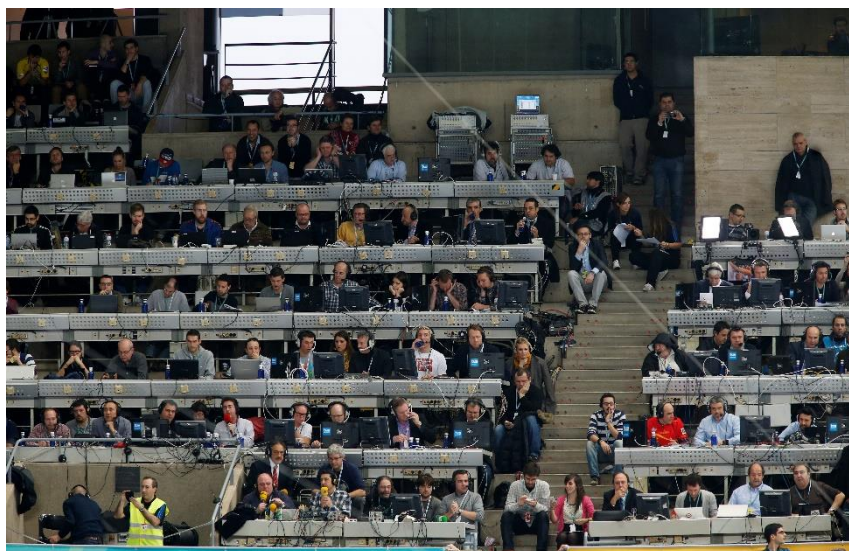
#### 150. Media Welcome Desk

The media welcome desk is the central point for all media wishing to attend the event. It should be in close proximity to the media entrance and shall also serve as the media accreditation centre. It shall have enough space to store press material, accreditation cards, forms for television staff and photographers and other material the Organiser will distribute to the media. The media welcome desk should consist of a registration counter with sufficient space for a minimum of two members of the Organiser's press office, and should have the IHF logo, the event logo and all the sponsors' logos visibly displayed. Chairs for security personnel should be provided next to the media welcome desk.

If required, a media welcome desk may also be located near to or as part of the accreditation centre, where all categories of accreditations are processed. The location and opening hours shall be convenient for the media. Aside from the national language of the host country, the volunteers at the media welcome desk shall be fluent in English, French or German.

#### 151. Press Seats

According to the IHF Regulations, the Organiser shall reserve a minimum of 5% of all seats in the venues(s) for media use, depending on the size of the venue. A smaller venue may require a higher percentage of seats reserved for the media.



All press seats must have an unobstructed view of the playing court and be located close to the centre line of the court. They can either be on the opposite side to the substitution benches or on the same side. However, the TV commentary positions must be on the same side as the substitution benches, as that is also where the main television cameras are located. Therefore, it is recommended to have all media on this side. The press seats should be in close proximity to the other media areas (press conference room, communications centre, mixed zone, media workroom) and the set-up should allow for an easy access and for security within the relevant areas.



The minimum number of press seats (for Men's World Championships) shall be:

- 50 + 20 for commentators during the preliminary round per venue
- 70 + 40 for commentators during the main round per venue
- 150 + 80 for commentators during the final phase per venue

**Two seats in each venue shall be reserved for IHF media.**

All media tribunes and the number of press seats shall be subject to approval by the IHF.



Depending on the number of accreditation requests submitted, the Organiser shall prove flexible in increasing the number of seats. During the final phase, the OC head of media shall allocate a certain number of seats as follows:

1<sup>st</sup> category: international and national agencies as well as media representatives from countries of teams involved.

2<sup>nd</sup> category: other media representatives.

If the number of press seats with desks on the media tribune is not sufficient, the Organiser must provide additional observer seats without desks.

Copies of information material (any event relevant statistics) shall be distributed to the media before, during and after each match. Event relevant statistics include the following documents:

- Team start list
- Match report (MTR version)
- Half-time report

#### 152. Last-Minute Allocation

A minimum of five media seats shall be reserved on IHF appointment for the final matches for top media with late accreditation.

#### 153. Seating Chart

The Organiser shall provide the IHF with a seating chart with all media seats available and commentator positions for every venue in good time prior to the event as they must be approved by the IHF.

#### 154. Equipment

In general, the press seats shall provide sufficient working space and be easily accessible even during the game when other seats are occupied. They shall be equipped with a foldable desk in order to accommodate notebooks, telephones and television or statistics monitors (where applicable).





Each press seat should be equipped with power points indicating the voltage.

The Organiser **must** provide **free** Internet access at the workplaces, either via WLAN or via LAN. If WLAN is used, the Organiser must provide a designated media tribune network, separated from other networks and secured with a password. If possible, each media representative shall receive an individual WLAN password in order to ensure sufficient capacities of the WLAN system. A LAN connection for every workplace is preferable – especially for all photographers' working places behind the advertisement boards around the court. An ISDN/DSL connection shall be provided for a fee.

Each press seat should be marked with the name of the organisation and the name of the journalist to whom the seat is assigned (where applicable).

The Organiser shall ensure that technicians from the national telecommunications company are available at all times and in all venues during the championship. IT administrators should also be on hand to help media representatives with any computer problems.

#### 155. Media Workroom

The media centre shall open two days prior to the event (match days). Opening hours shall be:

11:00 – two hours after end of the last match (on match days)

In general, 12:00 – 18:00 (on rest days)

The same number of seats as in the press stands shall be available in the media centre (number of representatives accredited), plus additional seats for photographers.

The Organiser shall provide an information desk, staffed with a multilingual member of their press office, at the entrance to the media workroom. This information desk should have items like network cables and adapters for power plugs and computer cables in order to provide basic technical assistance to media representatives. This service would not be expensive, but very helpful to foreign journalists.

Catering for media representatives shall be provided close to the media centre. Mineral water, coffee, non-alcoholic beverages and snacks shall be served at all times when the media centre is open. Several giant screens shall be installed in the media centre in order for the media representatives to follow matches in other venues. Free Internet access (a designated WLAN or LAN for the working room) and power shall be available at all seats. Pigeonholes shall be set up and clearly marked to provide a sufficient number of copies of information material (any event-relevant statistics). If feasible, a separate Internet access shall be offered to photographers (to manage data volume when uploading photos).

If possible, the media workroom should also be equipped with lockers, which can be used preferentially by photographers, camera crews and other media with heavy and valuable equipment. The media workroom should be equipped with a photocopier and printer and shall also offer Internet terminals on which, by default, 'event.com' should be displayed, as this website will feature online statistics and results, and thus, journalists could follow other championship matches. These terminals could also serve for the electronic transmission of stories or photos in case that journalists' equipment does not work.

TV coverage of all WCh matches must be available at the media workroom.





#### 156. Provision of Newspapers and Press Cuttings

In principle, the LOCs shall be responsible for providing newspapers and relevant press cuttings. The media workroom should also have a newspaper distribution service which provides a selection of international newspapers to the accredited media for free.

#### 157. Room Dressing

The media workroom must have a sufficient size and must be branded according to the IHF Regulations (IHF logo, IHF sponsors logos, logos of Organiser and event).

#### 158. Security

The entire media areas in every venue must have a security system. All entrances and routes between working areas (workroom, press conference room, press seats, mixed zone) must be controlled and supervised all the time. Only accredited persons shall be granted access to these areas.

#### 159. Press Conference Room

The press conference rooms in each venue shall be branded with the event logo, the IHF logo and all sponsors' logos. At least 50 seats shall be available in the press conference room. During the final phase of the event, at least 100 seats shall be available (depending on the number of accredited media representatives). Seating in the press conference room shall be arranged as shown in the picture below. If possible, the chairs should have foldable desks attached, on which journalists can place their notepads, etc. The press conference room should be soundproof (i.e. separated from the media workroom or other areas in the venue which could create disturbing noise). Behind the table on the podium, a press conference backdrop shall be installed that displays the logos of the IHF, the WCh and the IHF sponsors.





The following equipment/refreshments shall be available:

- Sound System (at least 5 microphones on the desk for the announcer, coaches and players as well as interpreters)
- Seven chairs at the press conference table
- Wireless microphones for journalists to ask questions
- Non-alcoholic beverages

At the back of the room opposite the podium, another podium shall be installed on a riser for the use of the television cameras and photographers. The main position on this podium has to be given to the Host Broadcaster and the IHF's broadcast partners.

Press conferences shall in general be held in English or at least translated into English (if need be, translated into the language of the host country).

The LOC press office shall provide a tight security system, in order to ensure that only accredited media can gain access to the press conference room.

A member of the LOC press office should accompany the head coach and one player from each team from the changing room to the press conference. An interpreter who is fluent in English and capable of translating statements, questions and answers of the respective coaches and players shall be available.

#### 160. Photographers

The photographers shall obtain accreditation and shall have access to the area around the playing court as well as the press facilities. They shall wear their accreditation at all times. They shall be allowed to do their jobs freely, however, they may not obstruct the match or the advertising boards as not to devalue the sponsors.

The photographers' areas shall be located behind the advertisement boards on the goal sides of the court.

A minimum of 36 seats for photographers (on benches, if possible with LAN access at each place) must be available in each venue. If all seats at the court are occupied, photographers are – under certain conditions – allowed to take photos from the side line (on the side of the media tribune). However, they must not obstruct the view of media representatives or spectators or block emergency exits.



*Photographers' position behind the outer goal line*

For the photographer positions, the Organiser should provide benches with a recommended height of approximately 40cm and a length of 7m. These benches should be placed behind the advertising boards on the goal sides of the court and must not obstruct any of the host broadcast television cameras or hinder in any way the work of the Host Broadcaster. Photographers are not allowed to take pictures on the court. There shall be appropriate signage for the photographers leading them from the media area to the court and the photographers' areas. Photographers must not obstruct the advertisement on the board with their equipment. If approved by the IHF, photographers may take pictures from the press stand and the media tribunes.





The safety net shall be coloured in black and fixed behind the goal along a total length of nine metres. **Along a length of five metres from each corner, the safety net shall hang loose** to allow for the photographers to work directly behind the advertisement boards in front of the safety net.

**Photos may be taken during the introduction of the teams** from an area to be defined prior to the match by the Organiser. The photographers may stay in this position until the official procedure prior to the match is over. After the introduction, the photographers shall take their designated seats behind the advertising boards at the end of the court. Photographers shall be allowed to sit in front of the nets where they are not fixed to the advertising boards. The photographers shall not be allowed to access the court at any time. During the match, photographers must not alternate between the sides of the court. They may only do so during half-time. Photographers also must not enter the area behind the substitution benches or behind the opposite side line.

The LOC Press Offices at every venue shall appoint one coordinator to deal with questions related to photographers. This person shall assist the photographers whenever requested and shall monitor their rights and obligations. This person shall organise (in cooperation with the IHF) a photographers' meeting prior to each championship phase to announce the rules and regulations concerning photographers. The LOC Press Office shall announce the date, time and place of those meetings in writing and on the notice boards in the media workroom. Rules shall be announced and explained on this occasion, e.g. prohibition of flashlight, definition of photographers' positions, place to return bibs, permission to alternate between sides of the court during the match. In case of a limited number of photographer seats, seating shall be arranged as follows:

1. international agencies
2. national agencies

3. photographers from countries of teams involved
4. remaining photographers.

Upon collection of their accreditation, every photographer shall sign a form to acknowledge and accept the regulations as well as their rights and obligations. Photographers who do not comply with these rules will have their bib and accreditation withdrawn.



Photographers are only allowed to access their working areas at the court when wearing a designated bib. Those bibs shall be handed out at the media centre after paying a deposit and shall be returned every day at the media centre.

The IHF photographer shall be granted all-area accreditation. Moreover, as IHF representative, the IHF photographer shall have all corresponding rights.

#### 161. Photographer Area for Ceremonies

After the final, during the medal and award ceremony and the potential presentation of additional IHF awards like the World Handball Player of the Year ceremony, photographers are not allowed to enter the playing court. For those ceremonies a special zone shall be installed about two metres in front of the match management table for the photographers where they have an unobstructed view of the ceremony (see sketch below).

Photographers must not enter this area before they receive the signal to do so, and the security team shall ensure that this rule is adhered to.

**Everyone entering the field of play before or during the award ceremony or attempting to climb over the security ropes** shall immediately be removed from the venue. Security shall strictly handle violations to this rule.



**Five places** in the middle of the photographers' area shall be reserved for the IHF and international news agencies during the medal ceremony. Security shall ensure that these positions are made available to the respective photographers.

**After the end** of the official ceremony, the security ropes shall be opened for photographers to enter the field of play.





*Photographers' position during the closing ceremony*

#### 162. Strobe Lights

The use of strobe lights and flash during the match is absolutely prohibited.

#### 163. Mixed Zone

The mixed zone is a media area in which players and coaches can meet the media for interviews after the game. The ideal location of the mixed zone would be between the players' entrance to the court and the teams' changing rooms, as all players and coaches will have to pass this way.





The different types of media in the mixed zone shall be separated:

- TV and radio rights holders
- TV and radio non-rights holders
- Print media

The mixed zone shall be separated from the spectators' area and exits. The players shall be separated from the journalists by barriers. The IHF and/or the LOC shall supervise the mixed zone.

The mixed zone should be large enough to accommodate up to 50 journalists during the preliminary and the main rounds and at least 150 journalists during the final phase. It should be wide enough so that the TV Host Broadcasters, IHF broadcasting partners and non-rights holders are able to conduct interviews without being obstructed by the print media or radio reporters.

#### 164. Media Park

The LOC shall provide parking passes for the accredited media. If parking spaces are limited, preference shall be given to those media with heavy equipment such as TV crews and photographers. It is recommended that the media car park be as close as possible to the media entrance.



## 165. Press Offices

### OC Press Office

In order to ensure that high quality service is provided to all media covering the event, it is essential that there is full cooperation, communication and coordination between the IHF press office and the OC press office.

The Organiser shall be required to hire a media manager responsible for media matters at least two years before the event, and to have additional staff starting six months before the event through to the end. The Organiser's head of media should be a full-time professional who is familiar with the needs of the sports media and experienced in the running of a press office for a major sports event. It is absolutely essential that the head of media is capable of communicating in fluent English and the language(s) of the host country.

The press office shall appoint at least one person to be a 'coordinator' for each of the following areas in every venue: photographers, broadcasters, mixed zone, press conference, media workroom, publications, match reports and quotes, statistics and 'runners' and Internet.

The Organiser shall ensure that there is sufficient office space available in each of the venues for their press department members. This room should be located in close proximity to the media entrance and to the other media areas.

### IHF Press Office

The respective staff at the IHF Head Office shall handle the duties of the IHF press office. Specific responsibilities will be allocated within the IHF press office in the run-up to the event. The IHF press office shall be located close to the Organiser's press office and the media facilities.

## 166. Media and Broadcast Guide

The Organiser's press office shall be required to produce a media & broadcast guide. The guide shall be produced in cooperation with the IHF and the TV rights holder as regards TV broadcasting. An English language version is obligatory, and a version in the host country language is optional. The guide should be ready for distribution at the start of the event and should be complementarily distributed to media, team officials, national federations and the IHF/Organiser staff.

The guide shall include the logos of the IHF, the event and all sponsors as well as advertising pages. The final layout shall be approved by the IHF.

Content guidelines for the media and broadcast guide are as follows:

1. Accreditation regulations, access zones, categories
2. Venue media areas and facilities with detailed maps
3. Opening hours for media areas
4. Information on the media hotels
5. Match schedule
6. Location and facilities of IHF Broadcasting Centre including provision of services and opening hours
7. Social events offered to the media like the media get-together, arranged by the Organiser, the IHF and the AIPS



8. Information about host cities
9. Information about venue(s)
10. Regulations for photographers
11. Regulations for television and radio broadcasters
12. Pre- and post-match procedures including schedule for press conferences
13. Information on IHF representatives and referees

#### **167. Monthly Newsletter & Other Printed Material**

The Organiser's press office shall be required to produce a monthly newsletter in order to inform the general public and the media, the IHF and its national federations about the preparations and other news related to the event.

The newsletter shall be part of a general communications plan including other print material such as:

1. Posters
2. Ticket sales leaflets
3. Regular press releases
4. Print advertising in local and regional print media

The Organiser's communication plan shall be developed in cooperation with the IHF Media and Marketing Departments and should be planned to cover at least a two-year period leading up to the event. The format and layout shall follow the event and IHF CI guidelines and be pre-approved by IHF. English language versions are obligatory, and a version in the host country language is optional.

#### **Official Programme/Media Guide**

The Organiser's press office shall make all data and photographs available to the IHF in electronic form after the event. The format and layout shall follow the event and IHF CI guidelines and be pre-approved by the IHF.

Should the IHF decide to produce a Media Guide, the Organiser would not have to produce one of their own. In that case, the Organiser shall collaborate (both financially and logistically) with the IHF in producing the Media Guide.

#### **168. Info Brochure**

The IHF draws up the IHF INFO brochure which provides details on the IHF representatives, teams, WCh history, venues, matches, etc. Local information shall be provided by the OC.

#### **169. Scouting**

All relevant material shall be distributed to the pigeonholes and to the media centre/press seats in the stands. All match-relevant data shall also be available on the IHF/event website for download (see Chapter XIII 'Internet & IT', article 114).



### 170. Public Information System / Video Wall

The Host Broadcaster shall be responsible for showing coverage of the match via the video wall. During match interruptions, slow-motion replays must not be displayed on the video wall. Instead, the director shall provide pictures of spectators or something similar until live coverage continues.

### 171. Announcer

The announcer shall be fluent in English and proceed with the official announcements prior, during and after the match in English and the national language of the host country.

The announcer should have sufficient experience in public speaking, be fluent in English, have knowledge of handball, be able to follow instructions and have good judgement of when to speak, and more importantly, when not to speak and how to speak.

Additional aspects for the announcer to consider are:

- Background information on teams/players/competition/partners/etc.
- Activities/announcements – positive statements – to create a good atmosphere
- Announcements regarding the music concept
- Attention to detail regarding individual players
- Special announcements regarding birthdays, jubilees like certain number of goals or number of international matches, records
- Recapping match highlights
- Regular reminder on the top scorers of each team
- Announcements regarding cheerleaders
- Neutral commentary on the match, no bias towards one team
- Announcement regarding the awarding ceremony of the World Handball Players of the Year, which is planned to take place at all Men's World Championships following the text below:  
*"Ladies and Gentlemen, we will now award the Grundfos World Handball Players of the Year [Year]. Please welcome Dr Hassan Moustafa, the President of the International Handball Federation, and Mr Kim Kjastrup, Grundfos Branding Director.  
The best female player is Ms XXX from XXX. The trophy will be presented by Dr Hassan Moustafa and the prize will be presented by the Grundfos branding Director Mr Kim Kjastrup.  
The best male player is from XXX, Mr XXX. The trophy will be presented by Dr Hassan Moustafa and the prize will be presented by the Grundfos branding Director Mr Kim Kjastrup."*

### 172. TV Services

The direct contact for all broadcasting stations and TV-related matters shall be the IHF's TV partner who acquired the TV and media rights to the World Championship.

### 173. Training Sessions

In the technical meetings held prior to each championship phase, the participating teams' representatives shall decide whether or not the media will be allowed to attend training matches/sessions. The approval of all teams is required. The teams may also agree on a compromise, for example, allowing the media to attend the first 15 minutes of training sessions. As a general principle, the training schedule shall be made available to the media, for example, via IHF INFO. A note about the possibility of attending training sessions shall be published at the media centre.





#### 174. Media Hotels

The Organiser shall offer a certain number of media hotels of different categories in every host city. Those media hotels should be announced on the official event website and in the Media Guide. Meals (breakfast, lunch, dinner) shall be served in the hotel restaurants or in restaurants within walking distance from the hotels. The media hotels shall have WLAN and LAN access in the rooms and the hotel lobby and should be equipped with at least five computers with printers and Internet access as well as a press information desk. The information desks at the hotels shall provide the daily bulletin and latest information on the event (match statistics, etc.), social programme, time table of shuttle service, etc. (see Chapter IX 'Accommodation').

All media hotels shall be subject to approval by the IHF.

#### 175. Media Welcome

There are many possibilities for the Organiser to welcome local and foreign media and to give them a special feeling about the event. The Organiser could, for example, offer a sightseeing tour or distribute small event or host souvenirs upon collection of the accreditation, including the Media Guide.

#### 176. Media Accreditation

The accreditation procedure shall start at least four months prior to the event and be announced on the IHF website and the Organiser's event website. Forms for accreditation requests shall be available for download. The closing date shall also be announced.

The OC will then collect the applications. The IHF Media Official shall have access to the accreditation system. The approval process is to be coordinated between the IHF and OC media, with the IHF having the last say regarding the organisation. After approval, media accreditation can be issued to the applicants.

#### Accreditation Categories

Please find below information regarding the different accreditation categories for media.

Media accreditation can be divided into the following groups, or the different tasks to determine appropriate access, for example:

- a) TV commentator
- b) Radio commentator
- c) TV rights holder
- d) TV non-rights holder
- e) Radio rights holder
- f) Radio non-rights holder
- g) Technician
- h) Written press
- i) Web
- j) Photographer



The TV rights holder in principle is entitled to grant accreditation for people under a)-g) in coordination with the IHF, while the IHF Media Department as well as the OC Media Chief is responsible for the categories h)-j).

All media should have access to the following areas:

1. Media workroom
2. Press tribune
3. Mixed zone
4. Press conference room
5. Media hospitality area

The TV rights holder will grant accreditation and decide who will have access to the following areas:

- Flash zone
- Super flash zone

It is important that the security knows about all the different extra categories.

In exceptional cases, the TV rights holder may grant selected persons from rights-holding broadcasters access to areas such as changing rooms, team arrival areas, etc. Access to these areas shall be coordinated by the TV rights partner in close cooperation with the IHF and the OC.

#### 177. Interviews

It is forbidden to conduct interviews in the changing rooms unless the teams agreed to allow specific media representatives or the media to do so. Interviews with coaches or players prior to the match shall be conducted in front of the sponsors' backdrops. The IHF and the Organiser shall nominate a person to be in charge of interviews prior to and after the matches. Interviews during the half-time break shall be authorised by the head of delegation or the teams' media officer concerned. Interviews with players/coaches during the match may only be conducted if the IHF and the team concerned have given their approval. Interviews shall be taken in the mixed zone, the specific TV studios in the venues and during/after the press conferences.

#### 178. Press Conferences

The press conferences shall start 15 minutes after the end of each match. The only exception shall be the press conference after the final, which shall start 45 minutes after the end of the award ceremony. The head coaches and at least one player per team shall attend the press conferences. An interpreter should also be present if required. The Organiser's press chief shall run the press conference and the respective match reports shall be available.

## 179. IHF Press Conference



The IHF, assisted by the LOC, shall organise a press conference on the day prior to the semi-finals including the coaches of all teams involved. Additionally, the award ceremony for the World Handball Coaches of the Year might be integrated into this press conference. The set-up and the technical equipment shall be adapted/organised by the LOC. The Organiser shall inform all accredited media about this event via the notice boards in the media working areas of all venues and via email or SMS.

Additionally, the IHF may hold a press conference prior to the bronze medal match or the award ceremony of the World Handball Players of the Year, which is planned to take place at all Men's World Championships.

