



STAGING THE EHF YOUNGER AGE CATEGORY (YAC) EVENT

W17 & W19 EHF CHAMPIONSHIPS 2019



EUROPEAN HANDBALL
FEDERATION






1.	PREAMBLE	3
2.	BASICS FOR STAGING THE CHAMPIONSHIP	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	8
9.	PLAYING SYSTEM AND PLAYING SCHEDULE.....	8
10.	TELEVISION, RADIO, FILM, VIDEO AND ADVERTISING RIGHTS.....	8
10.1.	Television, Radio, Film, VIDEO and Advertising Rights.....	8
10.2.	Use of TV Material.....	10
10.3.	Video Recordings.....	10
10.4.	Video Rental System	10
10.5.	Photos	10
11.	MEDALS AND PRESENTS.....	10
12.	PARTICIPANTS.....	10
13.	EHF OFFICIALS	11
14.	FINANCES.....	11
14.1.	Daily Rates payable by the Participating Nations.....	11
14.2.	Costs of EHF Officials.....	11
14.3.	Other Costs.....	11
15.	LOCAL TRANSPORT	12
16.	ACCREDITATION AND TICKETING	12
17.	EVENT EQUIPMENT AND SERVICES	12
17.1.	Equipment Supply	12
17.2.	Website	12
17.3.	Daily E-Bulletin or Comparable Publication / Statistics Scouting.....	12
18.	CEREMONIES.....	13
19.	COOPERATION AND COMMUNICATION	13

1. PREAMBLE

Introduction

The YAC CHAMPIONSHIPS constitutes the event for the 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 Championships in an attractive way. All details relating to the competition shall be arranged on a mutual consent basis.

As basic principles regarding the organiser:

-  Organisers have a fix place in the respective Championships.
-  Only one CHAMPIONSHIP of the respective age category can be organised by a national federation.
-  The CHAMPIONSHIP events are supposed to be organised at one (1) venue.
-  Depending on the total number of participating teams, up to three (3) Championships will be organised.
-  The teams participating in the different championships are distributed according to their respective ranking position.

2. BASICS FOR STAGING THE CHAMPIONSHIP

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

- **W17EHF CHAMPIONSHIPS 2019**
(players born 2002 and younger) – 2 to 11 August 2019
- **W19 EHF CHAMPIONSHIPS 2019**
(players born 2000 and younger) – 12 to 21 July 2019

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

- EHF Statutes
- EHF YAC Championships Regulations
- EHF Rules on Safety and Security
- 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 €10.000 may be due in case of severe shortcomings and material reluctances regarding the organisation and/or carrying out of the event
- In case of withdrawal from the organisation of the Event after awarding by the competent EHF body, it is hereby agreed that the withdrawing organiser shall pay a lump-sum payment of €75.000 (seventy-five thousand Euros). In addition, any costs (including third party damages and regress claims) arising from the withdrawal and/or replacement organisation shall be reimbursed by the withdrawing organiser.

3. APPLICATION REQUIREMENTS

The applicants for the concerned YAC EHF CHAMPIONSHIPS, 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

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 CHAMPIONSHIPS

The timeframe laid down for the event by EHF and the organiser:	2 to 11 August 2019
Day of arrival delegates:	29/30 July 2019
Day of arrival teams:	1 August 2019
Placement matches and Finals:	11 August 2019
Day of departure of teams:	11/12 August 2019

Time frame for the W19 EHF CHAMPIONSHIPS

The timeframe laid down for the event by EHF and the organiser:	12 to 21 July 2019
Day of arrival delegates:	8/9 July 2019
Day of arrival teams:	11 July 2019
Placement matches and Finals:	21 July 2019
Day of departure of teams:	21/22 July 2019

5. VENUES

The European Championships shall be carried out in one venue. 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 Details / Hall Form) accordingly.

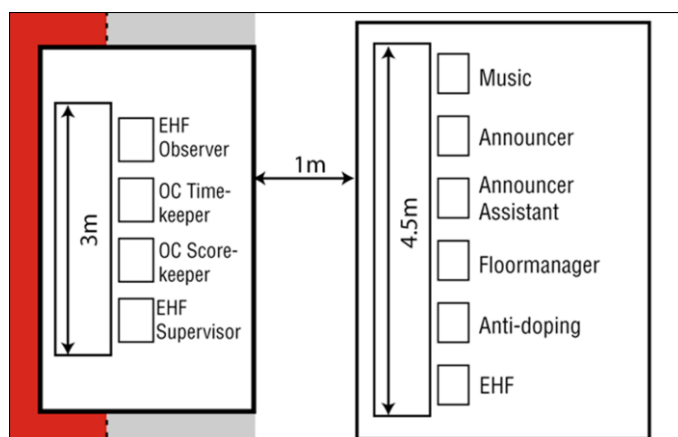
6. PLAYING ARENAS

Arena Details

Playing arena is supposed to be of an adequate standard for a European sport event. The playing arena fulfilling the minimum standards listed below and the criteria mentioned in the YAC Championships events arena details in the enclosure shall be available 3 days prior to the commencement of the championship:

- Size of the floor area - minimum 45 m x 25 m;
- Confirmation of the applicant to have a floor with handball lines only.
- Accreditation System;
- Time keeper's table & support table;
- Electric time-keeping apparatus and reserve clock;
- Scoreboard: visible for table personnel and spectators;

- Goals complying with the IHF Rules of the Game;
- 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, toilets and showers – minimum 4 for teams and 2 for referees
- rooms for massage and team meetings (team hotels)
- medical and anti-doping room
- adequate climatic conditions

General requirements

- Sign posts and routing system;
- 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.

Office room for EHF

A room meeting the requirements specified by the EHF shall be established as office room in the 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 arena 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 of youth hostels of International Standards – basis reservation eight double rooms (minimum room size 20m²), 5 single rooms (minimum room size 15m²) plus up to maximum 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) and
- Three stars for EHF officials or B&B of International Standards - basis reservation 5-6 double rooms (referees) and 10-12 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.

Additional room requirements

- Seminar room for 25 participants - tables and chairs (class room sitting) - for the period two 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 championship; beverages and snacks to be available on request;
- Rooms for technical meetings in the team hotel for 30 participants - tables and chairs (class room sitting) - evening before preliminary round, evening before semi-finals and cross matches;
- One meeting room for video and team meetings to be provided per delegation for approximately 25 persons in each team hotel (it is possible to share the rooms between the teams); Use schedule to be set-up.
- Seminar room for 20 participants (hotel of EHF officials) - tables and chairs (class room sitting) for the period three days prior to until the end of the championship;

Food and Beverages:

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 of one litre of water per person and per meal shall be offered.

In addition refreshments (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).

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) 8 to 10 months prior to the championship;
- Final inspection plus set-up supervision (third inspection) approximately 2 to 3 days prior to the commencement of the championship;
- 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 Championships will be played in the format of a tournament with 8 teams as a maximum with two groups of 4 teams. If the number of participating teams in a tournament is different than eight, adaptations are necessary in various areas. It shall consist of a preliminary 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.

The EHF reserves the right to enlarge the field of participating teams. A respective option shall be kept in mind when choosing the infrastructure. Up to three Championships tournaments may be organised.

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

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

In accordance with the YAC Championships Regulations all rights relating to television, radio, film, video and advertising rights regarding YAC 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 filming 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).

The target is to ensure a full advertising set-up for the event with advertising boards and at least on one long and two short sides.

Event Corporate Identity shall be visible opposite to the judges' table.

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 or W19 EHF Championship 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.

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

10.4. Video Rental System

A Video rental system shall be made available for the duration of the EHF Championships.

10.5. 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/prizes for the teams ranked one, two and three. Commemorative medals for all participants (delegation members and EHF officials) shall be organised and provided by the organiser.

12. PARTICIPANTS

Altogether 8 teams will participate in each Championships tournament. Each delegation consists of maximum of 21 persons. For 21 persons the maximum amount of daily rate of €100 applies, for up to a maximum of four additional persons / additional days extra payment shall be charged.

13. EHF OFFICIALS

Number of Representatives	1
Number of Delegates:	6
Number of Referees	12
Number of EHF Office Staff:	1
Number of Technical Staff:	1
Total number of Officials:	21

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.

The daily allowances shall be limited to €100.

for up to a maximum of four additional persons / additional days extra payment shall be charged.

14.1. Daily Rates payable by the Participating Nations

The daily rate per person for a maximum of 21 delegation members shall be ensured in the application accordingly as a basis for the allocation procedure. This daily rate shall be limited to €100.

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), daily allowances and match fees incurred for a total of 20-21 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 Championships 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 championship a local transport service according to the requirements at the venues shall be arranged to and from the arena for match and training purposes. For the transport of EHF officials a car park of a sufficient number of cars shall be available. 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

An accreditation system shall be set up meeting the needs of the event. Ticketing may be put in place in agreement with the EHF.

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 the following partner from various fields regarding:

- Official match balls (select)
The EHF will provide 40 official match balls for each championship (new balls to be used for each match);

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.

In addition a live stream of all matches shall be organized on this site.

17.3. Daily E-Bulletin or Comparable Publication / Statistics Scouting

After each match day 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, etc. respectively a comparable information medium shall be produced by the OC.

A statistics scouting shall be offered in agreement with the EHF.

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. CEREMONIES

The entry ceremony shall be carried out before the first match of the host team; the medal ceremonies shall be carried out immediately after the last match of the tournament. The concept of the entry and medal ceremony shall be commonly decided by the EHF and the organiser. A final banquet is not mandatory, but possible.

19. COOPERATION AND COMMUNICATION

An important detail in the preparation and professional organisation of a European Championship 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.

W17 & W19 EHF CHAMPIONSHIPS 2019

STAGING THE W17 & W19 EHF CHAMPIONSHIPS 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**



EUROPEAN HANDBALL
FEDERATION



TIMETABLE

W17 & W19 EHF Championships 2019

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 to 9 months prior
1.9.	Additional inspection and workshop (if required) - according to individual time table after allocation:	3 to 6 months prior
1.10.	W19 EHF CHAMPIONSHIPS 2019	12 to 21 July 2019
1.11.	W17 EHF CHAMPIONSHIPS 2019	2 to 11 August 2019

Playing Schedule for 8 Teams

(20 matches, 2 rest days, 5 matches per team)



Preliminary Round	
Group A	Group B
A 1	B 1
A 2	B 2
A 3	B 3
A 4	B 4
Playing schedule	
match no.	match no.
1 A 1 : A 3	7 B 1 : B 3
2 A 2 : A 4	8 B 2 : B 4
3 A 4 : A 1	9 B 4 : B 1
4 A 3 : A 2	10 B 3 : B 2
5 A 3 : A 4	11 B 3 : B 4
6 A 1 : A 2	12 B 1 : B 2

Semifinals and cross matches	
Place 1-8	
	match no.
Place 5-8	13 3. A : 4. B
Place 5-8	14 3. B : 4. A
SF 1	15 1. A : 2. B
SF 2	16 1. B : 2. A
Finals and placement matches	
Place 1-8	
	match no.
Place 7/8	17 L 13 : L 14
Place 5/6	18 W 13 : W 14
Place 3/4	19 L 15 : L 16
Final	20 W 15 : W 16

Playing Schedule for 10 Teams

(25 matches, 1 rest day per team. 5 matches per team)

Arrival Teams

1. Playing Day

2. Playing Day

3. Playing Day

Restday

4. Playing Day

5. Playing Day

6. Playing Day

Departure Teams

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

Final and placement matches			
Places 1-10			
match no.			
Place 9/10	21	5. A	: 5. B
Place 7/8	22	4. A	: 4. B
Place 5/6	23	3. A	: 3. B
Place 3/4	24	2. A	: 2. B
Final	25	1. A	: 1. B

Playing Schedule for 12 Teams

(42 matches, 3 rest days, 7 matches per team)

Preliminary Round			
Group A		Group B	
A 1		B 1	
A 2		B 2	
A 3		B 3	
A 4		B 4	
A 5		B 5	
A 6		B 6	
match no.		match no.	
1. Playing Day, Friday	1 A 1 : A 4	16 B 1 : B 4	
	2 A 2 : A 6	17 B 2 : B 6	
	3 A 3 : A 5	18 B 3 : B 5	
2. Playing Day, Saturday	4 A 4 : A 2	19 B 4 : B 2	
	5 A 5 : A 1	20 B 5 : B 1	
	6 A 6 : A 3	21 B 6 : B 3	
Restday, Sunday			
3. Playing Day, Monday	7 A 1 : A 6	22 B 1 : B 6	
	8 A 2 : A 3	23 B 2 : B 3	
	9 A 4 : A 5	24 B 4 : B 5	
4. Playing Day, Tuesday	10 A 2 : A 5	25 B 2 : B 5	
	11 A 3 : A 1	26 B 3 : B 1	
	12 A 6 : A 4	27 B 6 : B 4	
Restday, Wednesday			
5. Playing Day, Thursday	13 A 5 : A 6	28 B 5 : B 6	
	14 A 3 : A 4	29 B 3 : B 4	
	15 A 1 : A 2	30 B 1 : B 2	
Restday, Friday			
Semifinals and cross matches			
match no.			
6. Playing Day, Saturday	Place 9 - 12	31 6. A : 5. B	
	Place 9 - 12	32 5. A : 6. B	
	Place 5 - 8	33 4. A : 3. B	
	Place 5 - 8	34 3. A : 4. B	
	Semifinale 1	35 2. A : 1. B	
	Semifinale 2	36 1. A : 2. B	
Final and placement matches			
match no.			
7. Playing Day, Sunday	Place 11/12	37 L 31 : L 32	
	Place 9/10	38 W 31 : W 32	
	Place 7/8	39 L 33 : L 34	
	Place 5/6	40 W 33 : W 34	
	Place 3/4	41 L 35 : L 36	
	Final	42 W 35 : W 36	
Departure Teams, Monday			



W17 EHF CHAMPIONSHIPS 2019

Application Form

National Federation:

Application for the (please mark):

☐

W17 EHF CHAMPIONSHIPS 2019
2 to 11 August 2019

Venue 1

Place
arrival/km

of

Daily Rate: €

Daily Rate add.
persons: €

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

Date:

Stamp, Signature:

European Handball Federation Hoffingergasse 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 CHAMPIONSHIPS 2019

Application Form

National Federation:

Application for the (please mark):

☐

W19 EHF CHAMPIONSHIPS 2019
12 to 21 August 2019

Venue 1

Place
arrival/km

of

Daily Rate: €

Daily Rate add.
persons: €

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

Date:

Stamp, Signature:

European Handball Federation Hoffingergasse 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

17 EHF CHAMPIONSHIPS 2019 - VENUE INFORMATION

**National Federation of:**

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

19 EHF CHAMPIONSHIPS 2019 - VENUE INFORMATION

**National Federation of:**

City:	Venue of Arrival:
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Arena:	Distance/km:
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Arena Address:	Arena contact/Website:
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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:	
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2. Lighting in LUX:	
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3. Base area - size (exact measurements)*:	
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4. Position of the Court Area*:	
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5. Arena Accesses/Exits*:	
Number	
Location	

6. Time-keepers table - size*:	
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7. Scoreboard(s)-number, location*:	
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8. Reserve Clocks - number	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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9. Changing Rooms*	
Number	
Size	
Location	
Infrastructure (showers, toilets, etc.)	

10. Medical/Anti-Doping Room-size*	
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11. Air Condition	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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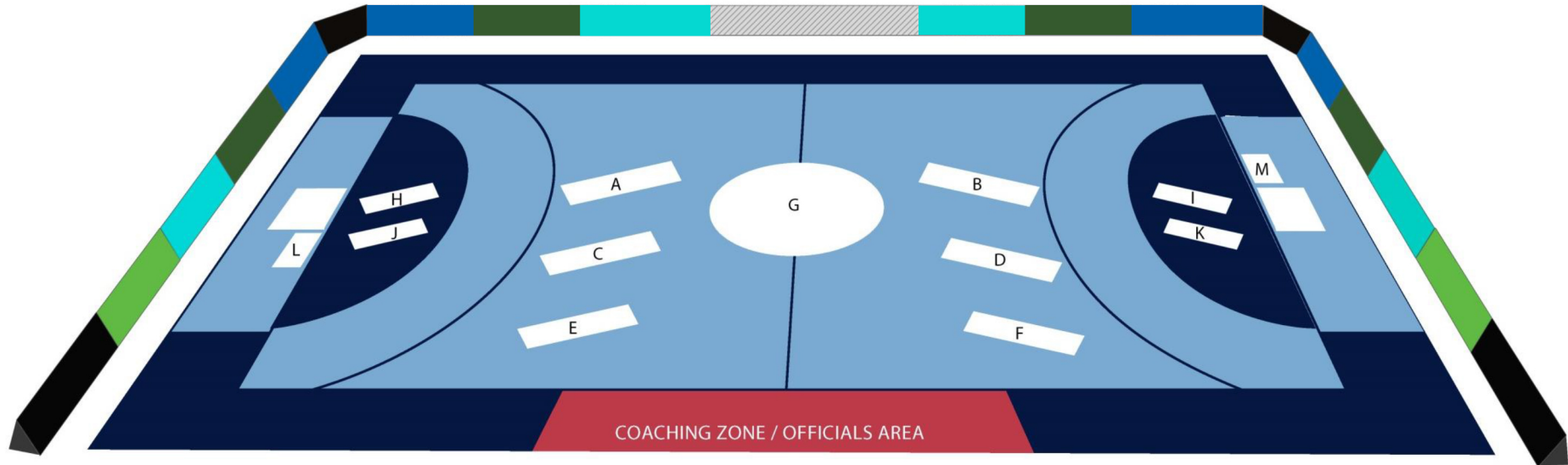
12. Heating Facilities - describe	
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13. Confirmation - use of the flooring systems (EURO only)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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14. Confirmation - floor cleaning (EURO only)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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15. Confirmation - Handball lines only CHAMPIONSHIPS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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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 CHAMPIONSHIPS 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					

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	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	
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	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					
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7.		ACCOMMODATION & BOARD		5.		HOSPITALITY	
	7.1.	Teams			5.1.	Activities	
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8.		HOSPITALITY					
	8.1.	Outdoor activities					
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9.		OFFICES & EQUIPMENT					
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		TOTAL COSTS				TOTAL INCOME	
		TOTAL RESULT					

