

Foreword

Dear Handball Friends,

Over the past decade, the notion and understanding of a sporting event has changed significantly and, in some aspects, beyond recognition. We are no longer talking about a simple sporting match of two teams, where one team is declared the winner, but a multi-faceted event, which is dependant on extremely intricate organisational and operational working processes and set-ups.

The operational side of preparing a venue and making it “fit-for-the-event” is highly complex. While the athlete’s welfare and the sporting infrastructure take the highest priority, there are many other important factors that need to be carefully planned and controlled in advance, from the very outset right up to the medal ceremony of the sport event and beyond.

The European Handball Federation is fully aware that it is a huge challenge to present a “perfect” and finely tuned event setting. The EHF EURO Set-up Manual joins the EHF Arena Construction Manual, which was also put together to guide and advise organisers of major sporting events. Of course the focus is on handball, and the EHF’s highest profile events – the EHF EURO events.

The manual covers all areas of event set-up and includes useful illustrations to give you a more extensive impression on how the perfect venue should look. It takes you through each area step-by-step, listing the requirements precisely. You will also find important tips and ideas which are designed to accompany you throughout the entire process.

It was our objection to offer you a tool to work with while in the planning stage and beyond. We hope that we have achieved our goal. This is a manual which will continue to grow with the ever changing time. The EHF sees it as its duty to serve as a partner in such highly technical matters.

EHF Competitions Commission



Set-up Guidelines for EHF Euro Event Halls

1. Inspections and workshops

- 1.1. EHF, OCs, LOCs, and partners
- 1.2. TV host broadcaster and licensees

2. Set-up guideline for free space in the arena and competition technology

- 2.1. Hall size, size and position of playing court
- 2.2. Judges' table, substitution area and "protected" zone
- 2.3. Mobile sports flooring – set-up, removal and cleaning
- 2.4. Handball goals
- 2.5. Catch nets
- 2.6. Perimeter advertising
- 2.7. Jumbotron/screens/scoreboards
- 2.8. Arena technology and IT
- 2.9. EHF, COC/LOC and partner offices
- 2.10. EHF Main Office Equipment
- 2.11. First-aid service for players
- 2.12. First-aid service for spectators

3. Set-up guidelines for TV and other media

- 3.1. TV working rooms and TV compound
- 3.2. TV camera positions
- 3.3. TV and radio commentators' booths
- 3.4. ENG/unilateral camera positions
- 3.5. TV studios
- 3.6. Press gallery
- 3.7. Places for statistics service and perimeter board control
- 3.8. Mixed/flash zone
- 3.9. Press centre and room for press conferences

4. Equipment, Signposting, Routing

- 4.1. Delivery and storage of materials
- 4.2. Parking facilities, access areas and entrances
- 4.3. Routing for players
- 4.4. Dressing Room
- 4.5. Anti-Doping Room
- 4.6. Routing for EHF officials
- 4.7. Routing for the press/VIPs
- 4.8. Routing for spectators
- 4.9. Emergency exits
- 4.10. Security and access control
- 4.11. Catering and merchandizing stalls



5. Accreditation centres

- 5.1. Ticket desks
- 5.2. Accreditation and welcome desk

6. Access authorisation

- 6.1. EHF, OC, LOC accreditation systems
- 6.2. Access authorisation/Categories
- 6.3. Accreditation and access control

7. Venue dressing

- 7.1. "Clean" hall without advertising
- 7.2. Covering areas with Euro style material
- 7.3. Signposting
- 7.4. Outdoor/entrance/indoor areas and flagging
- 7.5. Corporate identity tools and event banners

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Set-up Guidelines for EHF Euro Event Halls

1. Inspections and workshops

1.1. EHF, OCs, LOCs, and partners

After awarding of the EHF Euro final round on the basis of the bidding documents submitted and their admission by the EHF Executive Committee, the National Federation entrusted with the event shall set up a central organising committee (OC) as well as local organising committees (LOCs) responsible for the competition venues. The EHF enters into a Euro event agreement with the hosting National Federation. This agreement regulates the execution of inspections and workshops between EHF, OC, LOCs, EHF TV/advertising marketing partners, EHF statistics partners, and the TV host broadcaster and lays down a timetable for these activities.

Inspections and workshops are based on:

- ECh Regulations
- Bidding Documents for EHF Euro Events
- EHF Euro Event agreement
- EHF Partner Guidelines for TV host broadcaster
- EHF Media Management Guidelines
- EHF Partner Guidelines for marketing operations
- EHF Partner Guidelines for floor and goal installation
- EHF Team and Officials Manual for Euro Event Procedures

Prior to each inspection or workshop, the EHF shall draw up instructions for use by all EHF Euro event partners involved as a basis for the successful set-up and creation of an efficient event infrastructure and for reference by the OC in training LOCs and their key personnel.

1.2. TV host broadcaster and licensees

The TV host broadcaster shall also take part in the inspections in order to define the basic infrastructure with regard to TV camera positions, arena technology, working rooms, and the TV compound jointly with the EHF and/or the EHF TV marketing partner in each playing hall. Any structural changes that may be required including camera platforms, technical installations including power supply and space requirements shall be carefully defined in these inspections and shall be implemented by the host and the required financing shall be procured.



In a further TV inspection, TV licensees shall be invited to agree requirements regarding studios, working rooms and any additional unilateral camera positions with the TV host broadcaster, the EHF TV marketing partner, the EHF, and the OC.

2. Set-up guidelines for free space in the arena and competition technology

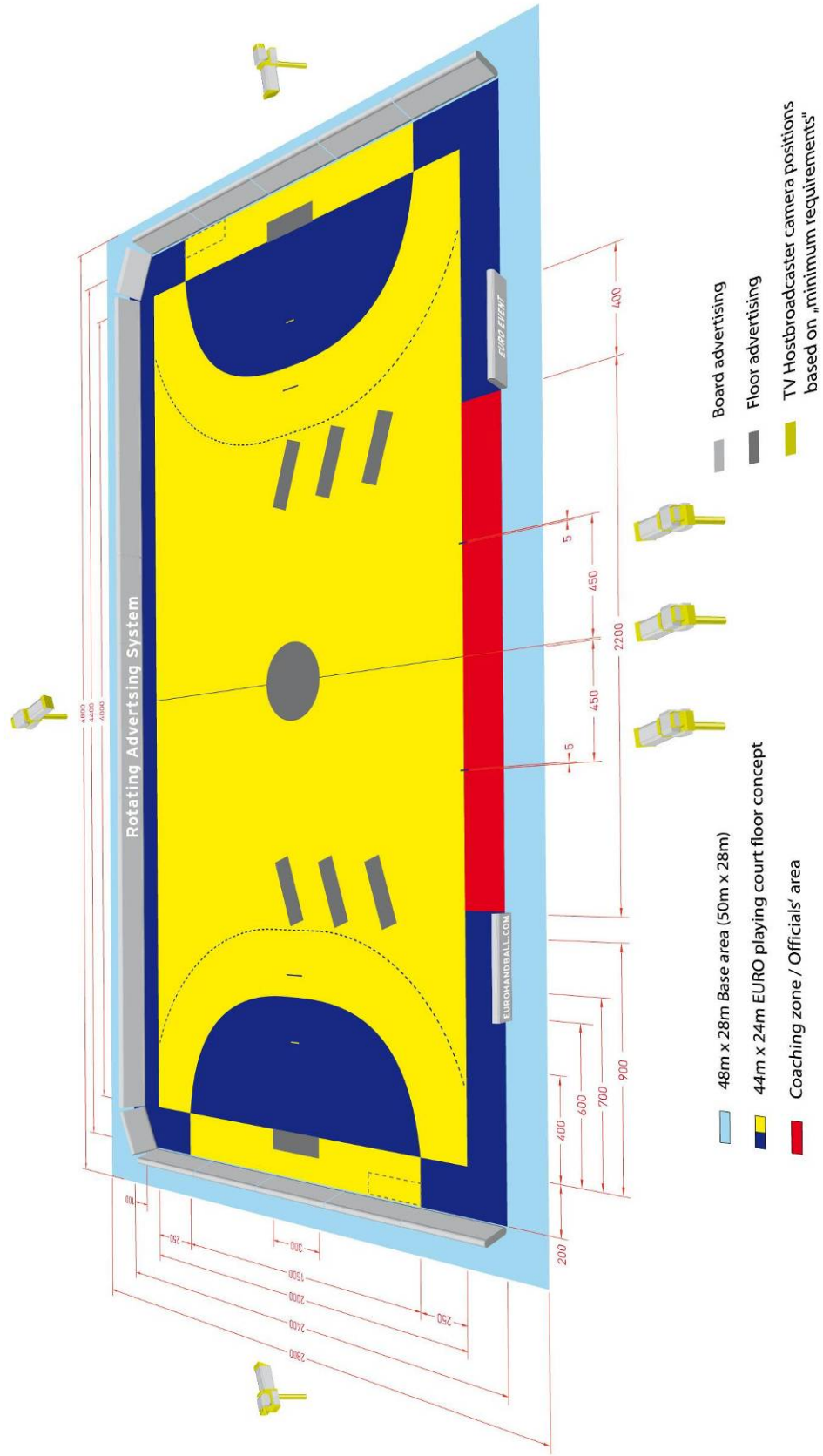
2.1. Hall size, size and position of playing court

- The arena must have a rectangular free floor space measuring 50 m (length) by 28 m (width). In addition, free space in the playing hall is needed on all four sides outside the base area for a sufficient number of spectator grandstands. Therefore, the minimum floor area of the hall must be about 120 m to 150 m.
- An area of 40 m (length) by 20 m (width) is required for the playing court in accordance with the Rules of the Game issued by the International Handball Federation (IHF). The remaining space is needed for structures around the playing court (advertising, studios, cameras, space for photographers, substitution area, etc.).
- In addition, free space in the playing hall is needed on all four sides outside the base area for spectator grandstands (depending on the utilisation plan and any partially flexible grandstands that may be used).
- The exact position of the playing court depends on the optimal angle of the principal TV cameras, requirements relating to perimeter advertising, and the safety zones laid down in the Regulations.
- It is defined at the time of the principal inspection by agreement between the EHF, the EHF TV marketing partner, the TV host broadcaster, and COC/LOC.
- Experience has shown that moving the playing court towards the side opposite the TV cameras and/or moving the judges' table and chairs backwards in the substitution area are the most effective measures for ensuring an ideal position of the playing court relative to the angle of the principal TV cameras.

Set-up Guidelines for EHF Euro Event Halls

EURO Events Playing Court Area

Standards and Measurements





Access to all grandstands must be exclusively from upper level stairs or corridors. For safety reasons, access for spectators across the playing court must not be permitted.

- 🚫 A suitable area must be provided for the music station and the required equipment.
- 🚫 In addition, a separate Arena Entertainment Operation station must be set up.

Technical equipment must be covered to create a reasonable appearance meeting event CI requirements by using venue dressing resources (no wire lattice mats as used on construction sites).

Specific arena details

Playing arenas are expected to have an adequate standard for a European top sport event. 4 playing arenas (a fifth for the final phase requires the consent of the EHF) fulfilling the minimum standards listed below shall be available for the preliminary round and main round as follows:

- 🚫 Two arenas 6 days prior to the commencement of the championship;
- 🚫 Two arenas 4 days prior to the commencement of the championship;

If a fifth arena is used for the final weekend, the event location shall be available 3 days prior to the first playing day.

Regarding technical standards and infrastructure the following minimum requirements shall be applied as of the preliminary round:

- 🚫 Size of the floor area - minimum 50 x 28 m – the “clear height” of the hall has to be 10 - 12 m as a minimum;
- 🚫 Support with set-up of the EHF Partner flooring system; required area – 44 m x 26 m
- 🚫 Accreditation Centre which is centrally accessible from outside
- 🚫 Time-keeper's table
- 🚫 Electronic time-keeping apparatus and reserve clock
- 🚫 Table equipment
- 🚫 Score boards - minimum 2
- 🚫 Lighting - minimum 1200 Lux



- Mixed zone, flash zone and press conference room - installation of "backdrops" (size app. 4 x 2 m) for all Euro Event playing arenas provided by the EHF Marketing Partner – details see illustration point 3.8.
- Changing rooms, toilets and showers - minimum 6 (4 for YAC EChs) for teams and 2 for referees – minimum size 35 m², massage tables to be available – details see illustration point 4.4.
- Rooms for massage and team meetings
- Medical and anti-doping room (ambulance in the arena during all matches obligatory) – details see illustration point 4.5.
- Adequate climatic conditions
- Grandstands behind the base area on all four sides of the hall
- Minimum hall capacity as a guideline for preliminary round matches - a minimum of 5,000 spectator places in the arena in which the matches of the home team are held, a minimum of 3,000 spectators in the areas of the other venues;
- Facilities and infrastructure in the spectators' area (food and beverages, entertainment, screens, shopping)
- Multimedia screen for inserts and advertisements; screen entertainment programme to be worked out and produced;
- Music and Light technology
- Black catch net, which is fully covering the small sides of the playing court area (approximately 24 metres long and 7 metres high); net to be fixed to the advertising boards app. three metres right and left from the goal;
- Control room
- Safety features and equipment

Additional requirements for the main round

- Minimum hall capacity as a guideline for preliminary round matches - a minimum of 8,000 spectator places in the arena in which the matches of the home team are held, a minimum of 5000 spectator places in the arenas of the other venues;
- Screen cube in the centre of the arena (Jumbotron)



Additional requirements for the final matches

- Minimum hall capacity for semi-finals and finals - 12,000 spectators in women's and 15,000 spectators in men's competitions;
- Championship merchandizing and promotion stands
- Podium for the winners (different heights)
- Additional hospitality infrastructure for exclusive VIP service

Additional requirements

- training arenas - minimum two per venue (playing arena plus one additional)

General requirements

- Sign posts and comprehensive routing system (venue dressing design)
- Powerful and reliable public address/sound system capable of communicating inside and outside the arena
- Sufficient parking spaces
- Arena access: Secure and separate accesses have to be provided for players, team officials, EHF officials VIPs, accredited media representatives, officials partners and suppliers, etc.
- Adequate office room for EHF and EHF Marketing partner
- Rooms and equipment for TV specified separately

Harmonized and IT supported illustrations of all venues/sites according to the standards specified by the EHF have to be presented by the OC after the awarding of the event (please compare the respective samples in the enclosure).

2.2. Judges' table, substitution area and "protected" zone

Compliance with the IHF Rules of the Game and the rules of the Substitution Regulations is essential. A system comprising a judges' table and a support desk shall be set up as follows:

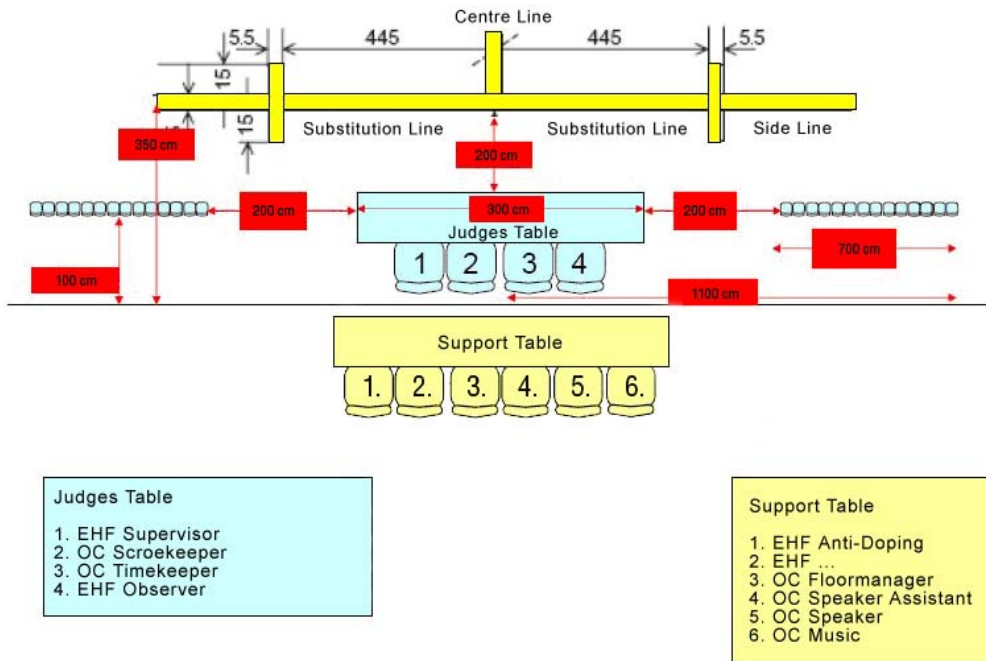
- Judges' table: 75 cm high, 300 cm long, 60 cm wide with 4 workplaces, technical equipment and a venue board
- Support desk: 75 cm high, 450 m long (in some events possibly longer) with 6 workplaces and technical equipment for speaker, musical equipment operator, etc.)

Set-up Guidelines for EHF Euro Event Halls

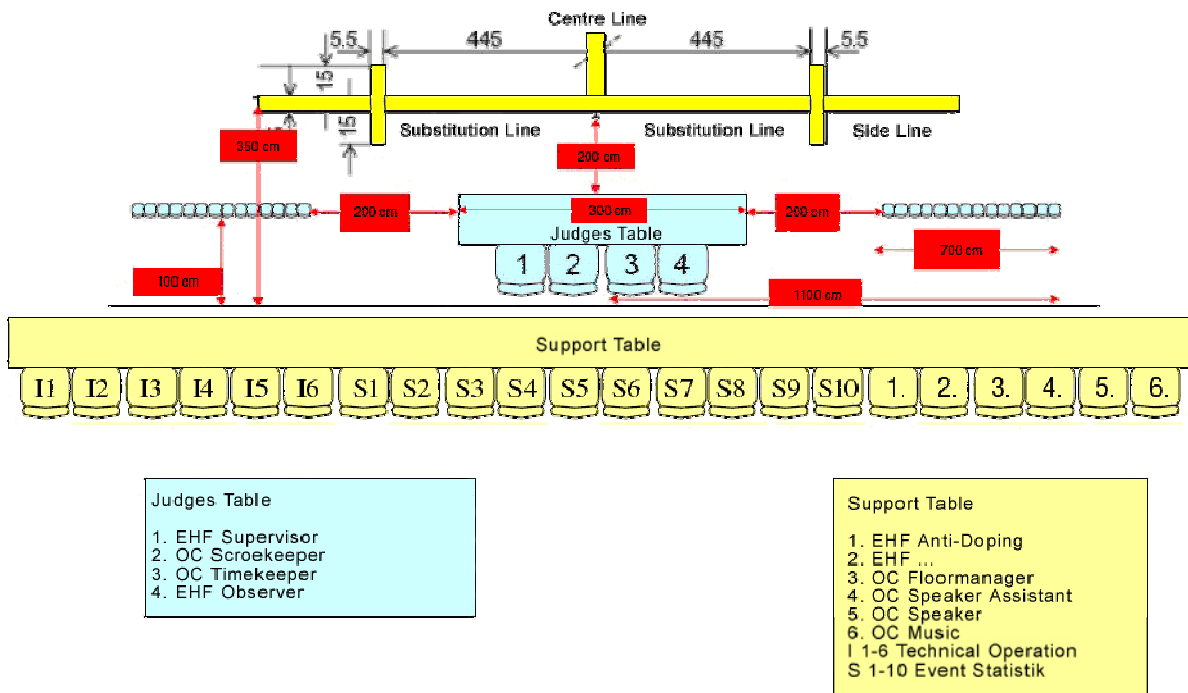
A combination of judges' table and support desk would be arranged as follows:

- The judges' table is placed on a platform about 10 – 30 cm high,
- The support desk on a platform that is 100 cm high.

For set-up plan details please see the graphic below.



At Euro events, the support table shall be 14 metres long with seating for 6 EHF officials, 10 stats scouters, and 6 marketing staff.





When the judges' table and/or the 14 substitution chairs (fastened together) are moved backwards to optimise the TV camera angle, care must be taken to ensure that the principal TV camera also has an unobstructed view of the sideline right in front of the judges' table, i.e. in the substitution area.

To prevent any disruption of the work of officials seated at the judges' table and of key personnel and partners seated at the support table, non-authorized persons must be banned from entering this area. This should be done with due regard to the general visual appearance.

2.3. Mobile sports flooring – set-up, removal and cleaning

Irrespective of the hall utilisation plan, the substructure (e.g. screed, concrete) shall be level. The floor system used (permanent hall floors or mobile sport floors) shall be adapted to the substructure in terms of its protective, sporting and technical properties and meet EN and/or DIN standards.

If the basic floor in a multi-purpose hall consists only of screed or concrete, a flexible wooden floor system (wooden interlocking underlayment) must be available which can be used as substructure below sports flooring (direct placement of such flooring on screed or concrete is not possible in such cases as this would pose a hazard to athletes' health and would also be incompatible with use in sports).

The EHF floor supplier, in co-operation with the EHF and the OC, shall draw up a detailed set-up plan including date of delivery, addresses, contacts and a time schedule for set-up and removal.

In addition, the supplier shall provide a set-up manual and personnel trained in floor set-up and removal. The COC/LOCs shall provide 8 to 10 operatives to assist with set-up and removal. The exact position of the floor that was defined at the time of inspection by the EHF shall be carefully adhered to.

Sport flooring must be cleaned by means of special cleaning machines, if necessary provided by the EHF. In this case the enrolment is carried out by the floor supplier, who will also provide the cleaning agents. Strict adherence to a cleaning schedule during the event (once per day) and thorough final cleaning after the last match are mandatory in order to prevent damage to the mobile sports floor from "resin stains".

2.4. Handball goals

The goals are part of the mobile sport flooring system. They are 3 m wide and 2 m high and 1.40 m deep. They are attached by means of metal plates sized 125 cm x 80 cm and/or by metal clamps.



The bands of colour on the goal posts and the crossbar are each 20 cm wide and of two different colours, usually white and red.

Each goal must have a net, the so-called goal net, consisting of an inner and an outer net.

It must be attached in such a way that a ball that is thrown into the goal normally stays in the goal and cannot fly through the goal. The goalposts and the crossbar are made of the same material, each being 8 cm high and 8 cm wide, with flattened edges.

In addition, a minimum of one spare goal must be available that can be set up as quickly as possible if needed.

The EHF goal supplier shall supply the accessories as well as a set-up manual. As the goal fastening systems (goals, plates, bolts) are part of the floor system, the floor cuts have to be adjusted by the floor supplier's technician.

2.5. Catch nets

Behind each goal area, black catch nets, mesh size 10 cm x 10 cm, shall be loosely suspended along the entire length of the playing field and beyond – at least 24 m x 7 m high. The bottom end shall be attached to the advertising boards about 3 m to the right and left of the goals.

The catch nets have to adequately reach the floor. As cameras are often positioned in the upper part of the grandstand behind the goals, care must be taken to ensure that these cameras have unrestricted view and are not obstructed by the net holders.

Attachment of the catch nets to the stationary perimeter boards behind the goals in conformity with the Regulations is the responsibility of the EHF working with the EHF advertising marketing organisation.

2.6. Perimeter advertising

It is agreed by contract that there will be no advertising in the arena and the rooms connected to it as well as in access and outdoor areas. In the arena, floor and perimeter advertising will be used.

Floor advertising is governed by the EHF Euro Advertising Regulations and affixed by easily applicable floor stickers. It must be possible to change floor advertising between matches.

Perimeter advertising is either on stationary perimeter boards or on electronic rotary panels. Perimeter boards are usually about 1 m high and about 1 metre deep (43 m long side, 23 m short side).



Permanent advertising on structural hall elements must be removed or covered (there must be no advertising in the arena). Care must be taken in any case to ensure an attractive overall appearance.

Responsibility for perimeter board set-up rests with the EHF advertising marketing partner working with the EHF.

2.7. Jumbotron/screens/scoreboards

A minimum of 2 electronic scoreboards and 2 large screens (minimum size 3 x 5m) or a 4-sided display cube (Jumbotron) fixed to the arena ceiling shall be installed in the hall in a place where these can be easily seen by the teams and the spectators. If necessary, the EHF may waive the requirement of scoreboards. It must be possible to display on the scoreboards and info screens both the time played (0-30' to be displayed per half-time) as well as a minimum of 3 suspension times per team.

With video screens and Jumbotrons, the EHF shall supervise directions regarding the replay of TV footage of gross rule violations or unsporting conduct. A procedure for this purpose shall be agreed by the EHF and the COC.

2.8. Arena technology and IT

During the entire event as well as during set-up and dismantling periods a competent hall technician must be available in the various parts of the hall at any time. The same applies to the servicing of IT in the EHF, EHF partner, OC offices and at the press centre. This also includes responsibility for TV screens displaying TV images from other venues. The EHF office at the event headquarters shall be made available in fully operational condition at least 3 days before the beginning of the event, at all other venues, 2 days before the beginning of the event.

2.9. EHF, COC/LOC and partner offices

Office and administration rooms plus technical equipment have to be provided in adequate numbers for events of different kinds. The EHF's requirements at Euro Events are as follows:

- 2 offices (EHF and COC/LOC) and working rooms
- 1 working room for EHF delegates
- 1 meeting room for about 15 people
- 2 storage rooms for the temporary storage of sports equipment or technical equipment (TV host broadcaster, provider of statistical services, marketing partners, etc.)
- Rooms for supporting programme (escort kids, mascots, etc.)
- Accreditation in the hall entrance area – 30 to 50 m² – with direct access from outside



All press/media accreditations should be issued and collected at the press centre.

The standards regarding space and technical requirements have been defined by the EHF in detail:

- 3 PC work stations connected to network and features as listed below;
- A printer meeting the stated specifications for use by all PC work stations (network) and a scanner;
- In addition to Internet access for the 3 PC stations, 2 or 3 additional connections (laptops) should be provided for accessing the network and the Internet as well as the printer;
- A photocopying machine, a fax machine, a telephone and a scanner should be available;
- Office supplies (adequate quantities of printer and photocopying paper, toner, pencils/pens, etc.)

The EHF Office room should be sufficiently spacious. Two keys shall be placed at the EHF's disposal.

2.10. EHF Main Office Equipment

- 5 Computer workplaces linked by a network and offering the features and infrastructure mentioned below;
- Minimum of two printers complying with the specifications below and usable from all computer working stations (network use) and a scanner;
- In addition to internet access for the 5 computer work stations, the possibility to connect 2 to 3 additional computers (laptops) to the network for Internet access and printing;
- Two photocopying machines with sufficient capacity and standard functions (punching, sorting, etc.), fax machine and telephone;
- Office material (sufficient printing and photocopying paper, toner, CD ROMs, pencils/pens, highlighters, hole punchers, files, adhesive, adhesive tape, parcel tape, scissors);
- The office rooms should provide adequate working space for EHF office members and a separate meeting area for officials. For each office at least two keys shall be available exclusively for EHF.
- EHF Euro identification tools (welcome transparent, flags, logo, etc.) shall be positioned in the entrance area as well as in the corridor area;



Event offices and predefined working rooms shall be equipped with wireless LAN or other Internet access.

For security reasons, installation of a video surveillance system shall be provided for “sensitive” hall and access areas. Responsibility in this regard rests with the COC/LOC.

2.11. First-aid service for players

- The hall shall have a specially furnished room for the administration of first aid and other medical treatments to players.
- In international events, the presence of an ambulance vehicle staffed by a physician and nursing staff has to be ensured during the entire playing time as well as during the 30 minutes before the match. Appropriate parking with unobstructed access and exit has to be provided.
- It is important to keep routes leading outside short for quick evacuation

2.12. First-aid service for spectators

- In the hall, a separate first-aid room shall be provided for spectators, which must be properly marked.

Responsibility in this regard rests with the COC/LOC under the applicable Regulations.

3. Set-up guidelines for TV and other media

3.1. TV working rooms and TV compound

The following rooms should be available to the host broadcaster and/or TV licenses:

- 1 room per TV station that works on site as well as 2 or 3 for the host broadcaster
- 1 service room for perimeter advertising (as storage room) of adequate size
- 1 room for TV graphics and scouting (as storage room)
- 1 meeting room for the host broadcaster (double size)

Each room must be lockable (at least one key to be handed out to the user) and each room must be equipped with sufficient electricity sockets (230V) as well as telephone/ISDN/Internet connections and should have a minimum size of 6 m x 4 m - Office furnishings (tables, chairs, fax machine, etc) upon request.

Set-up Guidelines for EHF Euro Event Halls



Internet access and wireless LAN shall be provided free of charge.

Generally, the following areas should be made available for transmission equipment (vehicles plus movement radius) per TV station broadcasting from the venue site with its own technology (as an average):

📡 Broadcasting van, standing space:	
1 broadcasting van:	18 m x 4 m
1 equipment vehicle:	14 m x 3 m
1 slow-motion vehicle:	8 m x 3 m
1 uplink/ATM or point-to-point radio:	8 m x 3 m
📡 1 editing vehicle: (e.g. ONAIR)	8 m x 3 m

In the case of uplink use, the vehicle must have a free view facing southeast (elevation 15-35 degrees).

All of the vehicles listed are connected to each other by cable and should therefore stand in the same place.

For the finals weekend of a Euro tournament, a vacant space of 50 m x 50 m (2500 m²) is required that can be reduced at short notice before an event depending on the requirements for a tournament (= TV compound).

The TV compound must be fenced in and secured also overnight (24/7) by security personnel.

- 📡 Power supply:
Irrespective of the actual operating equipment used, the following power supply facilities must be provided for the TV compound as a minimum:

- 1 connection with 125 A CEE
- 1 connection with 63 A CEE
- 1 connection with 32 A CEE
- 3 connections with 16 A CEE
- 230V – including 3-phase current

All CEE receptacles must have 3-phase electricity.

Grounding receptacles shall be provided in the hall at the commentator positions and at the edge of the playing court.

Each of the TV power receptacles must be secured separately by its own circuit breaker.

If the hall has a connection for cable TV, access to the connection box must be provided. If a “house channel” exists, through which the output to the OB van is to be routed, a connection is also required near the OB van (max. 80 metres distance).



 Wiring:

In order to minimize installation time, the wiring should be laid out as short and as straight as possible. Passing through fire barrier sections should be avoided. The wiring should be installed within fire resistant enclosures,




In particular, the routes to the commentators where scouts are frequently seated nearby should be as short as possible, and if possible, the entire length of a cable should not exceed 150 m.

TV signal feed for the press room and the VIP room must be set up by the TV host broadcaster together with the organiser.

Responsibility lies with the TV host broadcaster in association with the COC/LOC and the EHF TV marketing partner.

3.2. TV camera positions

Responsibility lies with the TV Host Broadcaster in association with the EHF TV marketing partner. Altogether

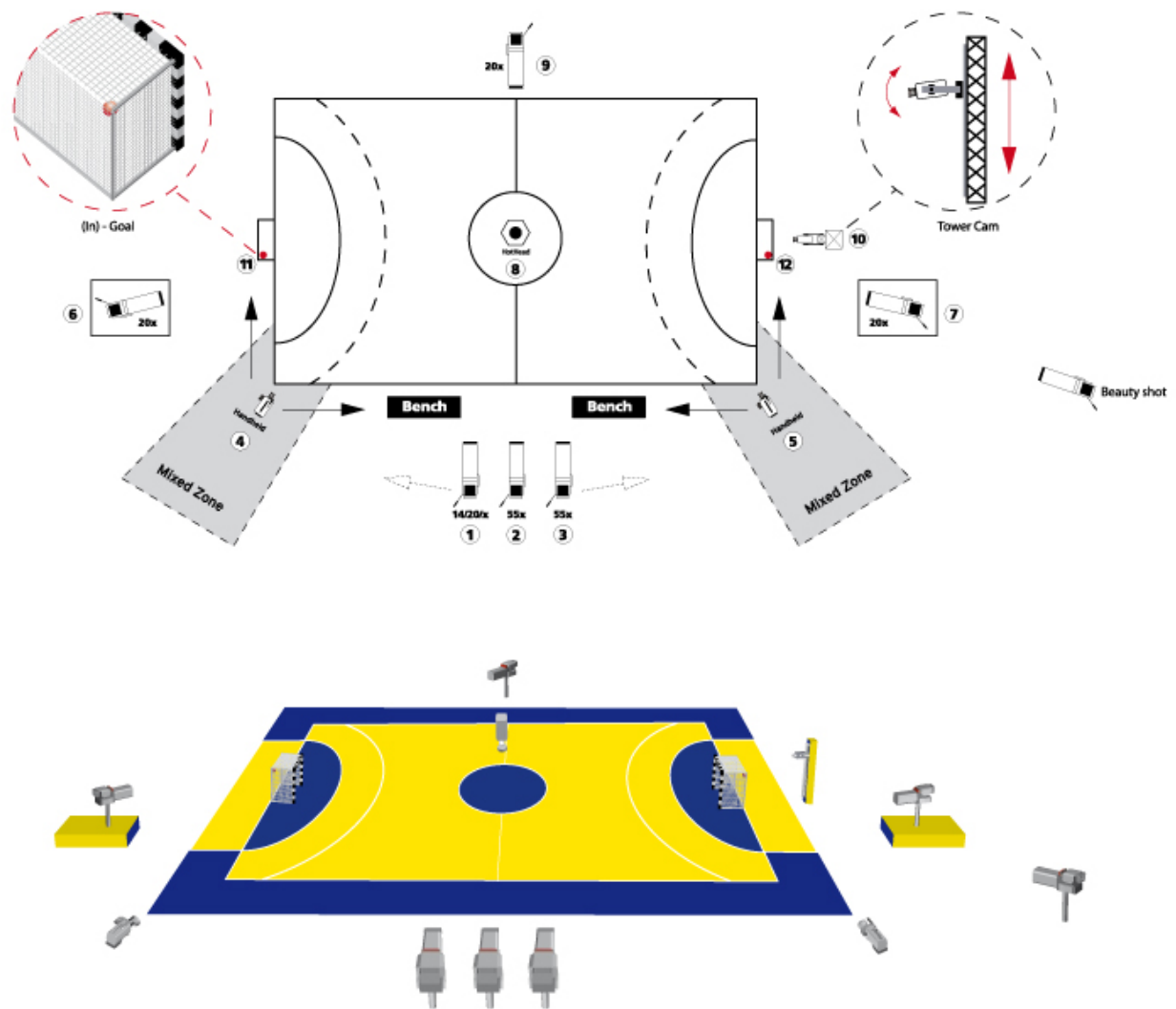
-  8 cameras – preliminary round
-  10 cameras – main round
-  12 cameras – final weekend

The positions of the principal TV cameras are always on the side of the judges' table and the substitution area of the playing court

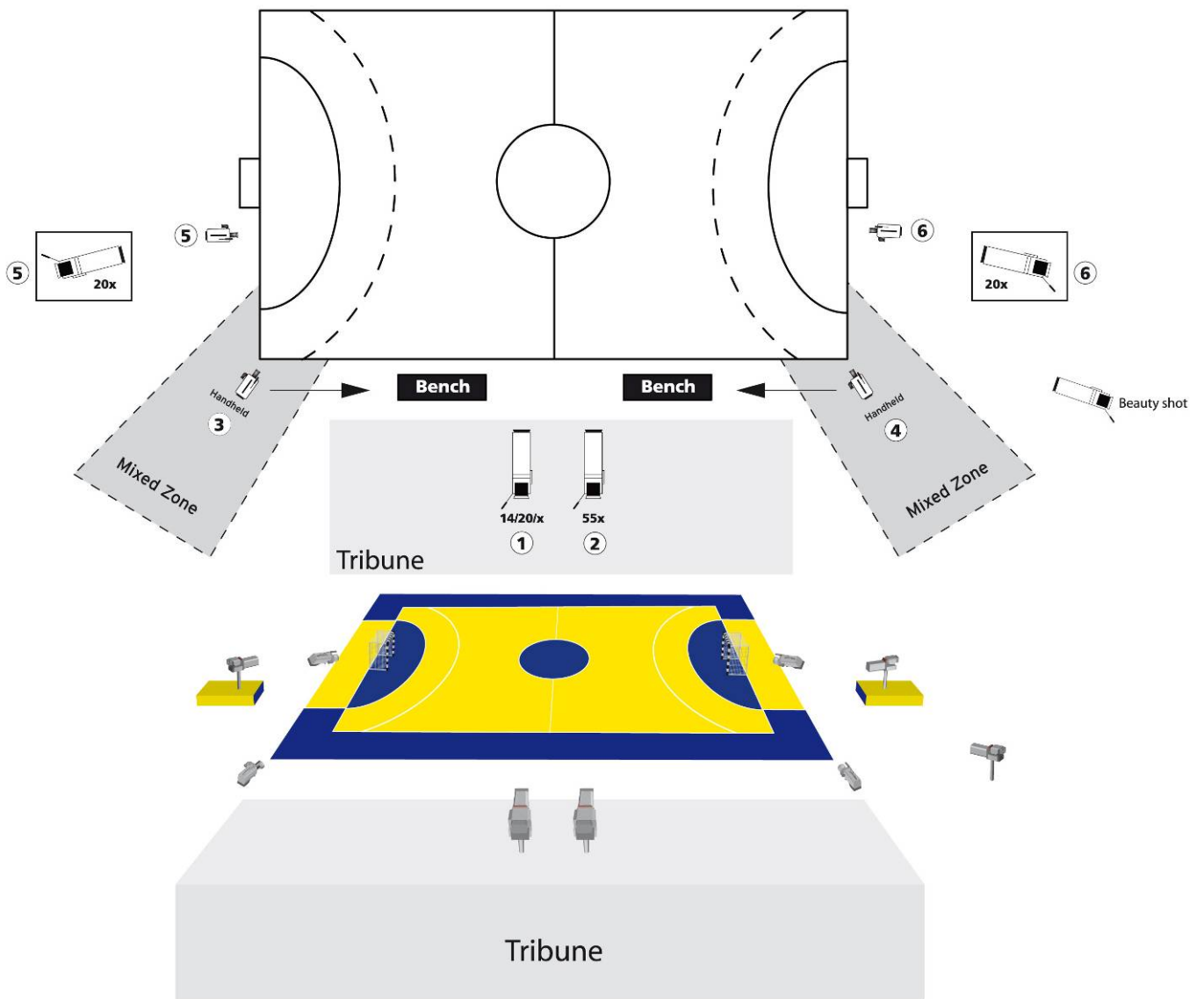
TV camera platforms need a standing space of 2 m x 2 m per camera in use.

Any windows opposite the principal camera should be darkened to eliminate the risk of blinding.

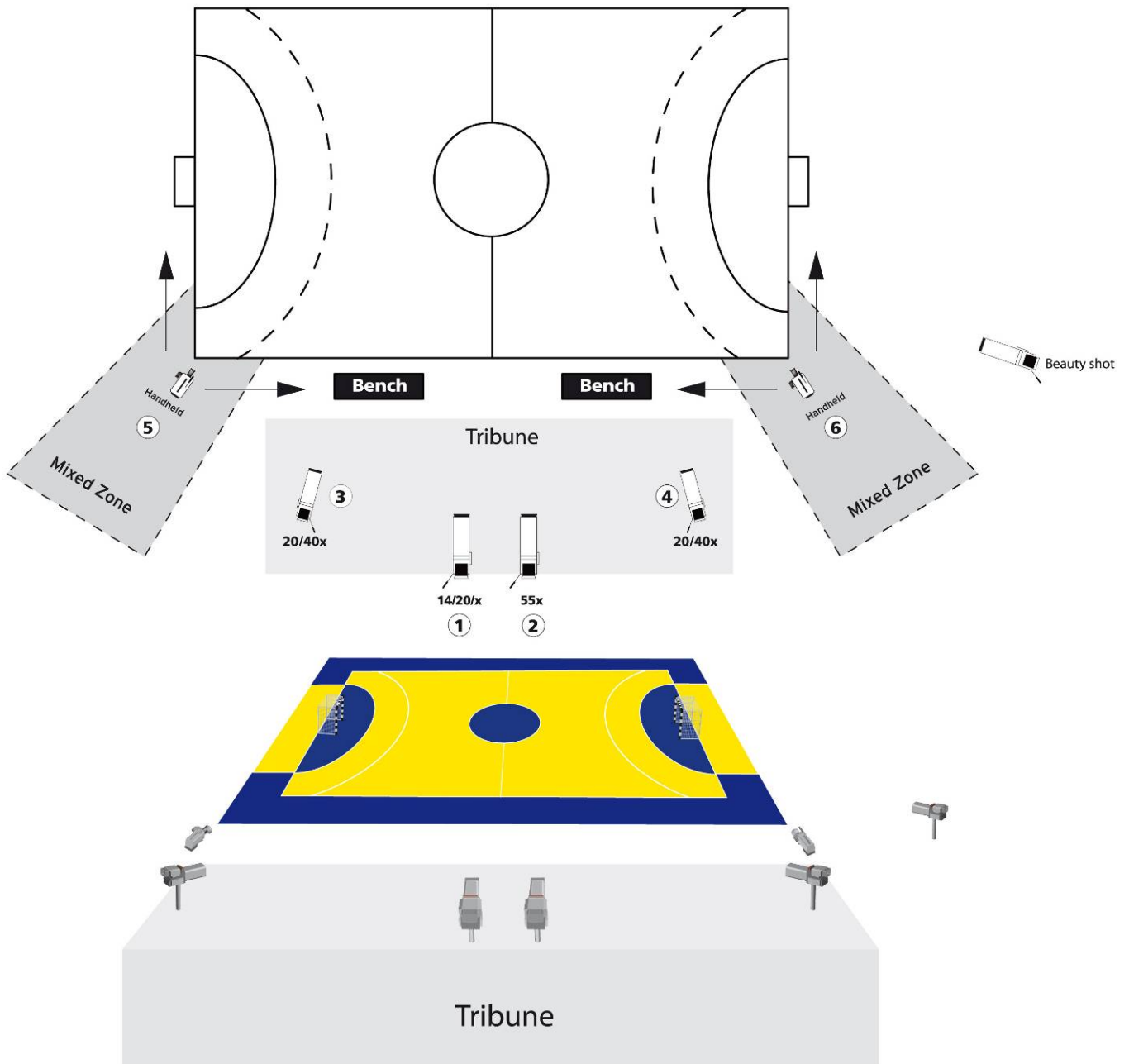
Set-up Guidelines for EHF Euro Event Halls



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Set-up Guidelines for EHF Euro Event Halls



3.3. TV and radio commentators' booths

Responsibility lies with the TV Host Broadcaster in association with the EHF TV marketing partner.

Fixed booths should be provided or space for booths must be available (set-up area 3 m x 3 m). It must be possible to open the front windows of the booths. The prime consideration must be to supply enough spaces with good, unobstructed and central

views of the playing court free of charge on which commentator places can be set up. Usually, some adaptation work is needed (platforms): Basic requirement for the



preliminary round: 6-8 spaces with two seats each, main round: 12-14 spaces, finals weekend: 40-45 spaces).

Furthermore, sufficient grounding receptacles (230V) should be provided for the commentator positions, with a maximum of 3 commentator spaces connected to one fuse 10 Ampere/220V)

General TV media work areas in the hall must be equipped as follows:

Seat with a desk pad, fold-down monitor (between 17" and 21") and equipment provided by the organiser to representatives of electronic media (rights owners), possibility to connect to the Internet and ISDN (for a fee), Observer seats for media representatives, who are currently not working, Work area for TV presenters (each 2 m x 2 m) to be made available.

Classical commentator places for TV and radio should be reserved for two persons each.

3.4. ENG/unilateral camera positions

The positions for ENG/unilateral cameras of licensees will be defined at the time of the TV inspection by agreement between the EHF TV marketing partner and the EHF. The match and the visibility of advertising must not be affected in any way.

- 📹 At no time, before, during or after the match are the ENG crews allowed in the area behind the player seats or behind the official table. They must place themselves in the position advised by the Host Broadcaster.
- 📹 Some right holders are permitted to make flash interviews in the flash zone next to the court.
- 📹 ENG Crews are only permitted in the TV area of the mixed zone.
- 📹 No non-exclusive right holders are permitted to interfere with/obstruct the work of the host broadcaster.

3.5. TV studios

Responsibility lies with the TV host broadcaster in association with the EHF TV marketing partner and the COC/LOC based on the requests made by the licensees.

During TV events, TV studios with a size of 5 m x 5 m are to be set up either on low platforms (max. 1 m) above playing court level outside of the court at the edge of the



hall's area or as a temporary set-up in the form of a level platform in the grandstand area (installation for a fee). A railing is mandatory.

3.6. Press gallery

Responsibility lies with the press manager of the COC/LOC in association with EHF Media Management and the EHF marketing partner.

The media areas must be separated from the spectator areas. It must be ensured that spectators cannot visit the media areas. However, players, coaches, functionaries and other accredited persons should have access to the media areas. Access to the press conference and to the mixed zone from all media work areas should be quick and easy.

The press gallery for the representatives of the print media is usually on the side of the principal TV camera behind the substitution area.

Media work places in the hall must be equipped as follows:

- Seat with desk pad for representatives of the print media,
- Possibility to access the Internet, ISDN for print media (for a fee).
- Power supply
- Connections to printer
- Seat with a desk pad for representatives of electronic media who have not acquired any rights to the event, but without technical equipment

Internet access plus socketing shall be made available in all arenas for photographers.

Distances for media representatives on the press gallery to the mixed zone and to the press centre should be short.

3.7. Places for statistics service and perimeter board control

Responsibility lies with the COC/LOC in association with EHF Media Management and the EHF TV and advertising marketing partners.

If needed, space shall be provided for advertising board control (rotary or LCD panels) and the Statistics Scouting Crew in the central area of the grandstand of the side on which the main TV camera is positioned (or, in large arenas, at the support table), with an, as far as possible, unobstructed view of the playing court and quick access to the playing court (judges' table).



3.8. Mixed/flash zone

Responsibility lies with the press manager of the COC/LOC in association with EHF Media Management and the EHF TV and advertising marketing partners.

The mixed zone shall be equipped as follows:

- Mixed zone to be secured by access control
- Separation/division into three areas: TV, radio, print media,
- Possibility to install sponsor backdrops (2.20 m x 2.40 m): in preliminary round, min. 5 units, in finals 10 units per hall
- Separation of players and media representatives (optional).

The flash zone shall be equipped as follows:

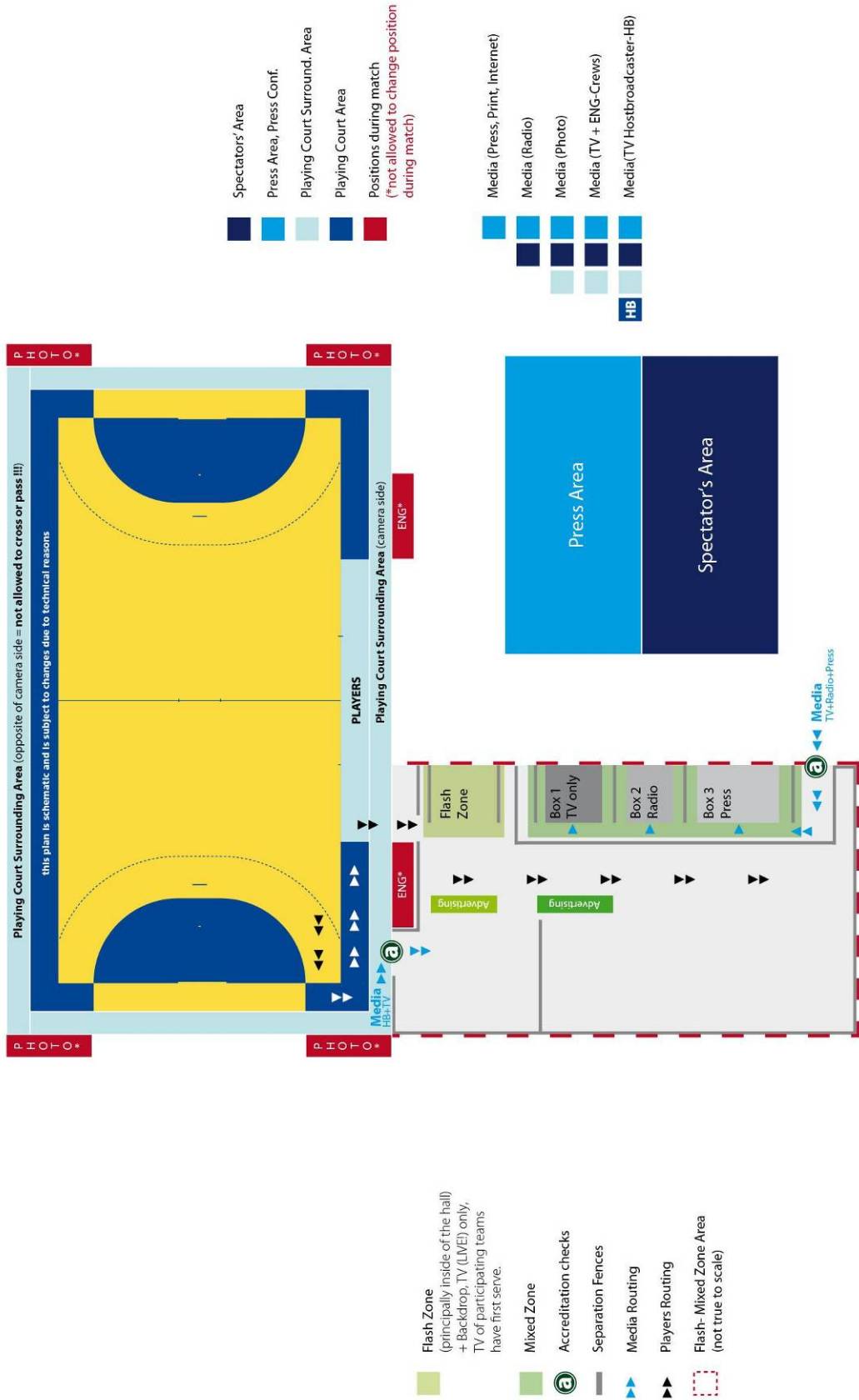
- Possibility to install a portable sponsor backdrop for TV interviews (1.50m x 2.40m): at least two units per hall,

Access area to the flash zone for approved rights owners and host broadcaster.



EHF Euro Events

Flash / Mixed Zone Concept





3.9. Press centre and room for press conferences

Responsibility lies with the press manager of the COC/LOC in association with EHF Media Management and the EHF marketing partner.

The press work rooms shall be equipped as follows:

- Size of the area - minimum 250 m²
- Separate press conference room and working places for the website editing team, working places for journalists, recreational area, catering, etc.
- installation of a back drop (app. size 4 m x 2,4 m) in the press conference room for all Euro venues
- Media accreditation centre to be reached from outside (professional accreditation system to be used)
- Heating facilities
- Equipment and working infrastructure
- Latest opening 10:00 hrs. in the morning (the day prior to the commencement of the event and during the championship including rest days)
- Closing hours shall depend on the requirements after the last match of the day
- Food and beverage services during opening hours
- Shuttle bus service (hotel-arena) to be provided for journalists/media representatives
- Work rooms should be situated in the arena complex,
- Sufficient workplaces (approx. 50, for Euro tournaments 150, and for finals weekends 250), all with power supply
- Trays for information (approx. 30, on finals weekends 45)
- Desks (for accreditation and as a service point and for photo services,
- Separate work area for electronic media and for photographers,
- Lockers (for a fee) (min. 25)
- Cutting rooms for TV stations (for a fee) and/or provision of video workspaces for TV stations (if ordered in time via host broadcaster!)
- Freely accessible wireless Internet on the entire premises free of charge

The press conference room shall be equipped as follows:

- Raised seating area with a table for press conference participants,
- Sponsor backdrops (6.60 m x 2.40 m) behind the table,
- Microphone in front of each press conference participant, sound system,
- Sufficient places for media representatives (60, for Euro tournaments 100, and for finals weekends 150)
- Sufficient lighting for photographers and television cameras,
- Equipment enabling direct injection for electronic media (audio distributor for direct injection via max.) 10 XLR connections),
- Raised position for cameras at the back of the room,
- Three free microphones on the table
- Portable (radio) microphone for questions of media representatives,



4. Equipment, Signposting and Routing

4.1. Delivery and storage of materials

The following materials shall be delivered by EHF partners direct to the playing halls:

- Sports floor
- Cleaning machines
- Goals
- Balls
- Advertising boards
- Venue dressing materials
- Equipment for statistics service

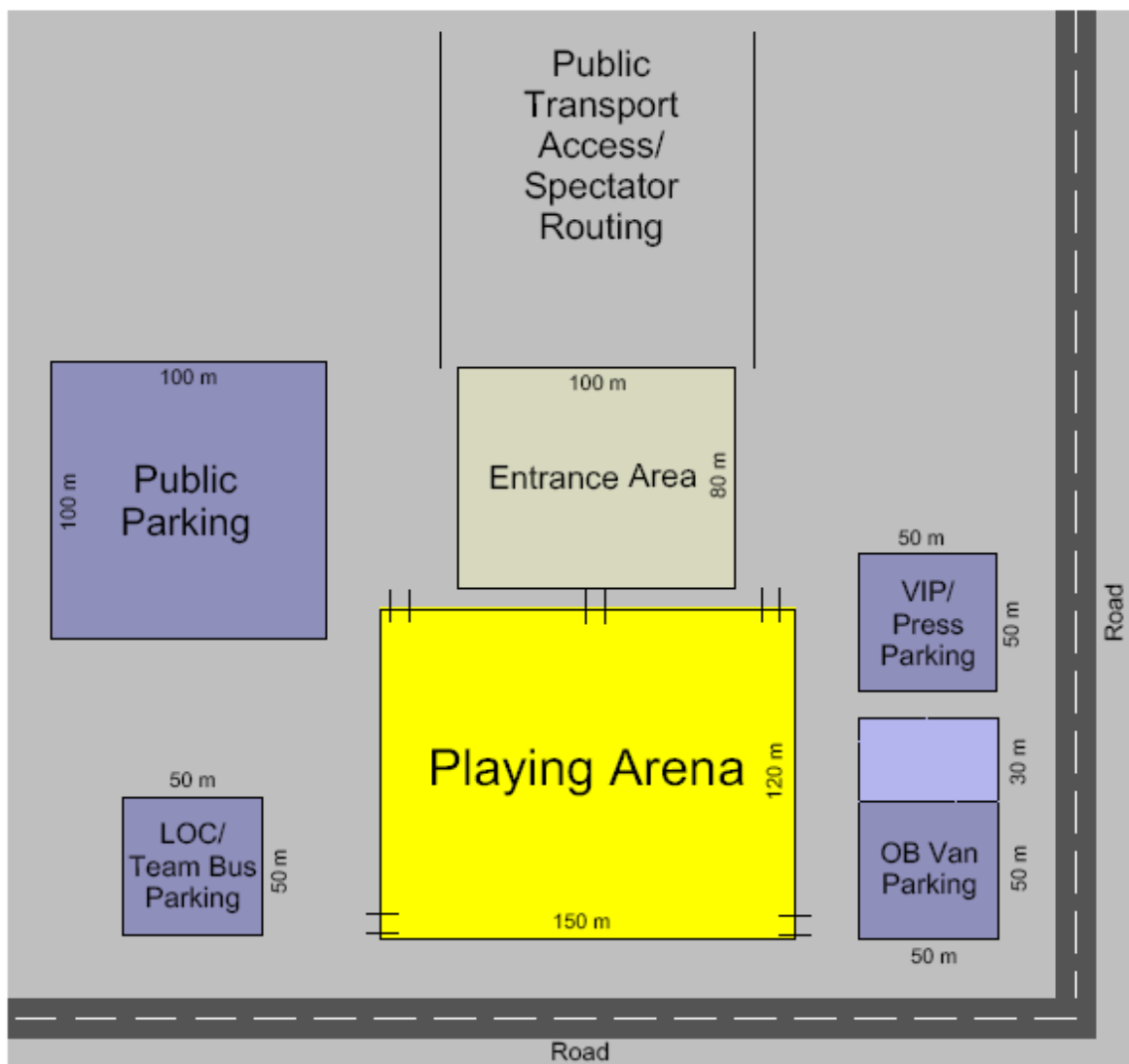
Responsibility for storage over a defined period of time before and after the event shall rest with the respective COC/LOC. Contacts shall be named and storage facilities provided in each playing hall.

The same applies to the TV set-up of the host broadcaster and other TV licensees. Responsibility in this regard rests with the COC/LOC working with the hall administrator in charge and/or hall technicians.



4.2. Parking facilities, access areas and entrances

Basic Handball Hall Utilization Entrance Area/Hall Access/Parking



4.3. Routing for players

- 🚗 Separate access and parking for team buses
- 🚗 Separate entrance for players
- 🚗 Direct access to dressing room without interface to other routings

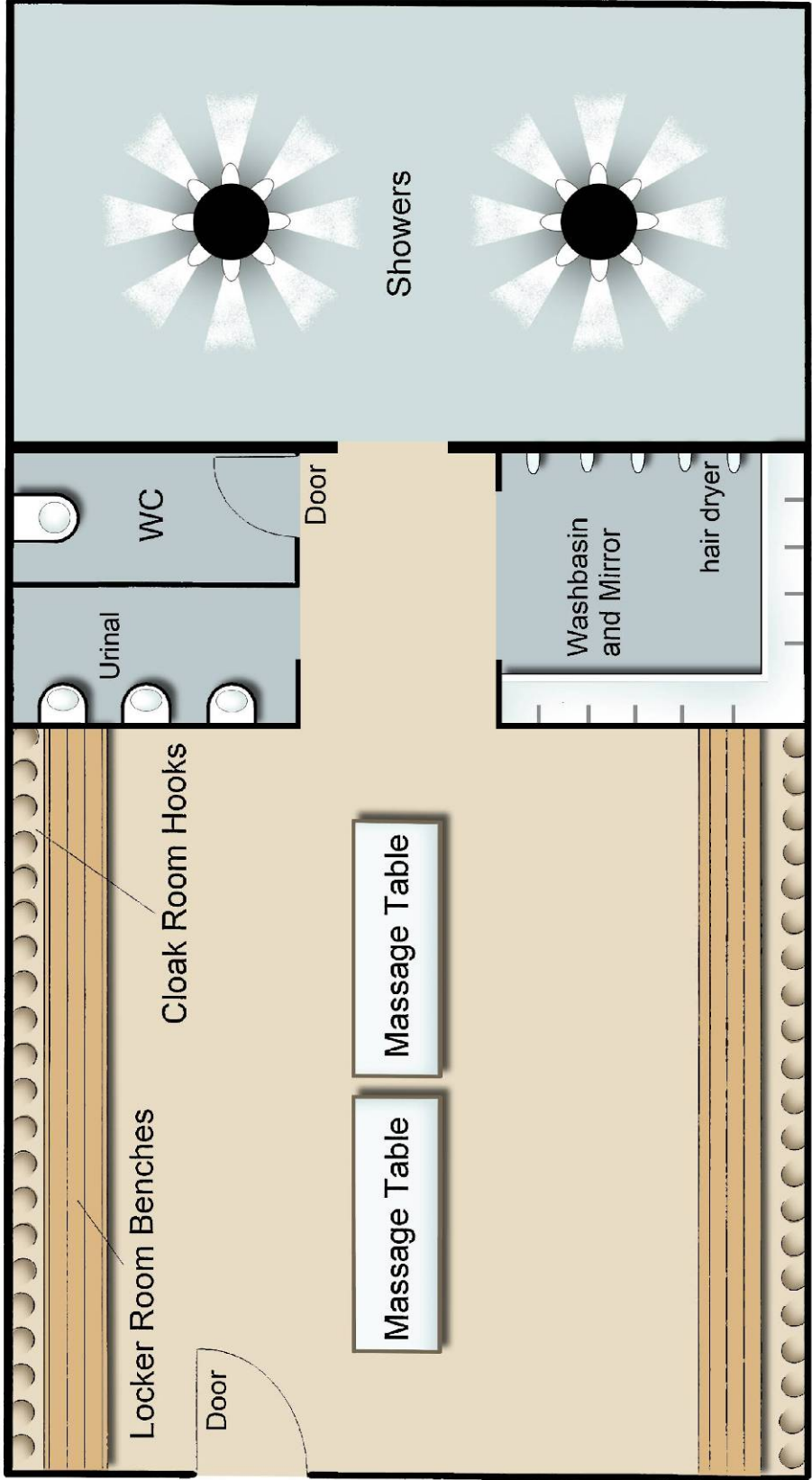


4.4. Dressing Room

Basic Handball Hall Room Utilization

Dressing Room

Minimum Size: 35 m² (without showers)





Set-up Guidelines for EHF Euro Event Halls

- 🚪 Direct, secured access to warm-up hall and to the playing court
- 🚪 Direct access to flash and/or mixed zone when leaving the playing court
- 🚪 Rooms and routes to be marked by clear and simple signage

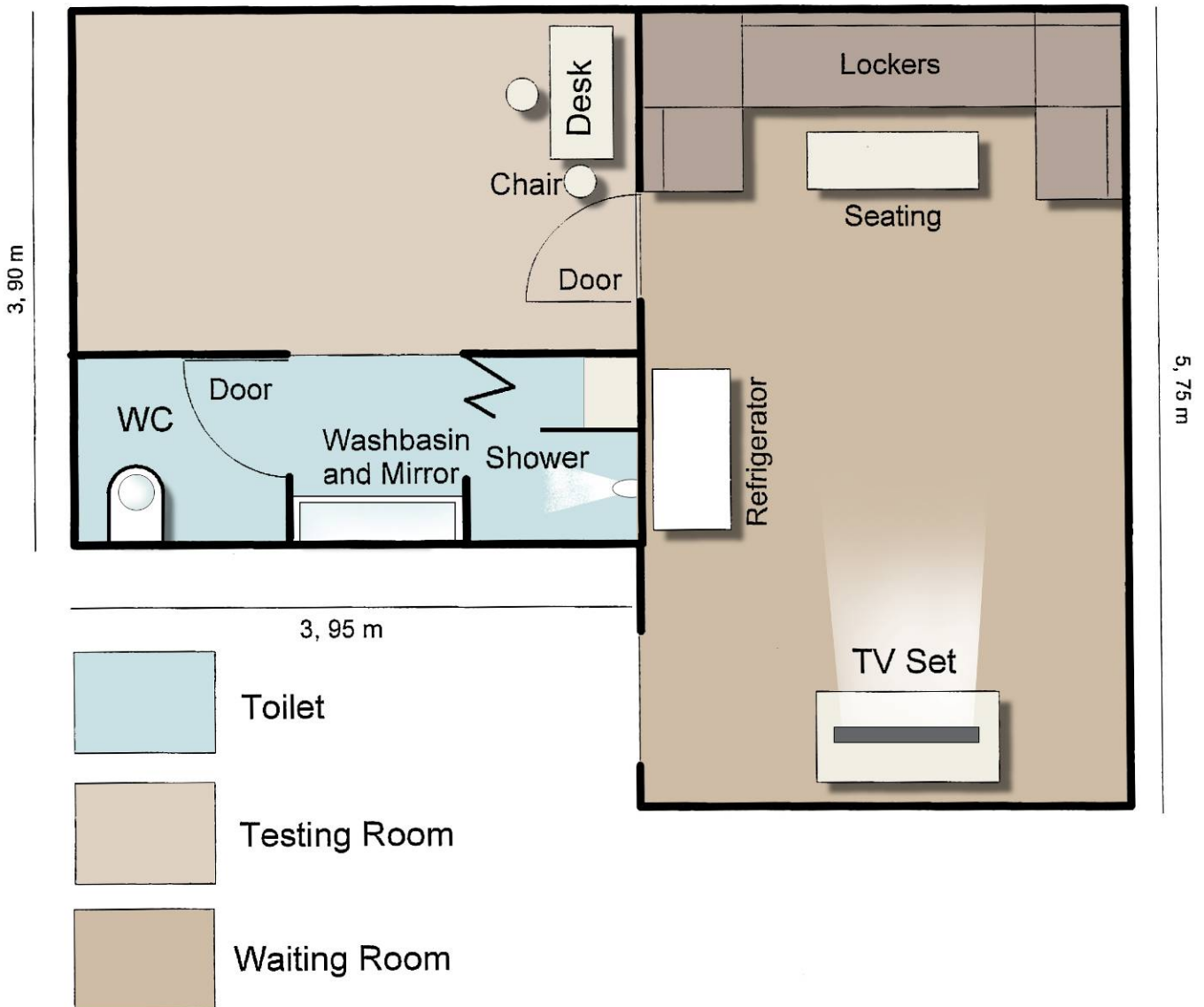
4.5. Anti-Doping Room

Basic Handball Hall Room Utilization

Anti Doping Room

Minimum Size: 30 m²

7, 90 m





Each arena should have its own room for doping tests, located near the teams' dressing rooms. The anti-doping rooms shall have a minimum size of 30 m² and include a waiting room, a working room, and a separate toilet area, all adjacent to each other.

The waiting room is part of the working room or adjacent to it (a partition between the two areas is also permissible). It must have seating for eight people, coat hooks or lockboxes as well as a refrigerator. The working room shall contain the following: a table, four chairs, a washbasin with running water, a lockable cabinet as well as a toilet (next to the room or in the room itself).

The toilet area should be inside the working room, towards the back. It must have a toilet and a washbasin with running water.

4.6. Routing for EHF officials

- Separate access and parking for officials' vehicles
- Separate entrance for officials (may double as players' entrance)
- Direct access to EHF and OC office without interface to other routings
- Direct, secured access to dressing rooms and to the playing court
- "All area" accreditation (excluding anti-doping room) for all EHF officials

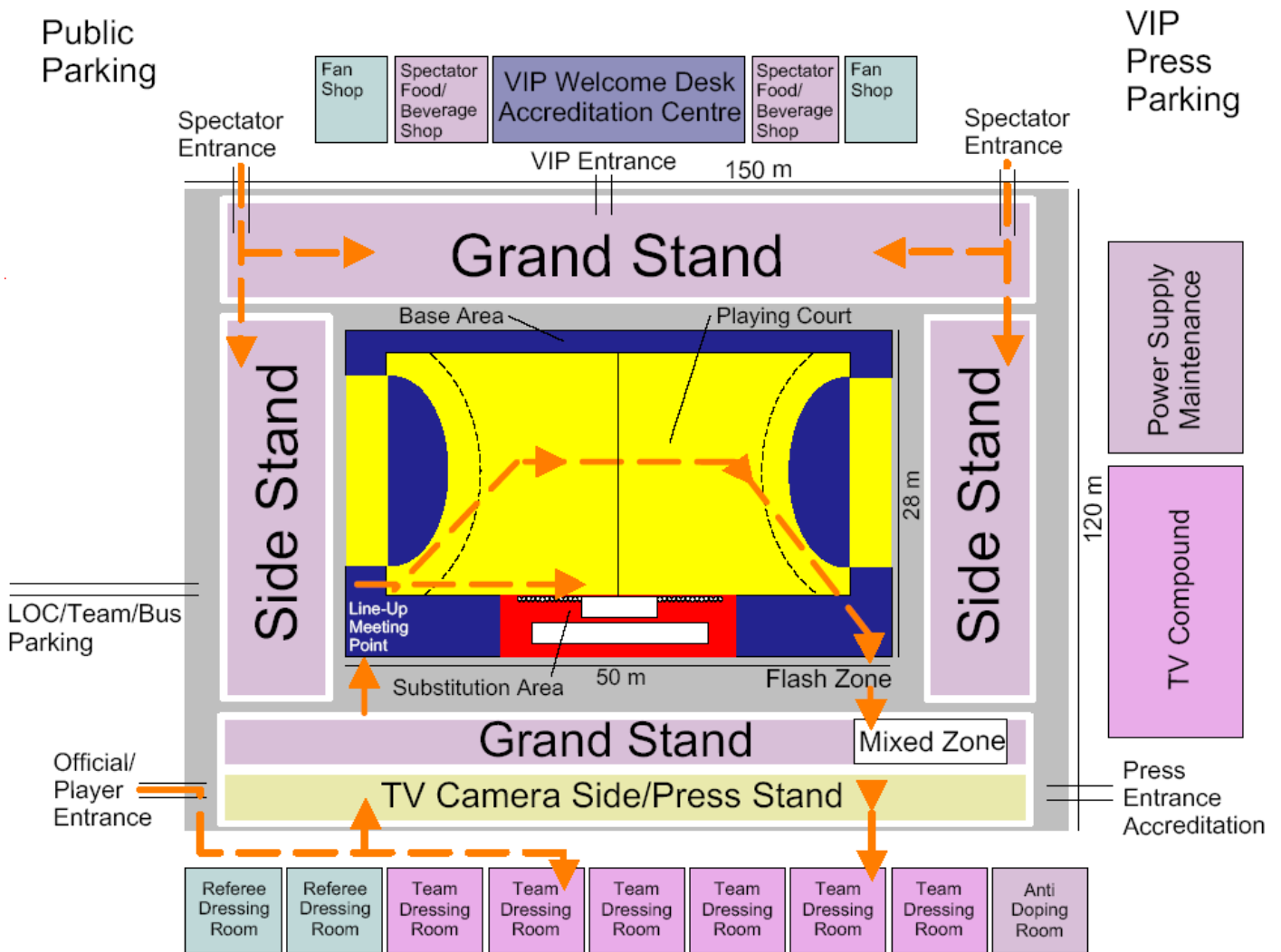
4.7. Routing for the press and VIPs

- Separate access and parking for the press/VIPs
- Separate entrance for the press with accreditation desk and VIP entrance with accreditation desk
- Separate access to the press centre, to the press gallery, and the mixed zone – depending on press accreditation

Set-up Guidelines for EHF Euro Event Halls

Basic Handball Hall Utilization Indoor Court/Outdoor Ground Level

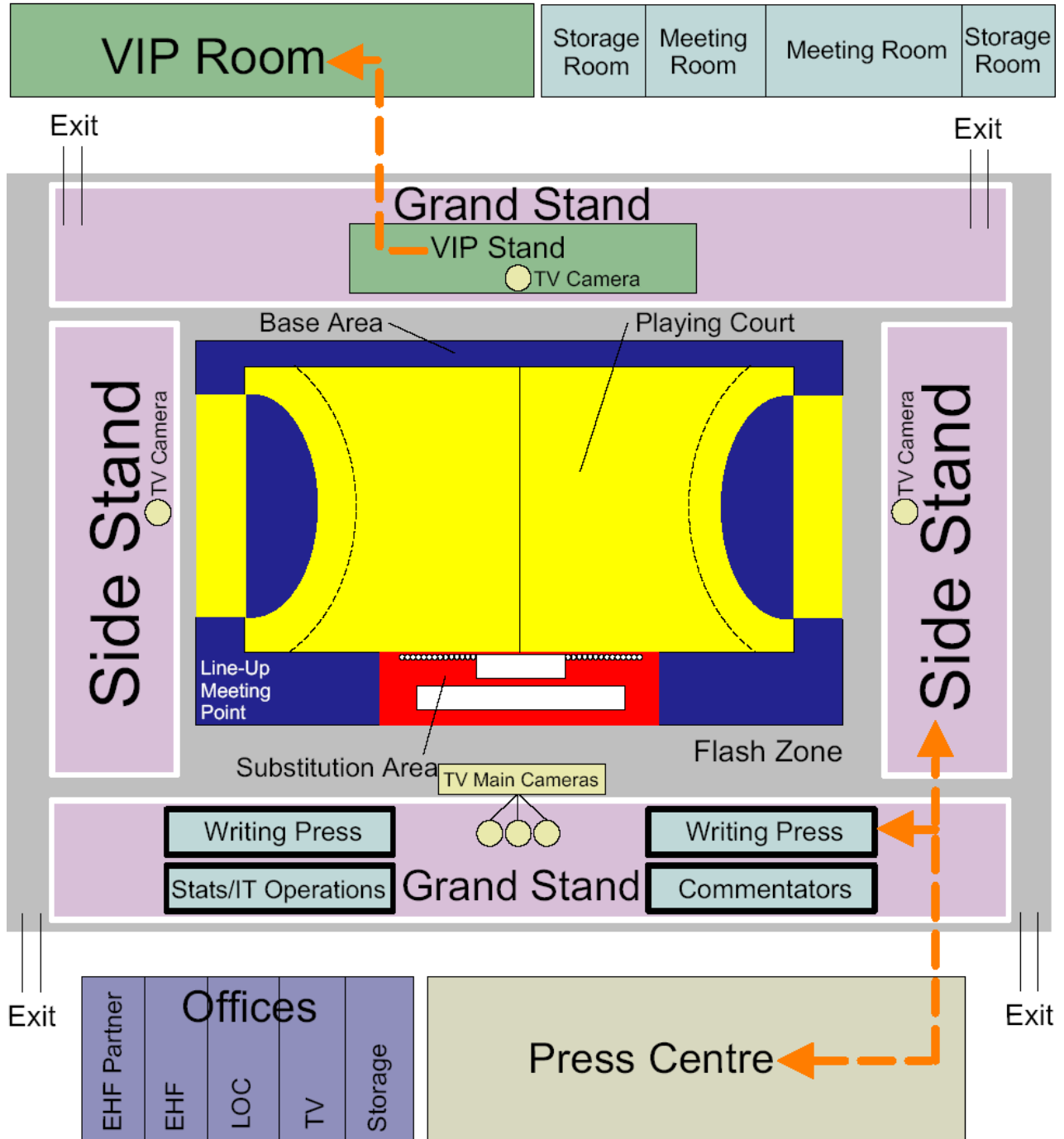
Press/VIP/Spectators'/Players'/Officials' Routing





Set-up Guidelines for EHF Euro Event Halls

Basic Handball Hall Utilization Stand/Upper Floor Level Press/VIP Routing





VIP lounges:

The organiser of finals weekend games for European Championships for adults must provide two separate VIP areas, one of which should be a "VIP lounge" for 250 persons, the other one for around 600 persons. The organisers of the preliminary and main rounds must provide a VIP lounge with a total capacity of around 150 to 250 persons (depending on the group constellation and games per round).

VIP lounges shall be located in the arena building and shall be spacious, properly equipped and decorated. In addition special services shall be offered occasionally – superior VIP service for opening, invitations to special guests for certain days, tasks/target group oriented specials, etc.

Minimum opening hours: One hour before the first match until 30 minutes after the last match; beverages and food shall be offered during this time.

For special occasions during the final weekend separate lounges shall be made available for the arrangement of receptions, etc.

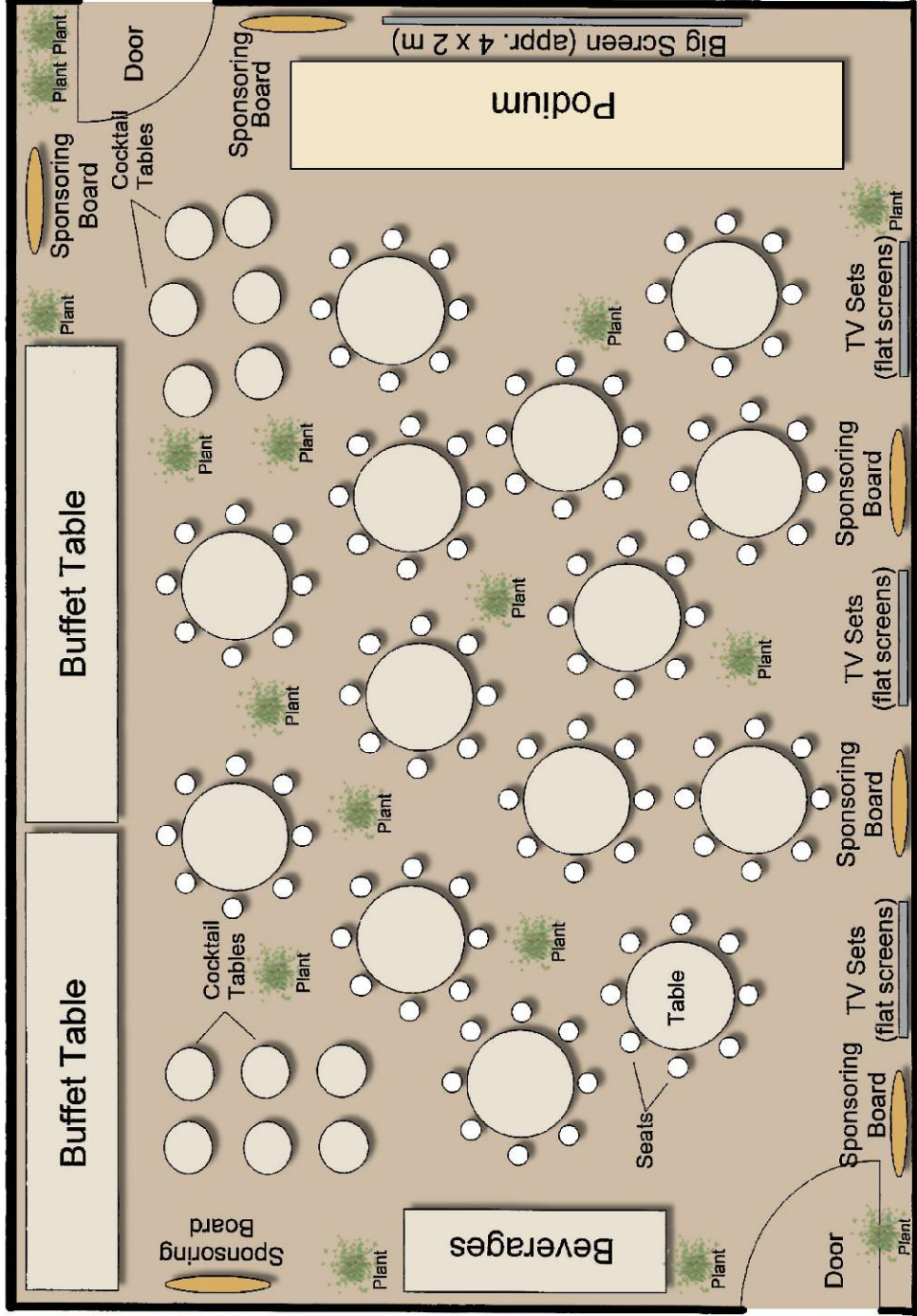
Set-up Guidelines for EHF Euro Event Halls

Basic Handball Hall Room Utilization

VIP Room

Minimum Size 150 m²

[ECh Final Weekend Additional Facilities (minimum Size 700 m²) - separable Area & movable Fences]





4.8. Routing for spectators

Responsibility lies with the security manager of the COC/LOC (also see graphic “Outdoor Ground Level”).

Entrance gates and/or turnstiles must be installed that prevent jams and ensure an even flow of spectators. All public passages and exits to the spectator areas, all gates leading from the spectator sectors to the playing area and all exit doors and gates out of the arena must be marked in clearly visible colours.

All exit doors and gates as well as all entrances from the spectator areas to the playing area must feature:

- A closing mechanism that can be handled easily and fast from inside if it is an exit door or gate, and from both sides if the gates lead into the playing area;
- A design that keeps them unlocked as long as there are spectators in the arena.

All accesses to the arena must be marked appropriately with signs leading the spectators to their sectors. All turnstiles, entrance and exit doors and gates must be in operation and likewise clearly marked by universally understandable signs.

Grandstands that are permanent structures must be accessible for spectators from the top via staircase corridors that must meet the national statutory safety standards. Arrangements for accessing grandstand zones for specific users such as the press gallery may also be set up, but must in any case be secured and comply with the prescribed routing.

In the case of partially flexible grandstand elements (extendable grandstands), the safety distances to the playing court must be observed and the routing for spectator movements must be defined in line with safety rules.

The grandstands shall be subdivided into different sectors which shall be strictly separated for safety reasons. Different fan groups shall be allocated to strictly separated sectors.

4.9. Emergency exits

Responsibility lies with the security manager of the COC/LOC.

Each level of a grandstand must have a reasonable number (depending on the number of spectators and regulatory requirements) of clearly signposted emergency exits that are accessible without any hindrances and marked with the international illuminated sign “Exit”.



The standard number and width of emergency exits depends on the number of spectators in each escape area and is defined by law.

The arena must have emergency lighting for the event of failure of the main lighting system that has been approved by the competent local authority in all publicly accessible parts of the arena, including all emergency exits and escape routes in order to ensure safety and provide an orientation for spectators.

When constructing arenas, the EN standards for fire protection must be complied with for the construction materials of the arena and for the interior furnishings. Compliance with specifications for fire resistant doors as well as adequate signs with instructions for what to do in the event of fire must be ensured. The CI event floor used by the EHF must be employed and its use advocated, if necessary, vis-à-vis the competent authorities (condition for awarding the event).

The arena must have two separate public address systems. The public address systems must remain functioning even in the case of failure of the main power supply. The required sound system must comply with EN standards.

The system must be designed to make automatic emergency calls in case of an emergency.

It must be possible to individually control the sound system in the areas where media representatives, commentators and the studios are located.

In an emergency, announcements directed at spectators must be made using this system.

Grounding receptacles (230 V – including 3-phase current) shall be provided in the hall at the edge of the playing court. If the hall has a connection for cable TV, access to the connection box must be provided. If a “house channel” exists, through which the output to the OB van is to be routed, a connection is also required on the OB van.

In any case, the arena shall have an adequate emergency power supply (possibly a generator) that will provide emergency power supply in the case of a power blackout.

[4.10. Security and access control](#)

Security checks of persons entering the arena shall be performed by trained security staff (metal detectors).

Checks of spectators entering the arena shall be performed as part of spectator routing by security staff instructed by the COC/LOC. Key areas shall be secured by professionally trained security staff.



4.11. Catering and merchandizing stalls

Responsibility lies with the COC or LOC in co-operation with the EHF marketing partner.

Outside the central part of the arena (outside the range of the TV cameras), i.e., in the foyer or in the areas leading to the grandstands, space shall be provided for setting up temporary fan shops, promotion stands, and stalls.

At events, infrastructure for the sale of beverages, food and fan items may also be set up temporarily outside the hall in the entrance area.

5. Accreditation centres

5.1. Ticket desks

An adequate number of ticket desks shall be provided to permit quick collection of tickets. Staff shall have an adequate command of languages and ticket desks shall be clearly signposted.

5.2. Accreditation and welcome desk

All press/media accreditations should be issued at the press centre, Guest Entrance/VIP accreditations at a check-in desk. For this purpose, an area of about 35 m² has to be provided. Direct access has to be provided to the press centre/guest check-in from outside the hall. Separate checkpoints for accreditations may be necessary.

Size and staffing of “accreditation checks” and ticket issuance shall be designed for time-saving, user-friendly procedures. In addition, the required technical equipment has to be provided in adequate quantities. Training on the systems will be provided by the respective EHF partner. Compliance with EHF accreditation guidelines shall be ensured.

6. Access authorisation

6.1. EHF, OC, LOC accreditation systems

Based on the requirements of an international team sport event and the information and details provided by the EHF a professional and centrally operated accreditation system will be used.



As a principle the following structure shall apply:

- 🌐 VIP access is related to a seating place in the VIP seating area
- 🌐 Accreditations without VIP access require a separate ticket.

Accreditation Philosophy:

The accreditation in connection with the security control builds the basis for the entrance control.

The basic structure of the system has to be coordinated as soon as possible between the EHF and the OC.







Accreditation Principles

- Photo: A digital photo taken by the OC accreditation office staff on-site or provided by the EHF should be obligatory on the badge.
- Venue Colours: Each venue should have its own colour/three letter code on top of the badge. "All venue accreditations" = "white"/"all" on top of the badge.
- Colour of Badge: White for EHF Representatives, Supervisors, Observers; Event Management and Media Management: purple or silver respectively a coloured area (*stands for no security controls*);
- Badge Authority: Access for EHF Officials to all areas including VIP hospitality and VIP seating area (EHF VIP seating area to be arranged for all preliminary rounds and main rounds) must be granted by the accreditation tag only - no ribbons or tickets (an exception regarding the use of tickets can be granted for the final weekend);
- Sign-posting: Appropriate and comprehensive signposting system, showing the access entitlements to be implemented (corridors, interfaces, etc.) in harmonization with the venue dressing;
- Areas of Access : due to number of coloured squares on the accreditation badge (+ backpage/bottompage legend = area titles related to colours) - reduction of access areas by omission of coloured squares: Maximum: 6, Minimum: 1



6.2. Access authorisation




Sequence of access areas (coloured squares) from left to right

- | | | |
|------------------------|---|---|
| 1) Dressing Room |  | = pink |
| 2) Playing Court |  | = yellow |
| 3) Media Area |  | = green |
| 4) Spectators' Area |  | = blue |
| 5) VIP Area |  | = red (VIP means access to VIP room and VIP seating area in the hall; access to special VIP areas during the finals will be handled with stickers/armbands by the OC) |
| 6) Special Guest Area: |  | = silver (relevant areas to be defined for each event; |
| 7) All Period: | | = ∞ |

6.4. Accreditation and access control

Trained security staff shall check all individuals and their access authorisation at each access interface.

This shall include checking of:

-  Photograph
-  Access authorisation
-  Information relating to hall and date

Access shall be denied to non-authorised persons without exception.
Accreditations with a coloured function field shall be exempt from checks.

Access areas shall be adequately signposted.

7. Venue dressing

7.1. "Clean" hall without advertising

"Clean" playing arena means the playing facilities and the adjacent buildings and facilities which are under the direct or indirect control of the OC and are associated with the EVENT.



All existing advertising inside the playing arenas (i.e. board advertising around playing court, the stands, second tier advertising, scoreboards/video boards, press, playing arena entrance areas, fences, walls, corridors, aerial space, etc.) and outside the playing arenas, (i.e. press centre), corridors must be covered and/or removed three working days prior to the beginning of the (EVENT). All advertising positioned in the corridor area require a respective consent of the EHF.

7.2. Covering areas with Euro style material

For EHF Euro events, permanent advertising on structural elements of the arena must be removed or covered in accordance with the Regulations. Care must be taken in any case to ensure an attractive overall appearance.

EHF Euro event organizers create a unified picture at the event site by creating a complete arena indoor design and decorating/dressing all EHF Euro arenas (visible spaces) accordingly:

- the space inside the arena
- the space in the corridor area as well as
- the space outside the arena

7.3. Signposting

Signs and signposts as well as marking of access areas shall be provided in adequate numbers, clearly visible, and use international symbols or lettering in English.

7.4. Outdoor/entrance/indoor areas and flagging

Outdoor area

The entrance area of an event hall should measure about 5,000 m² in order to take up crowds and enable spectators to access the hall and offer adequate service to visitors of major events.

Access to the hall entrances should be marked by a guidance system routing spectators from parking lots and public transport stops located near the arena.

Entrance areas, ticket desks and accreditation desks (VIPs, press) shall be clearly marked by signage.

Access areas to hall entrances should be designed to keep waiting times for spectators at access and security check points as short as possible.



In front of the arena's main entrance, flagpoles shall be provided to permit hoisting of representative or event-related banners or flags.

Entrance area

From the entrance foyer, spectator access routes must be clearly marked by the guidance system.

The EHF Euro event hall shall be branded with the event CI both in the indoor and outdoor entrance areas.

This indoor area of the hall with spectator traffic may be used for stalls and promotion stands, catering and merchandising as agreed by COCs/LOCs with the EHF advertising marketing partner.

Indoor area

In the hall, hangers for the presentation of the national flags of all participating nations (teams, delegates, referees) as well as of EHF and event flags are to be provided either on the front end centrally in the ceiling area or on the long side of the grandstands located opposite the principal TV camera.

The arena shall also have a flag hoisting system for use in award ceremonies of EHF Euro events.

Care must be taken to ensure that cameras positioned in the upper part of the grandstand behind the goals and the principal/lead cameras have a full view of the entire playing court up to a height of 10 to 12 metres above the playing court.



EHF MEMBER FEDERATIONS EHF EURO FLAG MANUAL

how to use hoist (horizontal) and banner flags (vertical)

Hoist flag	Banner flag	NAT		Hoist flag	Banner flag	NAT		Hoist flag	Banner flag	NAT
		ALB				ARM				AUT
		AZE				BLR				BEL
		BIH				BUL				CRO
		CYP				CZE				DEN
		ENG				ESP				EST
		FAR				FIN				FRA
		GEO				GER				GRE
		HUN				IRL				ISL
		ISR				ITA				LAT
		LIE				LTU				LUX
		MDA				MKD				MLT
		MNE				MON				NED
		NOR				POL				POR
		ROU				RUS				SCO
		SLO				SRB				SVK
		SUI				SWE				TUR
		UKR				GBR				SCG



7.5. Corporate identity tools and event banners

Approximately six months prior to the commencement of the championship a sufficient number of promotion boards, posters, transparents, mall signage shall be distributed on public and easily accessible places (especially such which are preferred by crowds) of all event venues.

Vienna, September 2008