



STAGING THE EHF YOUNGER AGE CATEGORY (YAC) EVENT

W17 & W19 EHF EURO 2019



EUROPEAN HANDBALL
FEDERATION

1.	PREAMBLE	3
2.	BASICS FOR STAGING THE EHF EURO	3
3.	APPLICATION REQUIREMENTS	4
4.	TIME FRAME	4
5.	VENUES.....	5
6.	PLAYING ARENAS	5
7.	HOTELS, ACCOMMODATION AND BOARD.....	7
8.	INSPECTIONS AND WORKSHOPS.....	9
9.	PLAYING SYSTEM AND PLAYING SCHEDULE.....	9
10.	TELEVISION, RADIO, FILM, DVD AND ADVERTISING RIGHTS.....	10
	10.1. Television, Radio, Film, DVD and Advertising Rights	10
	10.2. Use of TV Material	11
	10.3. Video Recordings	11
	10.4. EHF Video.....	11
	10.5. Video Rental System	11
	10.6. Photos	11
11.	MEDALS AND PRESENTS	12
12.	PARTICIPANTS	12
13.	EHF OFFICIALS	12
14.	FINANCES	12
	14.1. Daily Rates payable by the Participating Nations.....	13
	14.2. Cost of EHF Officials.....	13
	14.3. Other Costs	13
15.	LOCAL TRANSPORT	13
16.	ACCREDITATION AND TICKETING	13
	16.1. Accreditations System	13
	16.2. Accreditation & Ticket Contingents.....	14
	16.3. VIP Seats	14
17.	EVENT EQUIPMENT AND SERVICES.....	14
	17.1. Equipment Supply.....	14
	17.2. Website.....	15
	17.3. Event Documentation and Statistics	15
	17.4. Protection and Security	16
	17.5. Technical Devices / Ceremony Gifts	16
18.	MANPOWER AND SERVICES.....	17
19.	OFFICIAL EVENTS AND CEREMONIES	18
20.	COOPERATION AND COMMUNICATION	19

1. PREAMBLE

The YAC EURO constitutes the top event for Younger Age Categories national teams of the respective age category. The EHF together with the host countries shall consequently undertake the utmost to present the EHF EURO in an attractive way. All details relating to the competition shall be arranged on a mutual consent basis.

As basic principles regarding the organiser:



Only one - EURO or CHAMPIONSHIPS of the respective age category can be organised by a national federation.

2. BASICS FOR STAGING THE EHF EURO

This Manual is designed to guide those federations bidding to stage the following EUROs:

- **W17 EHF EURO 2019**
(Players born 2002 and younger) – 1 to 11 August 2019
- **EHF W19 EHF EURO 2019**
(Players born 2000 and younger) – 11 to 21 July 2019

The organisation of the events is based on rules and regulations as follows:

- EHF Statutes
- YAC EHF EURO Regulations
- EHF Rules on Safety and Security Procedure
- EHF Legal Regulations, List of Penalties, Catalogue of Administrative Sanctions
- EHF Rules and Procedures
- EHF Procedures and Guidelines
- EHF EURO Set-up Manual
- EHF Technical Manual
- EHF Rules and Procedures for YAC Media Management
- EHF Regulations on Advertising on Clothing
- EHF Manual for Applicants for Younger Age Category Competitions
- IHF Rules of the Game EHF Regulations for Anti-doping/WADA Code

Specifications in detail are ruled in a respective organisation contract, which shall be completed between the EHF and the awarded organiser.

Formal requirements

- Third Party Liability Insurance for the duration of the event
- Public charges levied in connection with the event to be borne by the organiser

General Conditions

- EHF to replace any actions/measures not taken by the organiser on organisers costs
- EHF entitled to proportionally delay/reduce the payments out of the daily rates in case of material organisational or administrative shortcomings or violations of basic obligations as an organiser occur
- A lump sum payment of €50.000 may be due in case of severe shortcomings and material reluctances regarding the organisation and/or carrying out of the event
- A lump sum payment of €150.000 will be due in case of withdrawal from the organisation after the awarding of the event; in addition costs arising from the withdrawal or replacement organisation to be reimbursed by the withdrawing nation.

3. APPLICATION REQUIREMENTS

The applicants for the concerned EHF EURO declare with their application to stage the event that all organisational and formal requirements will be complied with and that the application is supported by national and regional authorities accordingly.

- Compiled application documents (filling in of forms)
- Details on venues and playing arenas
- Presentation of an event budget

In case of joint applications of two or more federations alternated requirements will be defined and announced accordingly.

4. TIME FRAME

The present time frames are not definitive and are subject to further changes to be decided by the EHF after consultation with the awarded organiser.

Time frame for the preparation phases

- compare annex 1

Time frame for the W17 EHF EURO 2019

The timeframe laid down for the event by EHF and the organiser:

Day of arrival delegates:	1 to 11 August 2019
Day of arrival teams:	28/29 July 2019
Match days: Preliminary round:	31 July 2019
Main and Intermediate round:	1, 2, 4 August 2019
Cross Matches:	6, 7 August 2019
	9 August 2019

Placement matches (places 9 to 16):	10 August 2019
Placement matches (places 5-8) and Finals:	11 August 2019
Day of departure of teams:	12 August 2019

Time frame for the W19 EHF EURO 2019

The timeframe laid down for the event by EHF and the organiser:	11 to 21 July 2019
Day of arrival delegates:	7/8 July 2019
Day of arrival teams:	10 July 2019
Match days: Preliminary round:	11, 12, 14 July 2019
Main and Intermediate round:	16, 17 July 2019
Cross Matches:	19 July 2019
Placement matches (places 9 to 16):	20 July 2019
Placement matches (places 5-8) and Finals:	21 July 2019
Day of departure of teams:	22 July 2019

5. VENUES

The EUROS shall be carried out in two different venues. Alternative proposals are subject to the consent of the EHF.

Venue and venue details shall be announced in the form sheet in the enclosure (Arena Situation & Measurements) accordingly.

6. PLAYING ARENAS

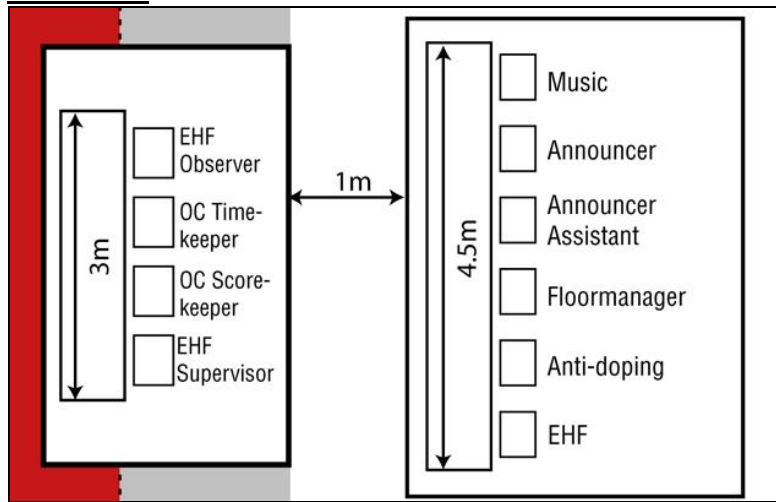
Arena Details

Playing arenas are supposed to be of an adequate standard for a European sport event. Two playing arenas fulfilling the minimum standards listed below and the criteria mentioned in the Euro events arena details in the enclosure shall be available 5 days prior to the commencement of the competition:

- Size of the floor area - minimum 45 m x 25 m;
- Confirmation of the applicant regarding the friction-free set up and use of the EHF Partner flooring system;
- Accreditation System;
- Time keeper's table & support table;
- Electric time-keeping apparatus and reserve clock;

- Table equipment (compare illustration – a combination judges table – support table shall be installed; supervisor, observer, secretary and time/scorer keeper are the only persons being allowed to sit on the judges table).

Illustration



- Minimum of 2 Score boards on the short sides of the playing court – visible for table personnel and spectators
- Lighting – minimum 800 lux
- Permanently installed changing rooms (min. size 30 m²), toilets and showers – minimum 4 for teams and 2 for referees (min. size 20 m²)
- rooms for massage and team meetings (team hotels)
- medical and anti-doping room
- adequate climatic conditions

General requirements

- Sign posts and routing system;
- Public sound system;
- Sufficient parking space;
- Minimum of 8 rows of grandstands on both long sides of the hall;
- Arena access: A secure and separate access has to be provided for players, team officials, EHF officials, VIPs, accredited media representatives, etc.;
- Facilities and infrastructure in spectators' area (food and beverage, etc.);
- black catch net, which is fully covering the small sides of the playing court area; net to be fixed to the advertising boards approximately three metres right and left from the goal;
- a full advertising set-up on min. 3 sides – 1 long & 2 short sides – correct fixing of boards on all four sides/lines as well as floor advertising to be guaranteed for all championship venues; (compare enclosure set-up illustration); corners opposite to (TV) camera to be closed to or corner boards to be used.

Minimum hall capacity as a guideline

- General requirement: 1000 spectator places
- Arena in which the home team is playing as well as for the final weekend: 2000 spectator places

Press Centre and VIP (adequate standard for the YAC EHF EURO event)

A press centre of sufficient size shall be available in due time prior to the commencement of the championship.

Properly equipped and decorated rooms for VIP lounges shall be offered in the playing arenas or in the closely related area.

Office room for EHF

A room meeting the requirements specified by the EHF shall be established as office room in each arena as well as in the EHF officials' hotel. Technical infrastructure (computers, internet, printers, copy machines, etc.) office equipment, etc. shall be made available according to the specifications defined by the EHF.

7. HOTELS, ACCOMMODATION AND BOARD

Both the hotels for the teams as well as those for the EHF officials shall be located as close as possible to the playing arenas and shall comply with international standards. Minimum categories to be applied (final decision upon the hotels to be taken by the EHF - inspections):

- Three stars for the teams – basis reservation eight double rooms (minimum room size 25 m²), 5 single rooms (minimum room size 20 m²) plus up to 4 single rooms for additional persons – over 21 persons or additional days (extra fee to be charged) per team (additional delegation members may be accepted by the organiser)
- Three stars for EHF officials - basis reservation 10 double rooms (referees) and 20 single rooms; Based on the experience of past years it is recommended to reserve the rooms for the different teams in separate floors. Details in writing regarding the respective room reservations shall be available on the occasion of the first inspection.

The accommodation shall be arranged in double rooms for players and referees and in single rooms for team officials and EHF officials (except referees)

Additional room requirements

- Seminar room for 50 participants - tables and chairs (class room sitting) - for the period three days prior to the start of the championship through to the first match day, afterwards this room shall be available on request through to the end of the

competition; The seminar equipment flip chart, pens as well as a beamer and laptop shall be available in the seminar room; beverages and snacks to be available on request;

- Rooms for technical meetings in each team hotel for 50 participants - tables and chairs (class room sitting) - evening before preliminary round, main & intermediate round and final weekend; A beamer and laptop shall be available in the room;
- A separate meeting room for video and team meetings to be provided per delegation for approximately 30 persons in each team hotel (8 rooms per hotel for 8 teams); EHF may consent on a solution to use 1 room per 2 teams under exceptional circumstances; the rooms shall be equipped with a beamer and laptop, flip chart, pens, tables and chairs (leisurely arranged); water shall be available in the rooms;
- Seminar room for 20 participants on each venue (hotel of EHF officials) - tables and chairs (class room sitting) for the period three days prior to until the end of the championship; the seminar equipment: flip chart as well as a beamer and laptop shall be available in the seminar rooms.
- Meeting/working room for Video analyst;
- A room meeting the requirements specified by the EHF shall be established as office room in the EHF officials' hotel. Technical infrastructure (computers, internet, printers, copy machines, etc.) office equipment, etc. shall be made available according to the specifications defined by the EHF.
- In addition in each hotel an information centre for teams respectively officials consisting of pin boards and pigeon holes shall be put up. In team hotels a responsible taking care of the distribution of information has to be defined.

Food and Beverages for the participating delegations:

Upon arrival at the venue the food and beverage requirements shall be discussed and clarified with the respective delegation management. Religious and national aspects have to be taken into consideration. Meal plans and if possible meal times shall be set. These arrangements are the basis for the board offered from the very beginning.

The general rule is that four meals a day - breakfast, lunch, snack and dinner - which satisfy the requirements of a competitive sport including fresh fruits and vegetables shall be offered. Drinks shall be provided with the meals (non-alcoholic beverages). A minimum is one litre of water and two individually selected non-alcoholic beverages per person and meal.

In addition water shall be provided for teams (training and match) and officials in the dressing rooms, minimum 1 litre per person, preferred in small bottles (1/2 litre).

Food and Beverage for EHF Officials and guests:

Meals and Beverages for EHF officials and guests will be individually coordinated between the EHF and the organiser.

The general rule is that three meals a day - breakfast, lunch and dinner, including drinks shall be offered. It has to be secured that meals are made available appropriate in the EHF teams/officials hotels after the match day (night/late evening arrangements required) and in the requested quality and quantity.

A minimum of 1 litre of water and two individually selected non-alcoholic beverages shall be offered per person and meal; for dinner soft alcoholic beverages may be chosen instead of the non-alcoholic.

8. INSPECTIONS AND WORKSHOPS

Before the allocation:

- Pre-inspection (first inspection) for evaluating the applications, February 2018 by one EHF Official

After the allocation:

- Workshop EHF - organiser for a first coordination of details approximately September/October 2018

The inspections of playing arenas and hotels will be carried out in cooperation between EHF (two EHF Officials) and the National Federation concerned:

- Inspection (second inspection) approx. 8 months prior to the competition;
- Final inspection plus set-up supervision (third inspection) approximately 2 to 3 days prior to the commencement of the competition;
- Further inspections (fourth inspection, etc.) and workshops will be arranged related to the individual requirements and the preparation progress;

9. PLAYING SYSTEM AND PLAYING SCHEDULE

The YAC EHF EUROS will be played in the format of a tournament with 16 teams. It shall consist of a preliminary round, a main round, an intermediate round, placement matches (all places to be played for) semi-finals and finals according to the time table in the enclosure. The playing schedule in detail can be found in the enclosure.

10. TELEVISION, RADIO, FILM, VIDEO AND ADVERTISING RIGHTS

10.1. Television, Radio, Film, Video and Advertising Rights

In accordance with the YAC EURO Regulations all rights relating to television, radio, film, video and advertising rights YAC European Championships are owned by the organising federation.

The organiser shall organise the live stream of all matches. The respective video recording shall be made by a team of at least 1 (one) person / 1 (one) camera with the main (or the sole) camera filing from the Judges' Table side. The streaming signal shall be made available to the EHF who will make the live stream available on a dedicated platform. In addition a limited extent of on-screen graphics (e.g. actual score, playing time, presenter – team A/B, starting time) shall be used.

In case no TV production is foreseen, the following minimum standards apply

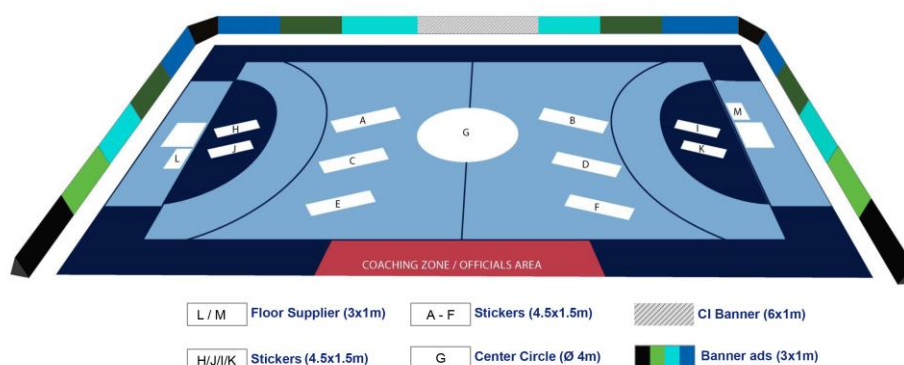
- FullHD progressive picture at 1920x1080px
- An image sensor size of 1/3" or bigger
- Signal output in HDMI or SDI

The stream shall be produced as "Multistream" in HD (1080p) and HDready (720p) (HD, bitrate: 3,000 to 6,000 kb/s / HDready, bitrate: 1,500 to 4,000 kb/s).

A full advertising set-up on three (3) sides of the arena shall be guaranteed for all YAC EHF EURO events. A maximum of altogether eleven (11) advertising stickers are to be installed on the floor and floor surrounding area:

- 2 x 3,3m x 1m ads in the 9m circle
- 2 x in-goal advertising
- Middle circle advertising
- Flooring partner advert left and right of the goal floor surrounding

The following advertising setup applies:



In addition the EHF has the right to use the middle circle free of charge.

Over and above this the EHF has the right to display, free of charge, a band of advertising with a maximum length of 6 m within the range covered by the TV cameras mentioning the event title: e.g. W17/W19 EHF EURO 2019 – City/Country. The exact positioning of the event title board/transparent will be consented upon mutually between EHF and the organiser (usually central position opposite to camera). A respective consent will be established also regarding the logistic procedures and the production of the boards.

10.2. Use of TV Material

The EHF shall be allowed to use, free of charge, existing television footage for production and broadcasting of a magazine programme at a later date (utilisation of secondary rights).

10.3. Video Recordings

In each match, one delegation member of each participating team has the right to make video recordings for teaching and training purposes using one single camera. An authorisation paper (original) documenting this right will be issued by the EHF to the responsible team official.

Such video recordings are permitted only for the team's internal purposes and game tactics and shall not be exploited commercially.

10.4. EHF Video

The organiser shall make available to the EHF one video of each group match and each placement match (i.e. a total of 56) and two of each semi-finals and finals match (i.e. a total of eight) in good quality within one week after the end of the tournament.

Arrangements shall be made with the organiser to ensure that matches are recorded as required.

10.5. VIDEO Rental System

As a service for the participating teams, a Video rental system will be in place for the duration of the EHF EURO. The teams will have the opportunity of using these Videos in preparing for the matches. In cases where only a limited number of copies are available, priorities shall be established on the basis of match pairings for the next playing day. Such a system shall be operated obligatory.

10.6. Photos

The organiser shall make available to the EHF a sufficient number of photos of the event free of charge. This concerns match photos of the different teams (especially final phase), overview arenas, referees, ceremonies, etc.

11. MEDALS AND PRESENTS

Medals for the places one to three as well as prizes for the All-Star-Team have to be provided by the organiser. In addition a trophy shall be presented to those teams (ranks two to three). Provision of the winner's plate is within the responsibility of the EHF.

For the winning teams as well as team officials altogether 25 medals (one set for the EHF) in gold, silver, bronze (medals in a box, glass medals, etc.) as well as the trophies shall be prepared by the OC.

For the All-Star-Team including best player, best defence player and top scorer (altogether 10) prizes and presents/flowers shall be prepared/made available by OC accordingly.

All delegation members as well as the appointed EHF officials and the members of the Organising Committee shall receive commemorative medals. One complete set of medals shall be provided to the EHF Office.

In addition presents should be made available for the farewell ceremonies.

12. PARTICIPANTS

Altogether 16 teams will participate in each YAC EHF EURO. Each delegation consists of maximum of 21 persons. For 21 persons the daily rate announced in the application applies (130€ as a maximum), for *four* additional persons extra payment shall be charged.

13. EHF OFFICIALS

Number of Representatives	3
Number of Delegates:	11
Number of Referees	20
Number of Doping Officials:	1
Number of EHF Office Staff:	2
Number of Technical Staff:	3
Total number of Officials:	40

14. FINANCES

An overall concept on the event budget by using the form sheet in the enclosure shall be provided to the EHF when filing the application.

14.1. Daily Rates payable by the Participating Nations

The daily rate per person for a maximum of 21 delegation members shall be announced in the application accordingly as a basis for the allocation procedure (130€ as a maximum).

The cost of accommodation, meals, transport, etc. during the event shall be borne by the organiser.

14.2. Costs of EHF Officials

Travel expenses, visa costs, local costs (e.g. accommodation, meals and transport), match fee for the EHF delegates and daily allowances incurred for a total of 40 (forty) EHF Officials prior and during the Event, including preparatory and accompanying activities, shall be borne by the organiser.

14.3. Other Costs

The costs of inspections (travel expenses, accommodation, meals, daily allowances for EHF officials) shall be borne by the organiser.

An event/third party liability insurance agreement for the duration of the event shall be concluded by the local organiser and presented to the EHF.

The details and actions required relating to the European Championship concerned, including application costs, inspections, accommodation, board, local transport, rooms, official activities and ceremonies, manpower, accreditations, etc. shall, if not otherwise provided, be borne by the organiser respectively the host federation. Deposits in order to cover the costs for the pre-inspections will be requested individually if required.

15. LOCAL TRANSPORT

For the duration of the competition a local transport service according to the requirements at the venues shall be arranged to and from the arenas for match and training purposes. This shall be organized by assigning one bus to each team (own bus for each team). For the transport of EHF officials a car park of a sufficient number of cars shall be available.

Beside pre-arranged/scheduled transports cars for immediate disposition without preliminary announcement shall be available on all venues (hotels and arenas).

The local transport includes the transport to and from the airport being nearest to match venue and all local transport requested by the participating delegations/officials.

16. ACCREDITATION AND TICKETING

16.1. Accreditations System

An accreditation system shall be set up meeting the needs of the championship. Special consideration shall be given to the need of access restriction for the entry to the playing

areas and facilities adjacent to the playing areas (changing room, access to the playing court, etc.). Access has to be reserved for duly authorised persons.

16.2. Accreditation & Ticket Contingents

The following accreditations shall be provided for EHF officials, guests and partners:

1. EHF officials: 40 working accreditations providing access to all areas;
2. EHF guests and partners: 35 accreditations with validity periods, categories and areas open to access to be defined by the EHF
3. Another 35 accreditations for the semi-finals and finals; upon request, with access to the VIP area on the spectators' stands;
4. Three accreditations per match day and venue upon request.

The participating delegations shall be provided with spectator places for matches in their groups free of charge.

16.3. VIP Seats

In each arena, a VIP area will be set up in the central part of the spectator stands on the side of the judges table. These areas will be specially marked, separately accessible and of adequate size to accommodate the number of VIP guests being expected to attend.

17. EVENT EQUIPMENT AND SERVICES

17.1. Equipment Supply

In order to continuously improve the quality of the European Handball Championships the EHF cooperates with partners from various fields regarding:

➤ Official match balls (select)

The EHF will provide 112 official match balls for each championship (new balls to be used for each match);

➤ Official floors

The EHF Corporate Identity Handball Floorings are an element of the CI of European Championships and will be provided by the EHF Flooring Partner.

Necessary logistic support and manpower for the floor set-ups and removals have to be provided by the organiser free of charge as well as the temporary storage and the labour to store, install and remove the flooring system. Relating to this the Flooring Partner installation and maintenance procedure applies, the time-line set for the instalment procedure has to be obeyed and the availability of the arenas has to be ensured by the organiser accordingly (details to be defined in a separate time-line for flooring set-up).

The organiser is responsible for an appropriate wooden and interlocking underlayment (in case of ice or concrete), the temporary storage and the labour to store, install and remove such a sub flooring system.

The responsibility for the cleaning of the floorings after each match day (two floor cleaning machines will be provided by the EHF, personal resources and appropriate cleaning agent have to be taken care of by the organising federation) lies with the organising federation. The EHF flooring partner will be at the disposal for support and supervision.

After the championships the flooring systems together with goals will be removed (option to purchase). The cleaning after each match day, as well as double cleaning before the removal after the end of the event has to be guaranteed by the organisers. Floor damages resulting from incorrect/insufficient cleaning will have to be regressed towards the organiser.

- Handball goals: The EHF goal supplier will provide 4 handball goals.
- The right to produce merchandizing articles for a European Championship shall be co-ordinated between the EHF and the organiser after the allocation.

17.2. Website

YAC organisers are obliged to create and maintain an event related website, especially for promotional and preparatory purposes, in order to facilitate administration and access to the event and to introduce the country and the venues. It shall be also used to distribute actual match information, results, statistics, journalism, etc. and shall be available one year prior to the commencement of the event at the latest.

17.3. Event Documentation and Statistics

Daily E-Bulletin or Comparable Publication

After each match day a daily e-bulletin (compare procedure for match reports and daily bulletin) consisting of a cover page, the official EHF result bulletin, the nominations for the next day, the official match reports of each match, statistic material, etc. respectively a comparable information medium shall be produced by the OC.

Statistic Service

EHF will provide for the championships statistic service containing match scouting and running score. The system will be operated by the EHF statistic supplier. Necessary logistic support (personnel, technical equipment, and test tournament) shall be provided by the organiser free of charge.

In addition, 8 (4+4) persons will be required for regular operation of the statistical system at the four venues. These will be provided by the organiser and will have to be trained in operating the technical equipment by the statistics partner in time before the beginning of the event (test tournament to be proposed).

The data material will be made available to the organisers free of charge during the event as well as after the event.

Alternative more advanced services may be offered in agreement with the EHF.

17.4. Protection and Security

The organiser is obliged to take the necessary measures required for protection and security of all participants: teams, team officials, EHF officials, media representatives spectators, etc. (see Rules on Safety and Security procedure).

17.5. Technical Devices / Ceremony Gifts

Equipment

The EHF will undertake to provide the OC with technical devices/equipment out of event partnerships – a respective information will be provided in due time.

Additional gift

The EHF will undertake to provide an additional presents for the All-Star-Team (depending on the partner company).

Mobile Phones

A sufficient number of mobile phones (minimum 10) fulfilling the below-mentioned features shall be made available by the organiser during the final period of preparation (upon arrival) and the duration of the championship:

- adequate technical standard;
- direct and registered connection to the net (no reload or value card phones);
- free line for national and international calls;
- contacts related to championship inserted.

Promotion Concept

A promotion concept to be provided to the EHF as a part of the bidding documents, including (but not being limited to):

- preparatory tournaments;
- mascot tour;
- school and club programmes;
- press conferences;
- print material;
- public attraction measures;
- city exposure;
- event advertising;
- cooperation partners;
- preparation for a long-lasting impact, etc.

The implementation of such a promotion concept shall be an essential part of the event preparation.

Spectator Concept

In order to optimize the number of spectators in the arena, respective concept involving schools, teachers, clubs, and trainers shall be worked out and implemented on a long term basis. Such concept is to be provided to the EHF together with the bidding documents.

Anti-Doping Controls

Anti Doping Controls may take place during EHF events. Related costs shall be borne by the organiser.

Ambulance

An ambulance shall be positioned in the arena during all matches of the YAC EHF event. This obligation cannot be replaced by similar measures.

18. MANPOWER AND SERVICES

Manpower will be required in the following fields:

- infrastructure maintenance (floor cleaning on each match and rest day, etc.);
- internal communication and transport (pre-match procedure, match reports, courier services, etc.);
- partners (floor set up, statistic support, equipment distribution, etc.);
- press center, bulletin, info transfer, maintenance technical equipment, etc.;
- competition assistant;
- maintenance offices and office equipment;
- security service;
- support for administration and meetings (officials' conference, technical meeting);
- accreditation, ticketing, access control;
- team guides.

The link between the participating delegations and the organisers shall be the team guide (carrying out cooperation and communication with teams). Assigning a team guide for each delegation is an important detail for the smooth carrying out of the cooperation with the respective teams.

The team guides shall speak English and preferably the language of the respective delegation. In addition they should be familiar with the responsibilities and the organisational structure of the championship.

- For services like possibilities/common arrangements to purchase goods for daily use, currency exchange, etc. shall be taken care of by the OC.

19. OFFICIAL EVENTS AND CEREMONIES

Concepts relating to this event shall be elaborated and implemented in close cooperation between the EHF and the organiser.

➤ **EHF EURO DRAW EVENT**

The draw event for the final tournament has to be organized in the host country 3 to 6 months prior to the final tournaments. The draw event shall be organized in the framework of other activities and shall be realised in an attractive overall event design for all parties involved and shall be used as a promotional activity for the YAC EHF EURO.

➤ **OPENING CEREMONY**

A concept for the official championship opening shall be proposed by the organiser. The opening procedure including the official opening words shall be arranged in the arena prior to the first game of the home team. EHF and the organiser will commonly agree upon a detailed concept regarding the official opening ceremony accordingly.

➤ **OFFICIAL RECEPTIONS**

Official receptions and highlighting programmes will be individually defined between the EHF and the organiser (opening, closing, officials, teams, partners, etc.). A respective schedule will be coordinated between EHF and the organiser, if necessary.

➤ **CLOSING and MEDAL CEREMONIES**

The Closing and Medal Ceremonies will be carried out immediately after the final match. The Medal Ceremony includes the awarding of the All-Star Team, the Best Player, Top-Scorer and the Best Defence Player.

The basic concept including predefined points and a predefined order will be provided by the EHF. The predefined “technical parts” (protocol) shall be framed by show programme and a ceremony which gives a good impression of the ceremony. Final specification of details to be carried out in coordination between the organiser and the EHF. A proposal concept including the cultural/entertainment programmes shall be provided by the organiser.

➤ **Specifications for the CEREMONIES**

As a basic guideline the ceremonies, especially closing and medal ceremony shall be organised in a professional way and shall give a good overall impression. The following items shall be taken care of when organizing the ceremony:

- Creating a harmonized mixture between the basic structure/programme of awarding (EHF specifications) and a show event;
- Involving local and national uniqueness;
- Professional preparation;
- Professional show/entertainment;
- Professional presenter;
- Rehearsal(s)/general assembly obligatory at the evening prior to the final day;

- Clear instructions to awarders and official speaker;
 - Music Concept;
 - Emphasis and attention to the players;
 - One and only official EHF representatives gives a speech during the medal ceremony is the EHF representative for the championship closing;
 - Flag ceremony (handing over to next organiser, if not present return of flag to EHF);
 - Flags for teams ranked one to three (to be pulled up);
 - Winner anthem at the end of the ceremony;
 - Involvement of sufficient personnel in both preparation and ceremony;
 - Close coordination between EHF and the organiser.
- **FINAL BANQUET**
At the evening of the final day a banquet for all parties involved (complete delegations, officials, OC, etc.) will be organised by the organiser in an appropriate way. Alternative ideas/activities require a respective consent between EHF and the organiser.
- **FARE – WELL CEREMONIES**
After the placement matches respectively after the last match of each team an official farewell-ceremony including a line-up of both teams and three team officials shall take place after the awarding of the “Best Players”. During this ceremony – following the speaker’s announcements – all players will receive the commemorative medal (shall be prepared by the organiser).

20. COOPERATION AND COMMUNICATION

An important detail in the preparation and professional organisation of a EHF EURO is the frequent and complete information to all parties involved:

- Creation and implementation of an organisation structure; please provide a basic organisation chart together with the bid (details comparing closure);
- Inspections, workshops and daily business coordination between the EHF and the organiser;
- Upon the allocation the organizing federation shall announce at least one person, who is in charge of the championship-related business and who is the responsible contact partner in the day-to-day business relating to the event preparation (sufficient English language knowledge required);
- Overall task distribution to be provided to the EHF;
- Responsible person with power to take decisions to be announced to the EHF for the coordination and preparation of the event.

STAGING THE W17 EHF EURO 2019/ W19 EHF EURO 2019

CONTENTS

ANNEX 1	Timetable
ANNEX 2	Playing Schedule
ANNEX 3	Official Application Form
ANNEX 4	Arena Details / Hall Form
ANNEX 5	Arena Set-up
ANNEX 6	Preview Budget
ANNEX 7	Sample YAC Organisation Chart

APPLICATION BY THE NATIONAL FEDERATION OF: _____

Application to be presented to the EHF Office by **29 January 2018**





W17 EHF EURO 2019/ W19 EHF EURO 2019

TIMETABLE

1.1.	Announcement of the championships and dispatch of bidding documents	27 November 2017
1.2.	Deadline for application together with documents	29 January 2018
1.3.	Pre-inspection	February 2018
1.4.	Evaluation of applications	March 2018
1.5.	Allocation by the EHF Exec	March 2018
1.6.	Workshop Organizers	September 2018
1.7.	Main inspection and workshop - according to individual time table after allocation	approx. 8 months prior
1.8.	Contract EHF - Organizer	approx. 8 months prior
1.9.	EHF EURO Draw Event in the host country	3 to 6 months prior
1.10.	Additional inspection and workshop (if required) - according to individual time table after allocation	3 to 6 months prior
1.11.	W19 EHF EURO 2019	11 to 21 July 2019
1.12.	W17 EHF EURO 2019	1 to 11 August 2019

W17 EHF EURO 2019

1 to 11 August 2019

Playing Schedule for 16 Teams

(56 matches, 3 rest days at least, 7 matches per team)



Preliminary Round			
Group A	Group B	Group C	Group D
A 1	B 1	C 1	D 1
A 2	B 2	C 2	D 2
A 3	B 3	C 3	D 3
A 4	B 4	C 4	D 4
Playing schedule			
match no.	match no.	match no.	match no.
1 A 1 : A 3	7 B 1 : B 3	13 C 1 : C 3	19 D 1 : D 3
2 A 2 : A 4	8 B 2 : B 4	14 C 2 : C 4	20 D 2 : D 4
3 A 4 : A 1	9 B 4 : B 1	15 C 4 : C 1	21 D 4 : D 1
4 A 3 : A 2	10 B 3 : B 2	16 C 3 : C 2	22 D 3 : D 2
5 A 1 : A 2	11 B 1 : B 2	17 C 1 : C 2	23 D 1 : D 2
6 A 3 : A 4	12 B 3 : B 4	18 C 3 : C 4	24 D 3 : D 4

1. Do, 1.08.2019

2. Fr, 2.08.2019

Restday, Sa, 3.08.2019

3. So, 4.08.2019

Main Round		Intermediate Round	
Group I	Group II	Group III	Group IV
1.A	1.C	3.A	3.C
1.B	1.D	3.B	3.D
2.A	2.C	4.A	4.C
2.B	2.D	4.B	4.D
Playing schedule		Playing schedule	
match no.	match no.	match no.	match no.
33 2. A : 2. B	37 2. C : 2. D	25 4. A : 4. B	29 4. C : 4. D
34 1. A : 1. B	38 1. C : 1. D	26 3. A : 3. B	30 3. C : 3. D
35 2. B : 1. A	39 2. D : 1. C	27 4. B : 3. A	31 4. D : 3. C
36 1. B : 2. A	40 1. D : 2. C	28 3. B : 4. A	32 3. D : 4. C

Restday, Mo, 5.08.2019

4. Tue, 6.08.2019

5. Wed, 7.08.2019

Semifinals and cross matches		Cross matches	
Place 1-8		Place 9-16	
match no.	match no.	match no.	match no.
Place 5-8 45 3. I : 4. II	Place 13-16 41 3. III : 4. IV	Place 13-16 42 3. IV : 4. III	Place 9-12 43 1. III : 2. IV
Place 5-8 46 3. II : 4. I	Place 13-16 44 1. IV : 2. III	Place 9-12 44 1. IV : 2. III	
SF 1 47 1. I : 2. II			
SF 2 48 1. II : 2. I			
Finals and placement matches		Placement matches	
Place 1-8		Place 9-16	
match no.	match no.	match no.	match no.
Place 7/8 53 L 45 : L 46	Place 15/16 49 L 41 : L 42	Place 13/14 50 W 41 : W 42	Place 11/12 51 L 43 : L 44
Place 5/6 54 W 45 : W 46	Place 13/14 52 W 43 : W 44	Place 11/12 51 L 43 : L 44	Place 9/10 52 W 43 : W 44
Place 3/4 55 L 47 : L 48			
Final 56 W 47 : W 48			

Restday, Thu, 8.08.2019

6. Fri, 9.08.2019

7. Sat, 10.08.2019

8. Sun, 11.08.2019

W19 EHF EURO 2019

11 to 21 July 2019

Playing Schedule for 16 Teams

(56 matches, 3 rest days at least, 7 matches per team)



Preliminary Round			
Group A	Group B	Group C	Group D
A 1	B 1	C 1	D 1
A 2	B 2	C 2	D 2
A 3	B 3	C 3	D 3
A 4	B 4	C 4	D 4
Playing schedule			
match no.	match no.	match no.	match no.
1 A 1 : A 3	7 B 1 : B 3	13 C 1 : C 3	19 D 1 : D 3
2 A 2 : A 4	8 B 2 : B 4	14 C 2 : C 4	20 D 2 : D 4
3 A 4 : A 1	9 B 4 : B 1	15 C 4 : C 1	21 D 4 : D 1
4 A 3 : A 2	10 B 3 : B 2	16 C 3 : C 2	22 D 3 : D 2
5 A 1 : A 2	11 B 1 : B 2	17 C 1 : C 2	23 D 1 : D 2
6 A 3 : A 4	12 B 3 : B 4	18 C 3 : C 4	24 D 3 : D 4

1. Do, 11.07.2019

2. Fr, 12.07.2019

Restday, Sa, 13.07.2019

3. So, 14.07.2019

Main Round		Intermediate Round	
Group I	Group II	Group III	Group IV
1.A	1.C	3.A	3.C
1.B	1.D	3.B	3.D
2.A	2.C	4.A	4.C
2.B	2.D	4.B	4.D
Playing schedule		Playing schedule	
match no.	match no.	match no.	match no.
33 2. A : 2. B	37 2. C : 2. D	25 4. A : 4. B	29 4. C : 4. D
34 1. A : 1. B	38 1. C : 1. D	26 3. A : 3. B	30 3. C : 3. D
35 2. B : 1. A	39 2. D : 1. C	27 4. B : 3. A	31 4. D : 3. C
36 1. B : 2. A	40 1. D : 2. C	28 3. B : 4. A	32 3. D : 4. C

Restday, Mo, 15.07.2019

4. Tue, 16.07.2019

5. Wed, 17.07.2019

Semifinals and cross matches		Cross matches	
Place 1-8		Place 9-16	
match no.	match no.	match no.	match no.
Place 5-8 45 3. I : 4. II	Place 13-16 41 3. III : 4. IV	Place 13-16 42 3. IV : 4. III	Place 9-12 43 1. III : 2. IV
Place 5-8 46 3. II : 4. I	Place 13-16 44 1. IV : 2. III	Place 9-12 44 1. IV : 2. III	
SF 1 47 1. I : 2. II			
SF 2 48 1. II : 2. I			
Finals and placement matches		Placement matches	
Place 1-8		Place 9-16	
match no.	match no.	match no.	match no.
Place 7/8 53 L 45 : L 46	Place 15/16 49 L 41 : L 42	Place 13/14 50 W 41 : W 42	Place 11/12 51 L 43 : L 44
Place 5/6 54 W 45 : W 46	Place 13/14 52 W 43 : W 44	Place 11/12 51 L 43 : L 44	Place 9/10 52 W 43 : W 44
Place 3/4 55 L 47 : L 48			
Final 56 W 47 : W 48			

Restday, Thu, 18.07.2019

6. Fri, 19.07.2019

7. Sat, 20.07.2019

8. Sun, 21.07.2019



W17 EHF EURO 2019

Application Form

National Federation:

Application for the (please mark):

☐

W17 EHF EURO 2019
1 to 11 August 2019

Venue 1

Place
arrival/km

of

Venue 2

Place
arrival/km

of

Daily Rate:

€

Daily Rate add.
persons:

€

The National Federation mentioned above applies for the organization of the W17 EHF EURO 2019 according to the Application Manual and conditions referred to (deadline 29 January 2018).

Date:

Stamp, Signature:

European Handball Federation Hoffniggasse 18, 1120 Vienna, Austria
T: +43 1 80151 0 F: +43 1 80151 149 E: office@eurohandball.com W: eurohandball.com

Bank Account: Bank Austria, bank code: 12000, account no: 00640 000 204

IBAN: AT46 1200 0006 4000 0204, BIC: BKAUATWW | DVR 0856371 | ZVR 263489108 | UID/VAT ATU 38516405



W19 EHF EURO 2019

Application Form

National Federation:

Application for the (please mark):

☐

W19 EHF EURO 2019
11 to 21 July 2019

Venue 1	Place arrival/km	of
_____	_____	_____
Venue 2	Place arrival/km	of
_____	_____	_____

Daily Rate: € _____

Daily Rate add.
persons: € _____

The National Federation mentioned above applies for the organization of the W19 EHF EURO 2019 according to the Application Manual and conditions referred to (deadline 29 January 2018).

Date:

Stamp, Signature:

W17 EHF EURO 2019 - VENUE INFORMATION

**National Federation of:**

City:	Venue of Arrival:
Arena:	Distance/km:
Arena Address:	Arena contact/Website:

Arena used for:

<input type="checkbox"/> Preliminary Round	<input type="checkbox"/> Main/Intermediate Round
<input type="checkbox"/> Cross Matches	<input type="checkbox"/> Semifinals and Finals
<input type="checkbox"/> Placement Matches	

1. Spectators' Capacity:	
--------------------------	--

2. Lighting in LUX:	
---------------------	--

3. Base area - size (exact measurements)*:	
--	--

4. Position of the Court Area*:	
---------------------------------	--

5. Arena Accesses/Exits*:	
Number	
Location	

6. Time-keepers table - size*:	
--------------------------------	--

7. Scoreboard(s)-number, location*:	
-------------------------------------	--

8. Reserve Clocks - number	<input type="checkbox"/> YES	<input type="checkbox"/> NO
----------------------------	------------------------------	-----------------------------

9. Changing Rooms*	
Number	
Size	
Location	
Infrastructure (showers, toilets, etc.)	

10. Medical/Anti-Doping Room-size*	
------------------------------------	--

11. Air Condition	<input type="checkbox"/> YES	<input type="checkbox"/> NO
-------------------	------------------------------	-----------------------------

12. Heating Facilities - describe	
-----------------------------------	--

13. Confirmation - use of the flooring systems (EURO only)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
--	------------------------------	-----------------------------

14. Confirmation - floor cleaning (EURO only)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
---	------------------------------	-----------------------------

15. Confirmation - Handball lines only CHAMPIONSHIPS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
--	------------------------------	-----------------------------

16.	Spectators Area			
	Facilities for separation - available?	<input type="checkbox"/>	YES	<input type="checkbox"/> NO
	Catering facilities available?	<input type="checkbox"/>	YES	<input type="checkbox"/> NO
	Safety and Security	<input type="checkbox"/>	YES	<input type="checkbox"/> NO
	Grandstands on both long sides	<input type="checkbox"/>	YES	<input type="checkbox"/> NO
16.	VIP Service			
	Area in the arena - places			
	Service			
17.	Sign Posts & Routing - System	<input type="checkbox"/>	YES	<input type="checkbox"/> NO
18.	Parking Spaces	<input type="checkbox"/>	YES	<input type="checkbox"/> NO
19.	Meeting rooms*			
	Number			
	Size/Persons			
	Office Room - Location			
20.	Storage rooms*:			
	Number			
<div><p>* Please complete the sketch given (annex 5) by drawing the room and utilization facilities and adding the relevant measurements and details:</p><ul style="list-style-type: none">→ spectators grand stands→ base area→ position of the court area→ court accesses→ location time keepers table→ location score board(s)→ location changing rooms (teams and referees)→ location medical rooms→ location VIP places/room→ location office rooms (EHF, OC)→ location additional rooms (meeting, storage)<p>As an alternative to the drawing a detailed arena plan/map may be provided by the applicant.</p></div>				
The federation signing below confirms the details listed above:				
Date:		Stamp, Signature		

W19 EHF EURO 2019 - VENUE INFORMATION

**National Federation of:**

City:	Venue of Arrival:
Arena:	Distance/km:
Arena Address:	Arena contact/Website:

Arena used for:

<input type="checkbox"/> Preliminary Round	<input type="checkbox"/> Main/Intermediate Round
<input type="checkbox"/> Cross Matches	<input type="checkbox"/> Semifinals and Finals
<input type="checkbox"/> Placement Matches	

1. Spectators' Capacity:	
--------------------------	--

2. Lighting in LUX:	
---------------------	--

3. Base area - size (exact measurements)*:	
--	--

4. Position of the Court Area*:	
---------------------------------	--

5. Arena Accesses/Exits*:	
Number	
Location	

6. Time-keepers table - size*:	
--------------------------------	--

7. Scoreboard(s)-number, location*:	
-------------------------------------	--

8. Reserve Clocks - number	<input type="checkbox"/> YES	<input type="checkbox"/> NO
----------------------------	------------------------------	-----------------------------

9. Changing Rooms*	
Number	
Size	
Location	
Infrastructure (showers, toilets, etc.)	

10. Medical/Anti-Doping Room-size*	
------------------------------------	--

11. Air Condition	<input type="checkbox"/> YES	<input type="checkbox"/> NO
-------------------	------------------------------	-----------------------------

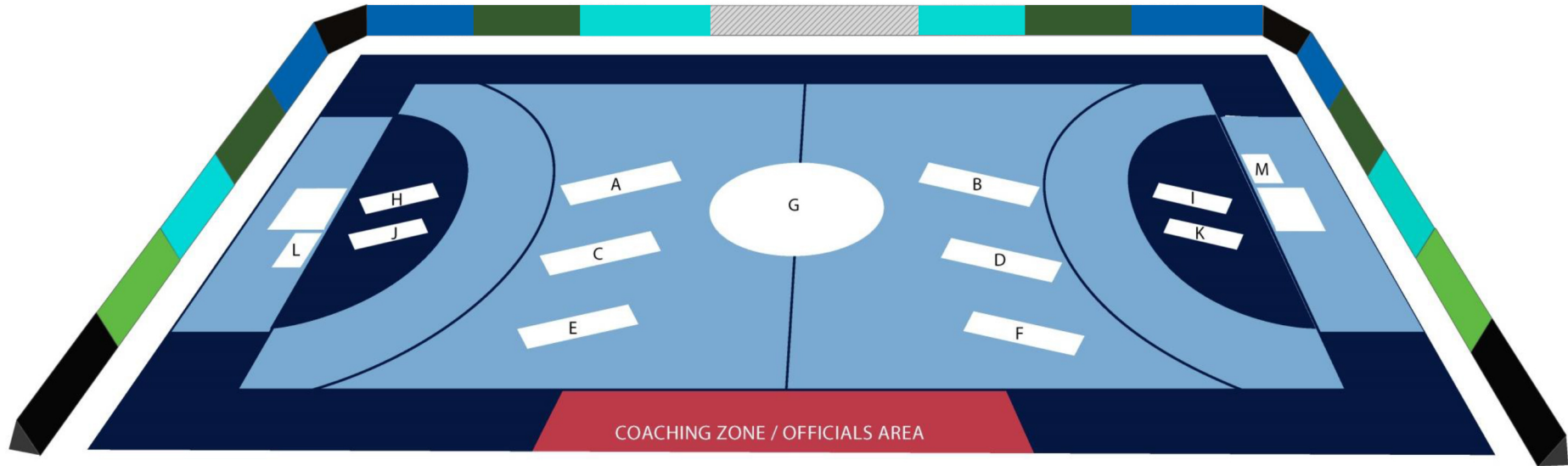
12. Heating Facilities - describe	
-----------------------------------	--

13. Confirmation - use of the flooring systems (EURO only)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
--	------------------------------	-----------------------------

14. Confirmation - floor cleaning (EURO only)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
---	------------------------------	-----------------------------

15. Confirmation - Handball lines only CHAMPIONSHIPS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
--	------------------------------	-----------------------------

16.	Spectators Area			
	Facilities for separation - available?	<input type="checkbox"/>	YES	<input type="checkbox"/> NO
	Catering facilities available?	<input type="checkbox"/>	YES	<input type="checkbox"/> NO
	Safety and Security	<input type="checkbox"/>	YES	<input type="checkbox"/> NO
	Grandstands on both long sides	<input type="checkbox"/>	YES	<input type="checkbox"/> NO
16.	VIP Service			
	Area in the arena - places			
	Service			
17.	Sign Posts & Routing - System	<input type="checkbox"/>	YES	<input type="checkbox"/> NO
18.	Parking Spaces	<input type="checkbox"/>	YES	<input type="checkbox"/> NO
19.	Meeting rooms*			
	Number			
	Size/Persons			
	Office Room - Location			
20.	Storage rooms*:			
	Number			
<div><p>* Please complete the sketch given (annex 5) by drawing the room and utilization facilities and adding the relevant measurements and details:</p><ul style="list-style-type: none">→ spectators grand stands→ base area→ position of the court area→ court accesses→ location time keepers table→ location score board(s)→ location changing rooms (teams and referees)→ location medical rooms→ location VIP places/room→ location office rooms (EHF, OC)→ location additional rooms (meeting, storage)<p>As an alternative to the drawing a detailed arena plan/map may be provided by the applicant.</p></div>				
The federation signing below confirms the details listed above:				
Date:		Stamp, Signature		



L / M Floor Supplier (3x1m)

A - F Stickers (4.5x1.5m)

CI Banner (6x1m)

H/J/I/K Stickers (4.5x1.5m)

G Center Circle (Ø 4m)

Banner ads (3x1m)

EHF W17 EURO 2019 - PRE-VIEW BUDGET

National Federation of:							
		EXPENSES	Euro (€ ,000)			INCOME	Euro (€ ,000)
1.		ORGANISATION COSTS		1.		AUTHORITIES	
	1.1.	Meetings			1.1.	Governmental	
	1.2.	Travel			1.2.	Regional	
	1.3.	Communications			1.3.	Local	
	1.4.	Project preparation					
	1.5.	Graphic & Design					
2.		STAFF		2.		MARKETING	
	2.1.	Volunteers			2.1.	TV Rights	
	2.2.	Championship staff			2.2.	Media	
	2.3.	Uniforms					
3.		FINANCIES		3.		ADVERTISING	
	3.1.	Insurance, Tax and Duties			3.1.	Arena	
	3.2.	Daily Allowances			3.2.	Print Material	
4.		ARENAS			3.3.	Programms	
	4.1.	Rental (Playing, Training)			3.4.	Sponsorships	
	4.2.	Technical equipment			3.5.	Product Partner	
	4.3.	Related areas			3.6.	Equipment	
	4.4.	Light and sound					
	4.5.	Safety and security					
	4.6.	Cleaning and service					
5.		ACCREDITATION					
6.		ACTIVITIES & EVENTS		4.		TICKETS	
	6.1.	Side Activities					
	6.2.	Ceremonies					
7.		ACCOMMODATION & BOARD		5.		HOSPITALITY	
	7.1.	Teams			5.1.	Activities	
	7.2.	EHF Official			5.2.	VIP	
	7.3.	VIP Service			5.3.	Travel	
8.		HOSPITALITY					
	8.1.	Outdoor activities					
	8.2.	Infrastructure		6.		EVENTS	
9.		OFFICES & EQUIPMENT					
	9.1.	Hotels					
	9.2.	Arenas		7.		FEES	
	9.3.	Material			7.1.	Daily Rates	
10.		IT&COMMUNICATION			7.2.	Add. Participants	
		Hardware					
		Network, ISDN		8.		EHF	
11.		BROADCASTING (IBC)			8.1.	Equipment	
12.		TRANSPORTATION			8.2.	Services	
		Car & Bus Rental					
		Parking		9.		PROGRAMME	
		Administration			9.1.	Ceremonies	
13.		PRE-EVENT COSTS			9.2.	Receptions	
		Inspections					
		Workshops		10.		OTHERS	
		Preparation					
		TOTAL COSTS				TOTAL INCOME	
		TOTAL RESULT					

EHF W19 EURO 2019 - PRE-VIEW BUDGET

National Federation of:							
		EXPENSES	Euro (€ ,000)			INCOME	Euro (€ ,000)
1.		ORGANISATION COSTS		1.		AUTHORITIES	
	1.1.	Meetings			1.1.	Governmental	
	1.2.	Travel			1.2.	Regional	
	1.3.	Communications			1.3.	Local	
	1.4.	Project preparation					
	1.5.	Graphic & Design					
2.		STAFF		2.		MARKETING	
	2.1.	Volunteers			2.1.	TV Rights	
	2.2.	Championship staff			2.2.	Media	
	2.3.	Uniforms					
3.		FINANCIES		3.		ADVERTISING	
	3.1.	Insurance, Tax and Duties			3.1.	Arena	
	3.2.	Daily Allowances			3.2.	Print Material	
4.		ARENAS			3.3.	Programms	
	4.1.	Rental (Playing, Training)			3.4.	Sponsorships	
	4.2.	Technical equipment			3.5.	Product Partner	
	4.3.	Related areas			3.6.	Equipment	
	4.4.	Light and sound					
	4.5.	Safety and security					
	4.6.	Cleaning and service					
5.		ACCREDITATION					
6.		ACTIVITIES & EVENTS		4.		TICKETS	
	6.1.	Side Activities					
	6.2.	Ceremonies					
7.		ACCOMMODATION & BOARD		5.		HOSPITALITY	
	7.1.	Teams			5.1.	Activities	
	7.2.	EHF Official			5.2.	VIP	
	7.3.	VIP Service			5.3.	Travel	
8.		HOSPITALITY					
	8.1.	Outdoor activities					
	8.2.	Infrastructure		6.		EVENTS	
9.		OFFICES & EQUIPMENT					
	9.1.	Hotels					
	9.2.	Arenas		7.		FEES	
	9.3.	Material			7.1.	Daily Rates	
10.		IT&COMMUNICATION			7.2.	Add. Participants	
		Hardware					
		Network, ISDN		8.		EHF	
11.		BROADCASTING (IBC)			8.1.	Equipment	
12.		TRANSPORTATION			8.2.	Services	
		Car & Bus Rental					
		Parking		9.		PROGRAMME	
		Administration			9.1.	Ceremonies	
13.		PRE-EVENT COSTS			9.2.	Receptions	
		Inspections					
		Workshops		10.		OTHERS	
		Preparation					
		TOTAL COSTS				TOTAL INCOME	
		TOTAL RESULT					

