

# IHF

## NOMINEES

# EVENT GUIDE



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## IHF Nominees – Event Guide

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# FOREWORD



## **Dear Readers,**

*In the last years the handball game has become faster; the technique has become more elaborated and tactical aspects have become more diversified - this progress makes us very happy and proud. Handball is a modern high-speed game that fascinates more and more spectators and fans all over the world.*

*But these new and very positive developments also pose new challenges for referees in game-specific understanding, rules application, team work and personal fitness. That's why I considered it particularly necessary that referees can absolutely focus on their tasks in these complex and rapidly changing game situations. Therefore already some time ago we have released our*

*referees from tasks such as having to record goals and time penalties and from monitoring the playing time, and transferred these duties to our technical delegates at the judges' table instead. And by implementing the application of head sets we have significantly improved the communication of referees among each other.*

*On the other hand also the tasks of our technical delegates before, during and after the game have become more diversified and challenging. A fundamental task of technical delegates is to support and relieve the referees as much as possible. This e.g. especially applies for the supervision and observation of substitution and coaching areas.*

*By providing this information brochure and the additional educational video, the International Handball Federation wants to support the technical delegates in their efforts to show professional performances at international top events. At the judges' table a clear division of tasks should guarantee a competent and professional performance and all parties involved should know which action is required in each situation.*

*The present guide is the basis of the IHF training courses, where technical delegates can obtain an IHF certificate.*

*I am convinced that this new IHF educational materials present valuable guidelines for our IHF delegates.*

Dr Hassan Moustafa

IHF President

## Chapter 1: Basic tasks of IHF nominees

# Basic Tasks of IHF-Nominees



In general there are the different categories of IHF nominees involved in IHF competitions:

1. IHF Representatives
2. IHF Officials
3. IHF Technical Delegates (timekeeper/scorekeeper)
4. IHF Referee Observers
5. IHF Match Analysts
6. IHF Inspection Delegates

As a rule, the IHF engages one Official and two Technical Delegates at each match in its competitions.

The IHF Official bears overall responsibility that the match is held in an orderly way. He supervises the Technical Delegates, gives them support when applying the Substitution Area Regulations, intervenes in the case of unforeseeable occurrences (power failure, spectator interference, act of God or similar) and with his signature

confirms that the entries in the match report are correct.

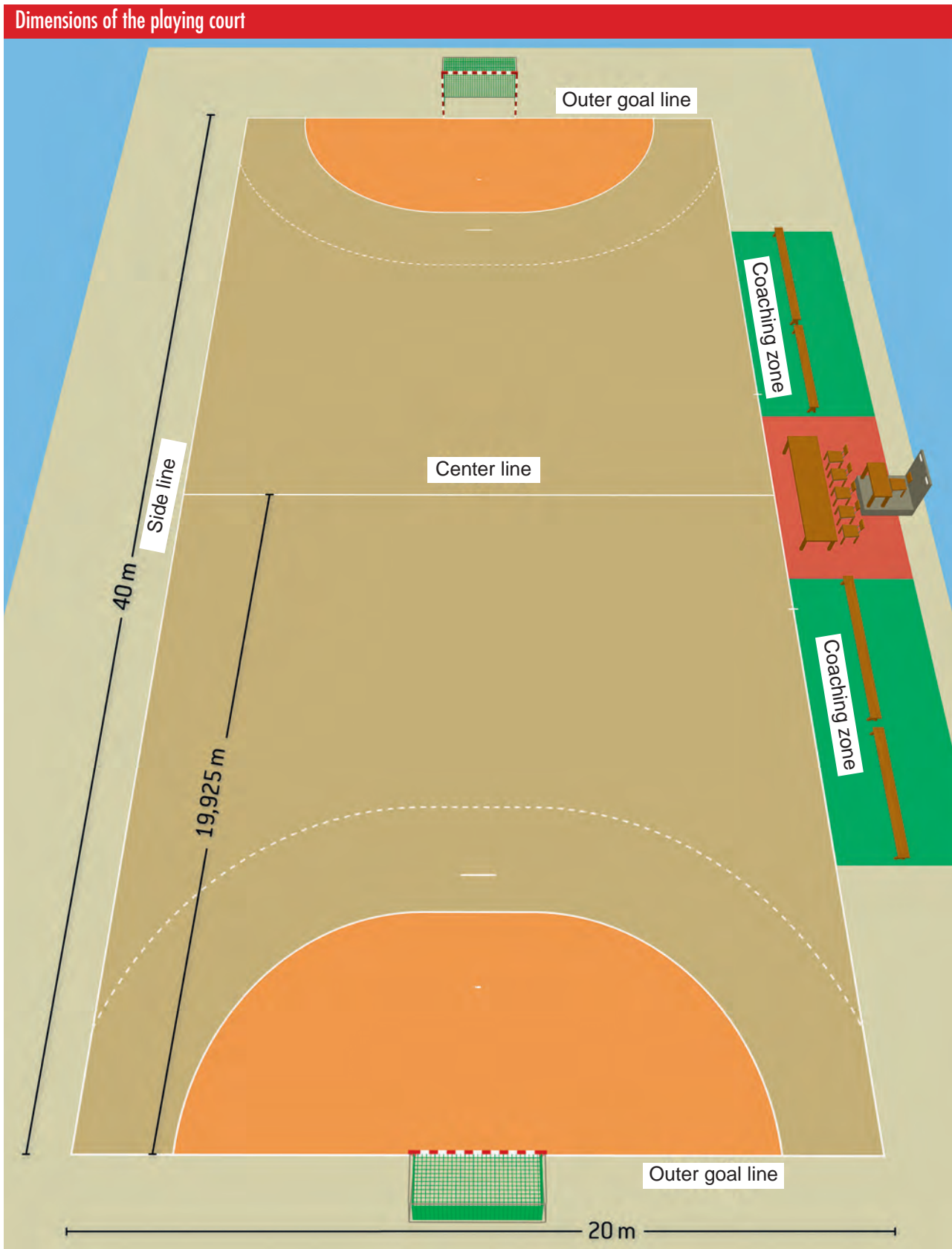
The Technical Delegates, with the timekeeper and scorekeeper, appointed by the Organiser, handle the technical supervision of the match.

Wherever possible, before, during and after the game, they must pay careful attention to all events and prevent incidents that could result in a protest and have consequences from the technical viewpoint of the game. During the match they should concentrate on the game and the work of the scorekeeper and timekeeper.

### Duties of IHF Officials

1. IHF Officials have to work at the judges' table together with two Technical Delegates in a match of the relevant IHF competition.

2. IHF Officials bear overall responsibility that the match is held in an orderly way. They supervise the Technical Delegates, provide support when applying the Substitution Area Regulations, intervene in case of unforeseeable occurrences (power failure, spectator interference, act of God or similar) and with their signature confirm that the entries regarding the IHF nominees in the match report are correct.
3. IHF Officials must ensure that the parties involved comply with the Regulations on Advertising and the Equipment Regulations.
4. IHF Officials with help of the Technical Delegates shall supervise that these regulations are adhered to.
5. IHF Officials may allow or forbid TV cameramen brief access to special areas.
6. IHF Officials deployed have the right to interrupt the game and draw the attention of the referees to a possible violation of the Rules, except in the case of decisions made by the referees on the basis of their own observations of facts. The referees are obligated to give out personal punishments in accordance with the instructions of the Official. Facts related to a violation of Rules 8:6 or 8:10 are to be reported in writing.
7. If the referees do not take action against an infringement of the regulations, even though they have been made aware of it, the Technical Delegate must submit a written report to the Competition Management, which shall decide appropriate measures.



8. If one or both of the referees nominated have to withdraw during the match, the IHF Official appointed to the match may decide to replace the referee couple by the referee couple named substitute referees for the

named match. If there is no substitute couple available, the IHF Official deployed shall decide how to finish the match on the basis of the possibilities open to him.

9. If during a match the conduction of the match seems to advantage of one of the teams, the Official has the possibility to stop the match and to advise the referees on his impression. In extreme cases the Official can

## Chapter 1: Basic tasks of IHF nominees

suspend the referees from their match and the match will then be conducted by the nominated substitute referees.

- IHF Officials shall wear the official IHF clothing in compliance with the dress code. Further IHF Officials shall observe that all IHF nominees wear the official IHF clothing in compliance with the dress code.

### Tasks and Actions of the IHF Official in the Case of Special Occurrences

- In unforeseeable circumstances (power failure, spectator interference, act of God or similar), the IHF Official must intervene. He is obliged to intervene when the continuation of the match is no longer assured under normal circumstances.
- The remaining time of a match interrupted by unforeseen events should, if possible, be completed with or without spectators the same day.
- If, after exhausting all possibilities, it is not possible to continue the match the same day, it shall be continued the following day with the same score and the remaining playing time with the throw that corresponds to the match situation at the time of the interruption.
- The Competition Management shall reschedule a match in connection with the local Organiser.
- In the case of special occurrences during the game, the IHF Official shall decide alone. In such cases he shall inform the Competition Management immediately. In difficult cases, it is urgently recommended that he first consult with the Competition Management.

### IHF Technical Delegates (Timekeeper/Scorekeeper)

#### Duties of IHF Timekeepers/Scorekeepers

- IHF timekeepers/scorekeepers take part in daily meetings and attend official events as part of the IHF competition.

- IHF timekeepers/scorekeepers shall behave and act in compliance with the IHF Regulations.

- Technical Delegates, including local timekeeper and scorekeeper appointed by the Organiser, handle the technical supervision of the match. Whenever possible, before, during and after the game, they must pay careful attention to all events and prevent incidents that could result in a protest and have consequences from the technical viewpoint of the game. During the match they have to concentrate on the game and the work of the scorekeeper and timekeeper.

- The Technical Delegates' main task and responsibility is to ensure that the match takes place in an orderly way. They should try to avoid any kind of situation that could lead to formal protests. On the other hand, Technical Delegates are not referees. The referees alone are responsible on the playing field. The referees make all decisions in a match. Nevertheless, Technical Delegates can interrupt play if necessary and draw the referees' attention to what they think is a violation which could lead to a protest. This does not include decisions made by the referees on the basis of their own observations of facts. Technical Delegates are not empowered to take decisions but just make recommendations.

- Technical Delegates must ensure that IHF provisions (Statutes, Regulations and Rules of the Game) are adhered to. During IHF competitions they are obliged to carry with them the IHF Statutes and Regulations, as well as the latest edition of the Rules of the Game including the Substitution Area Regulations, and a stopwatch.

- Technical Delegates are obliged to sit at the judges' table all the time so that they may view the substitution area at all times and if necessary intervene in the match.

- Technical Delegates shall check that necessary accessories at the table are present, such as reserve clock, a stopwatch for the timekeeper, whistle (or other signalling instruments).

- Technical Delegates shall check that official IHF balls are present.

- Technical Delegates shall check the functionality of the electronic clock and the scoreboard. Official clocks may be used only if they can be operated from the table. If properly functioning official clocks are not available or if the official clock cannot be operated from the table, the timekeeper shall use the official reserve clock.

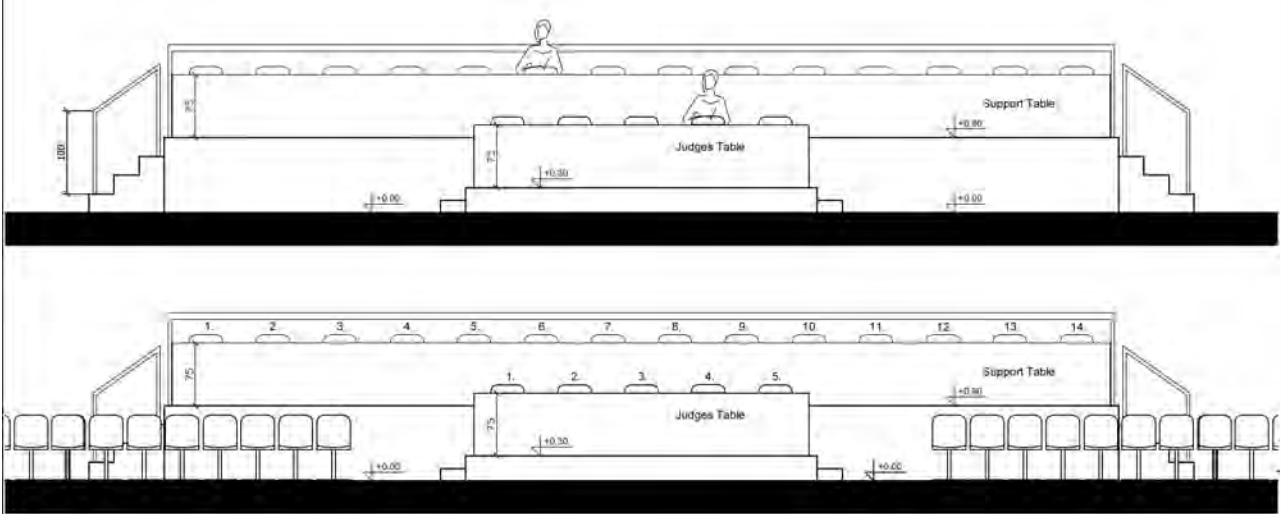
- Technical Delegates shall make sure that the official match report sheet is available. Technical Delegates must ensure that the team officials are indicated in the match report including the identification A, B, C, etc.

- Technical Delegates shall ensure that the official match report sheet is completed with a typewriter or a computer.

- With reference to the current rulings and decisions of the Technical Meeting at the start of the IHF event the following needs to be checked:

- Names and numbers of players engaged: Compare the players' numbers with the player line-up (each player must wear the same number throughout the tournament).
- Players' clothing: The teams must wear the colours agreed in the Technical Meeting before the start of the event. If there is still a conflict between the colours of the teams the team named second in the match schedule is obliged to change, so this team is obliged to bring both sets of clothing.
- The players must wear visible numbers that are at least 20cm high in the back of the shirt and at least 10cm in the front. The numbers used shall be from 1 to 99. Cycling pants are permitted, but they must be of the same colour like the shorts or all players must wear the same colour.
- The goalkeepers of one team must have the same shirt colours, including the colour of a 'sleeveless shirt' the team may use for a 'temporary' goalkeeper. Players acting

IHF JUDGES AND SUPPORT TABLE-FRONT



**Judges Table**

1. IHF Official
2. IHF Timekeeper
3. LOC Timekeeper
4. LOC Scorekeeper
5. IHF Scorekeeper

**Support Table**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Local</li> <li>2. IHF</li> <li>3. IHF</li> <li>4. IHF</li> <li>5. IHF</li> <li>6. IHF</li> <li>7. Statistics</li> </ol> | <ol style="list-style-type: none"> <li>8. Statistics</li> <li>9. Statistics</li> <li>10. Statistics</li> <li>11. Statistics</li> <li>12. Statistics</li> <li>13. Assistant announcer</li> <li>14. Announcer</li> </ol> |
|---|--|

as a 'temporary' goalkeeper must wear their player number.

13. Technical Delegates shall ensure that the 'responsible team official' of each team signs the official match report form until 10 minutes before the start of the match.

14. Technical Delegates shall supervise the IHF's Substitution Area Regulations together with the IHF Official.

15. Technical Delegates are responsible for keeping the correct playing time. If timekeeping at the table should be

incorrect, the judges alone decide on the correct playing time.

16. IHF Technical Delegates shall wear the official IHF clothing in compliance with the dress code.

## Chapter 1: Basic tasks of IHF nominees



17. The IHF Technical Delegates are responsible for the judges' table:
    - a. The table shall be at the mid-point of one of the court sidelines, at a distance of 1.5m if possible.
    - b. The table must have room for six persons to work and be at least 3.50m long and 50cm wide. Any advertising attached vertically to the front of the table must not exceed the length or height of the table. Substitution area markings must be visible from the table.
    - c. Seating arrangements at the table are, left to right, looking at the court (or vice versa), Official, Technical Delegate, timekeeper, scorekeeper, Technical Delegate.
- Further Tasks of the IHF Timekeeper**
1. Control the orderly installation and occupation of the substitution areas (Rule 4:1 and Substitution Area Regulations).
  2. Control the playing time, interruptions of playing time, periods of suspension and players entering and leaving the court.
  3. Start the clock when the referee gives the opening whistle and control of the automatic closing signal at the end of the playing time.
  4. Stop immediately the official clock during time-outs and restart it when the game is being restarted. The timekeeper shall immediately stop the clock if the referees or one of the IHF nominees at the table give a whistle signal.
  5. Confirm each penalty announced by the referees (a player suspension which the referee has clearly shown to the player concerned and the timekeeper by holding up one arm with two fingers outstretched, starts when the whistle is blown to restart play).
  6. Check that:
    - a. suspended players remain on the substitution bench during the suspension period
    - b. disqualified players or officials have left the substitution area before the match is restarted.
  7. Announce the end of the suspension period
    - a. by the electronic display, if this is linked to the official clock; or
    - b. by placing on the table official cards bearing the re-entrance time on both sides (They must be visible to the 'responsible team official' of both teams and to those at the table).
  8. Show a red card very clearly, when the referees decide a third 2-minute suspension to a player who, consequently, is disqualified. If the referees do not seem to react, blow the whistle to get their attention.
  9. Supervise that players leave and enter the court only through the markings for their own substitution area. (Show the referees substitution errors immediately by a whistle signal.)
  10. Support the referees in keeping to the exact times for the half-time break (fifteen minutes from the automatic closing signal at the end of the first half to the referee whistle for the second half).
  11. Keep the official playing balls during the half-time break provided no other arrangements were made with the referees.
  12. Make sure that playing time interruptions/time-outs are publicly announced over the loudspeakers if official clocks are not used.
  13. In all other cases of doubt concerning the timekeeper's job, the IHF Official alone shall decide.



## Chapter 1: Basic tasks of IHF nominees

### Further Tasks of the IHF Scorekeeper

1. Check the list of players and their numbers and the orderly entry of information about the match in the match report.
2. Note the following facts during the game on a separate sheet:
  - number of goals, with half-time score and final score
  - player numbers of scorers
  - warnings, including the players' number(s)
  - suspensions and disqualifications
  - number of 7-meter-throws for both teams
  - exact time when team time-outs are granted
3. In case of players listed in the team line-ups who arrive too late, ensure that these players, including the players' numbers, are also listed in the official match report sheet (only then permission to participate is granted-see Rule 4:3 of Rules of the Game).
4. Possess at least one stopwatch to support the timekeeper in case of suspensions.
5. In all cases of doubt concerning the scorekeeper's job, the IHF Official alone shall decide.

### General Tasks before the Start of the First Match

After departure to the different venues a so-called Key personal meeting must take place in the competition hall to get familiar with all details on site.

#### Key personnel meeting in the different venues

##### Agenda

1. Welcome
2. Who is who
3. Status information from the Organising Committee
4. Preparation for the Technical Meeting
5. Tour at the hall
6. Summary of tour
7. Daily meetings at the IHF hotel
8. Miscellaneous

##### Participants:

IHF Delegation, Local Organising Committee (chairman, person in charge of competition, arena manager, floor manager, person in charge of accommodation, person in charge of security, press/media chief, administrative staff, technical staff)

Subsequently it is important to become acquainted with the IHF hotel and its facilities. One day prior to the Technical Meeting with the teams a preparation of all IHF nominees (excluding referees) must take place.

On the first competition day a Technical Meeting with all participating teams will take place. At the Technical Meeting all IHF nominees (except referees) must be present in order to inform the team representatives about all details of the competition. The local organising committee will inform about the organisational tasks on site.

### Task of IHF Nominees at the Technical Meeting

**IHF Officials:** Moderation of the Technical Meeting

**IHF Representatives:** Official welcome

**IHF Technical Delegates:** Check the player eligibility/players' uniform and define the colours of the uniforms for all matches (regulation below)

**IHF PRC Member:** General information about Rules interpretation and referees nomination

Specimen form of colours for the competition (see below).

## SPECIMEN FORM OF COLOURS FOR THE COMPETITION

XXIth MEN'S WORLD HANDBALL CHAMPIONSHIP – 2011 SWEDEN													
Preliminary Round - Group A -													
Dates	Match N°	TIME	Team A	Flag	Shirts	Shorts	Goalk.	Team B	Flag	Shirts	Shorts	Goalk.	Referees
14.1.11.	Match N°3	18:00	FRANCE					TUNISIA					
	Match N°8	20:15	SPAIN					BARAIN					
	Match N°5	18:15	GERMANY					EGYPT					
16.1.11.	Match N°20	17:30	TUNISIA					SPAIN					
	Match N°22	18:45	EGYPT					FRANCE					
	Match N°19	16:15	BARAIN					GERMANY					
17.1.11.	Match N°34	20:30	FRANCE					BARAIN					
	Match N°30	18:30	SPAIN					GERMANY					
	Match N°35	20:45	TUNISIA					EGYPT					
19.1.11.	Match N°43	18:00	SPAIN					EGYPT					
	Match N°47	20:30	GERMANY					FRANCE					
	Match N°45	18:15	BARAIN					TUNISIA					
20.1.11.	Match N°52	18:00	EGYPT					BARAIN					
	Match N°54	18:30	GERMANY					TUNISIA					
	Match N°59	20:45	FRANCE					SPAIN					

## Chapter 1: Basic tasks of IHF nominees

### Player eligibility

All players are subject to the Eligibility Code for handball players. For proof of citizenship players must show a passport, which will be checked by the Commission of Organising and Competition (COC) before the start of the World Championship. The minimum age for participation according to the IHF Regulations is 16.

### Team registration

Up to 28 players and the remainder as officials (stating their function) shall be registered with the Head Office in Basle as follows:

#### provisionally:

one month before the World Championship at the latest (28 players at most) to the organiser as well as the IHF Head Office

#### definitively:

one hour before the Technical Meeting to the responsible IHF representative (16 players taken from the provisional list). Registration must be executed on the relevant IHF form.

During the WCh each team may replace up to two players (against two players indicated in the provisional list) at any time (e.g. each team may put in two new players or may put in a player who has already been replaced once). Players may be replaced against players indicated in the provisional delegation list ('list of 28') only.

If a team has registered less than 16 players, it may register one additional player during the World Championship.

### Procedure for late registration or substitution of one or several players

New players must be orally registered to the Competition Management or the respective IHF delegate in the respective venue no later than 9 am on the respective matchday. A written registration and a proof of citizenship (passport, etc.) shall follow one hour before the match at the latest. The official IHF form (see Annexe) must be used.

Registration on the IHF form for that very purpose (see enclosure) must contain the following information in English:

#### a) Officials

Officials (who must not be changed during the entire competition) surname, first name, date of birth, nationality, gender, function within the delegation and indication of the officials (by use of letters A, B, C, D, E, F)

#### b) Players

Player's number, last name, first name, date of birth, club, height, weight, position (GK=Goalkeeper, LW=Left Wing, RW=Right Wing, LB=Left Back, RB=Right Back, CB=Centre Back, L=Line Player/Pivot), number of international games and number of goals scored (in the corresponding WCh category).

#### c) Players' clothing

Colour of first, second and third set of clothing, separately for shirts and shorts; goalkeepers' first, second and third set of clothing.

Players who have not officially registered by the date stipulated shall not be allowed to play in the competition. Please be notified that it is not allowed to take the role as both a player and official simultaneously.

Further, the technical delegates must check the players uniform. The following regulation apply.

### Players' uniforms

All the court players on a handball team must wear identical uniforms\*. The combination of colours and design of one team must clearly distinguish from the colours and design of the opposing team.

\*Players' uniforms include shirt, short (+ long-sleeve t-shirts worn under the official player's shirt and cycling pants, if in use, that must be the same colour as the shirt/short's colour) or goalkeeper pants, socks.

Players must wear sports shoes.

It is not permitted to wear objects that could be dangerous to the players. This includes, for instance, head protection, face masks, bracelets, watches, rings, visible piercing, necklaces or chains, earrings, glasses without restraining bands or with solid frames, or any other objects

which could be dangerous (Rulebook 17:3).

Flat rings, small earrings and visible piercing may be allowed, as long as they are taped over in such a way that they are no longer deemed dangerous to other players. Headbands are allowed, as long as they are made of soft, elastic material.

Players who do not meet the aforementioned rule will not be allowed to take part until they have corrected the problem.

### Colours

Each team must possess three (3) differently coloured sets of players' uniform, including at least:

- a) one (1) set of light-coloured shirts and one set of light-coloured shorts
- b) one (1) set of dark-coloured shirts and one set of dark-coloured shorts
- c) three (3) differently coloured shirts for the goalkeeper.

One colour should very clearly cover the major part of the shirt.

All players of a team used on the goalkeeper position must wear the same colour that distinguishes them from the court players of both teams and the goalkeeper(s) of the opposing team.

All goalkeepers of one team must wear the same shirt colour. This applies also to a court player temporarily acting as a goalkeeper.

The colour of the players' numbers shall differ from the main colour.

In each match one team shall wear light-coloured shirts and the other team dark-coloured shirts.

The uniform sets (named 1st, 2nd and 3rd in order of preference) of the teams shall appear on the team list.

At the initial Technical Meeting of the IHF competition, each delegation is obliged to show the three differently coloured sets of uniforms (court players and goalkeeper).

For the preliminary round the colours have to be decided at the initial Technical Meeting. The decision of colours in each

match will be taken with participation of the team representatives and the IHF Technical Delegates. In case of disagreement regarding the colours the team named first has the right to choose the colour.

The colours of players' uniforms for the matches following the preliminary round shall be fixed by the Competition Management.

### Players' numbers

Players must wear clearly legible numbers, the figures being placed at least 20cm high on the back and at least 10cm high on their chest. The numbers shall be in a different colour from the main colour. Numbers between 1 and 99 shall be used. The colour of the team officials' clothing must clearly differ from the main colour of both teams concerned.

'Temporary' goalkeepers must either have a goalkeeper shirt with the number that they normally have as a court player, or they must put on a sleeveless shirt bearing the colour of their teams' goalkeeper shirt, with holes giving a view of the number on the regular shirt. If they put on a sleeveless shirt, colour and type of that shirt must be identical to the goalkeeper shirt. No tolerance will be accepted.

During the entire IHF competition, each player must wear the same number, regardless of his position (goalkeeper or court player).

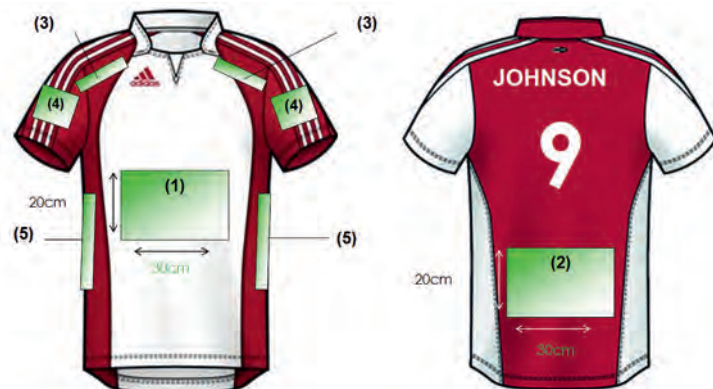
### Players' names

The player's surname or popular name, that is identical to that indicated in the team list, must be displayed, in clearly legible 7cm high (minimum) capital letters, above the player's number on the back of the shirt. The names must be written in Roman letters. The teams are responsible for the application of the names.

### Stars to represent World Championship titles won

A five-pointed star shall be placed on the shirt front of the players, if possible, above the federation's logo, to prove that their country had won a World Championship title in the respective WCh cate-

## PLAYERS' NUMBERS AND NAMES



## Chapter 1: Basic tasks of IHF nominees

### „TEMPORARY“ GOALKEEPERS



‘Temporary’ goalkeepers must either have a goalkeeper shirt with the number that they normally have as a court player, or they must put on a sleeveless shirt bearing the colour of their teams’ goalkeeper shirt, with holes giving a view of the number on the regular shirt. If they put on a sleeveless shirt, colour and type of that shirt must be identical to the goalkeeper shirt. No tolerance will be accepted.

gory. Each star placed on the shirt shall represent a World Championship title won.

The nations are obliged to bring with them only such approved uniforms for the tournament concerned.

The nations are obliged to wear the uniforms approved for the match in question.

#### Players’ clothing during official presentation

During the official presentation prior to the matches all players of one team shall

wear consistent clothing (all players wearing tracksuits or all players dressed in players’ clothing or a combined solution are possible).

#### Identification of federation (emblem, national flag or name of the country) displayed on the shirt

Federations shall display the federation’s emblem or the national flag at chest level on the front of the shirt. Federations are entitled to place the name of the country on the back of the shirt below the player’s number in the event that the federations are not using their right of placing advertising in this area.

#### Team officials’ clothing

The team officials in the substitution area must be fully dressed in sportswear or civilian clothing. Colours which may cause confusion with the court players of the opposing team are not allowed (see Substitution Area Regulations 3)

#### Technical Meeting

An initial Technical Meeting with the team officials of the participating delegations, the organiser and the IHF representatives shall be held on first completion day at 9am to provide all necessary information and to settle organisational, technical and financial issues.

The teams have to bring all players’ passports and a sample of their players’ uniform sets to the Technical Meeting. Moreover they are to submit the definitive registration list by use of the IHF form. May we point out once again that only players indicated in the provisional registration list submitted to the IHF may be included in the definitive registration list.

### PLAYERS’ NUMBERS AND NAMES



PLAYERS' UNIFORMS



Wromg combination



Wromg combination



Right combination

players' uniforms include shirt, short (+ long-sleeve t-shirts worn under the official player's shirt and cycling pants, if in use, that must be the same colour as the shirt/short's colour) or goalkeeper pants, socks

## Chapter 2: Daily Tasks on a Competition Day

# Daily Tasks on a Competition Day

### 2.1 DAILY MEETINGS

09:00	Referee meeting	Referees; Officials; Technical Delegates
10:30	IHF-LOC daily evaluation briefing	IHF Representatives; Competition Management member; IHF COC member; IHF Head Office member
22:30	Daily evaluation meeting	IHF Representatives; Officials, Technical Delegates; IHF Head Office member (to prepare a written report to the Competition Management and the IHF President)

### 2.2 PROCEDURE BEFORE THE MATCH

90 MIN BEFORE THE MATCH

Arrival at the competition hall

75 MIN BEFORE THE MATCH

Sport equipment check (goals, catch net; set-up of changing areas, judges' table, support table and technical equipment [official scoreboard])

60 MIN BEFORE THE MATCH

Equipment and installation check at the judges' table:

- table stop clock as a backup
- stopwatches
- yellow and red card
- whistles
- two sets of green cards (No 1 to 3) for TTO
- reserve cards for player suspension
- team official identification cards (A, B, C, D, E, F)
- match statistics form
- match report received by the official statistics team

40 MIN BEFORE THE MATCH

Hand over the official team identification cards, team-time-out cards No 1 and 2 and signing of the match report by team official A

30 MIN BEFORE THE MATCH

Check players' and officials' uniforms with team official A

11 MIN BEFORE THE MATCH

Prepare for the presentation ceremony according to standard procedure

2 MIN BEFORE THE MATCH

Check the equipment of both teams behind the benches/balls

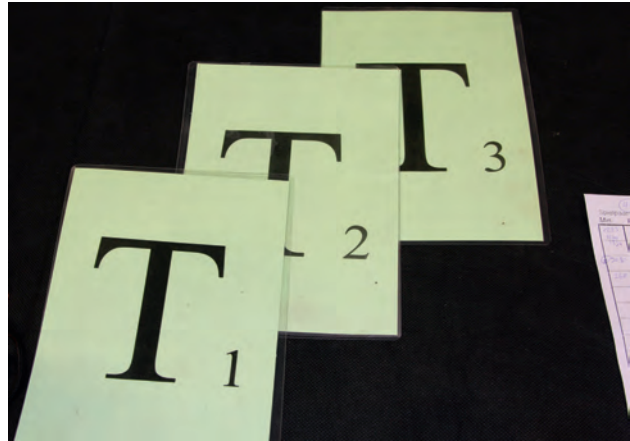
START OF THE MATCH

## Chapter 2: Daily Tasks on a Competition Day

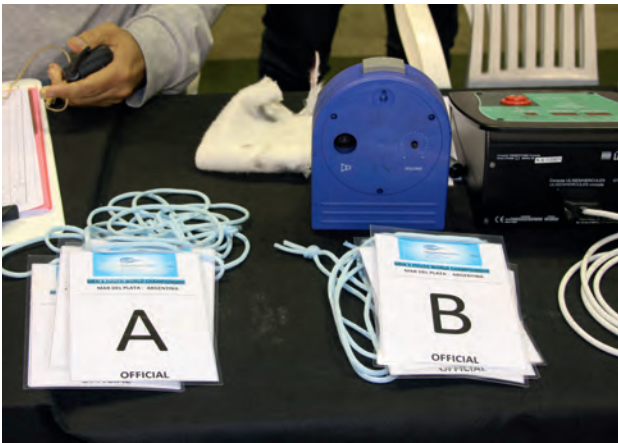
### 60 MIN BEFORE THE MATCH: SPORT EQUIPMENT CHECK



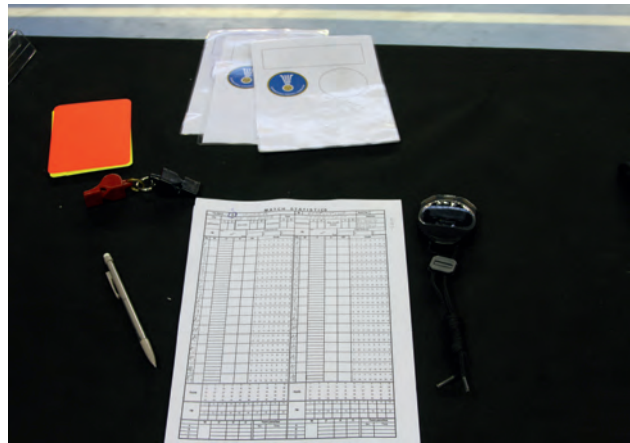
Technical equipment (official scoreboard), table stop clock as a backup



Two sets of green cards (No 1 to 3) for TTO have to be available.



Team official identification cards (A to F)



Reserve cards for player suspension, yellow and red card, stopwatches, whistles



Two official balls



Match statistics form

## Chapter 2: Daily Tasks on a Competition Day

### 60 MIN BEFORE THE MATCH: MATCH STATISTICS FORM

**IV MEN'S YOUTH WORLD CHAMPIONSHIP 2011 ARGENTINA**

Match No. **46**

Team A: **KOREA** Team B: **ARGENTINA**

Date: **17/06/2011** Time: **19:00**

Location: **Méridas, Argentina**

Number of 7 m: **A** **B**

No.	Team A	Team B
1	JUNG Hyeon Ho	SOLIANI Maximiliano
2	KIM Min Gyu	SOUTO CUETO Julian
3	HA Tae Hyeon	GELOSI Lautaro
4	JANG In Sung	SIMONET Pablo
5	LIM Seung Hoon	SMALC Alejo
6	KIM Won Jeong	RODRIGUEZ Jose Manuel
7	PARK Jong Woo	BASTIAS Samuel
8	RYOU Ju Young	BONO Fernando
9	LEE Hyeon Sik	BARONETTO Santiago
10	HA Min Ho	FOPPIANI Fabricio
11	KIM Jun Yong	MOSCARELLO Lucas
12	YOO Hyun Ki	ANZALDO Cristian
13	HWANG Do Yeop	MORELLO Lucas

Official match report received by the official statistics team

**MATCH STATISTICS**

The Match: **A KOREA** vs **B ARGENTINA**

City: **CIUDAD DE MÉRIDA** Date: **17/06/2011**

Time: **19:00**

Referee: **ELIÉCER ZIGAN**

No.	W	Z	D	DK	Goals	No.	W	Z	D	DK	Goals
1						1					
2						2					
3						3					
4						4					
5						5					
6						6					
7						7					
8						8					
9						9					
10						10					
11						11					
12						12					
13						13					
14						14					
15						15					
16						16					
17						17					

Goals: **2-1**

Match statistics form



Prepare the match statistics forms

### 40 MIN BEFORE THE MATCH: HANDOVER



Hand over the official team identification cards



Hand over the green cards No 1 and 2 for TTO

### Signing of the match report by team official A



## Chapter 2: Daily Tasks on a Competition Day

### 11 MIN BEFORE THE MATCH: PREPARE FOR THE PRESENTATION CEREMONY



Presentation of Team A



Presentation of Team B



Introduce the officials



Play the national anthems



Shake hands with team officials



Last check behind the benches



Shake hands with the referees

## Chapter 2: Daily Tasks on a Competition Day

### 2.3 PROCEDURE DURING AND AFTER THE MATCH

#### START OF THE MATCH

**00:00** – start of 1st half-time

#### 30 MIN AFTER STARTING THE MATCH

**30:00** – end of 1st half-time and start of the half-time-break

#### HALF-TIME-BREAK

#### 01:00 MIN OF THE HALF-TIME-BREAK

- Compare the match statistics with the local scorekeeper and the statistics team
- Make sure that the official balls are on the table
- Collect unused green cards for TTO from the teams

#### 13:00 MIN OF THE HALF-TIME-BREAK

- Check the arrival of the teams from the
- Changing rooms before the start of the 2nd half

#### 14:00 MIN OF THE HALF-TIME-BREAK

- Check if both teams are present and complete, check the equipment of the teams behind the benches and if all balls are in the net and hand over green cards No 2 (if not used in the 1st half) and No 3 for TTO

#### STAR OF 2ND HALF-TIME

#### 55:00 AFTER STARTING THE MATCH

Check the green cards for TTO according to the rules

#### 59:50 AFTER STARTING THE MATCH

Countdown of the last 10 sec via head set to the referees

#### 60:00 AFTER STARTING THE MATCH

End of the match if there is no extra-time or 7-m throwing

#### AFTER THE MATCH

Shake hands with officials and referees

#### 2:00 AFTER THE MATCH

Compare the match statistics with the local scorekeeper and the statistics team, note the game data in the official match report

#### 7:00 AFTER THE MATCH

Referees, IHF Technical Delegates and the IHF Official sign the official match report.

#### 10:00 AFTER THE MATCH

Hand the official match report over to the IHF Head Office member

The floor manager and his team are responsible for collecting the official balls, the remaining green cards for TTO and the team official identification cards from the teams.

## Chapter 2: Daily Tasks on a Competition Day

### START OF THE THE MATCH



Last check of headsets



Ready for the start of the match



Court referee makes a hand signal to show that he is ready to start the match



The timekeeper in charge of the public clock makes a hand signal for the court referee to show that he is ready to start the clock



The IHF Officials and the Technical Delegate start a separate clock when the starting whistle is blown to ensure that they always have the correct time on hand. Important after the start of the match: check that the official clock is running correctly!

## Chapter 2: Daily Tasks on a Competition Day

### GENERAL TASKS DURING THE MATCH



The IHF timekeeper starts a separate clock when referees interrupt the game.



Check the public clock regularly to ensure that time, score, suspension, etc are correct. A goal should be displayed on the score-board immediately.



The scorekeeper confirms suspensions. Simultaneously take notes and observe substitutions – several might be executed in parallel. Keep concentrated for the entire duration of the match.



If the public clock breaks down or cannot display at least two suspension periods, the timekeeper is expected to write the player's number and the time when he is allowed to enter the court again on a card placed on the table in such a way that it is clearly visible.



7 players are on the court! If the timekeeper or the scorekeeper notice a faulty substitution, he must stand up immediately, blow the whistle and stop the clock. He must point clearly at the player concerned to allow the referee to indicate the suspension.



If a player has been shown the red card at any time of the match, he must take a seat reserved for disqualified players, accompanied by a chaperone until the names of the players drawn for the doping test are known.

### MONITORING THE SUBSTITUTION BENCHES



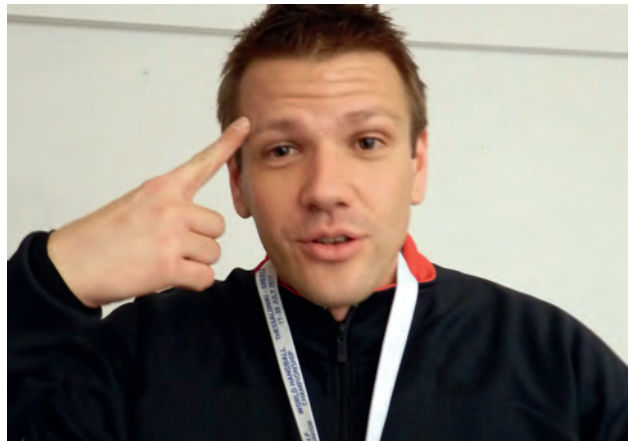
The coach should be able to guide his team, even while standing



Players must sit on the substitution bench. If necessary the IHF timekeeper or the IHF scorekeeper can instruct any player who is constantly on his feet to sit down.



The IHF Official and the IHF nominees should not react to every comment coaches make. If necessary, they can caution them and attempt to calm them down.



Unsportsmanlike conduct towards officials, referees, players or spectators has to be punished. The IHF Official or another IHF nominee gives a whistle signal at the next opportunity to inform the referees who will decide progressive punishment accordingly.



The IHF timekeeper demands that players who are standing sit down immediately.



When the game is interrupted the IHF timekeeper calls a referee to inform him. The referee punishes the infraction accordingly.

## Chapter 2: Daily Tasks on a Competition Day

### TASKS DURING THE HALF-TIME BREAK



The IHF scorekeeper compares the match data as recorded on his sheet (e.g. half-time score, warnings, team-time out) with the official match statistics (statistics team) and the local scorekeeper.

Team A		Team B	
No.	Pos.	No.	Pos.
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12		12	
13		13	
14		14	
15		15	
16		16	
17		17	

**MATCH REPORT ASSISTANT**

City: **LOG** Referee: **EGY**

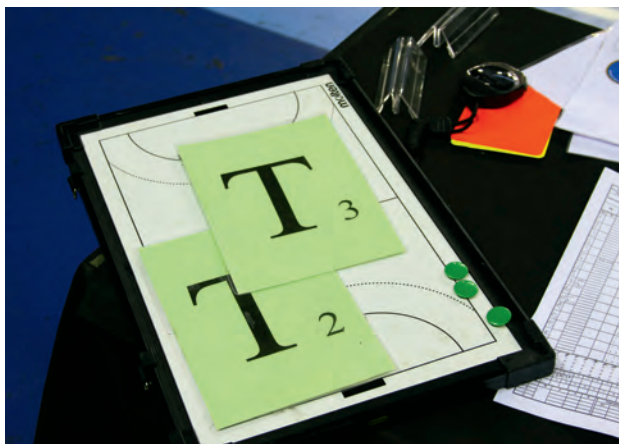
Match No: **46**

Goals: 10-10 (10-10)

7M: 2-2 (2-2)

Team penalties: No. Time

Match statistics half-time result



Hand over green cards No 2 (if it was not used in the 1st half) and No 3 for TTO



Check if both teams are present and complete



Check the equipment of the teams behind the benches and if all balls are in the net.



The referees start the match: the IHF time-keeper starts a separate clock and controls the public clock.

## Chapter 2: Daily Tasks on a Competition Day

### TASKS AFTER THE MATCH



Shake hands with the officials and referees after the match.



The scorekeeper checks the match data and then copies it into the official match report.



The referees sign the match report.



The IHF scorekeeper checks the match data against the official match statistics.



IHF scorekeeper, IHF timekeeper and IHF official sign the match report.



The IHF team shakes hands: 'Well done at the table!'

## Chapter 3: Standard Situations during the Match

# Standard Situations during the Match

### 3.1 OVERVIEW: TEAM TIME-OUT

#### 1 TIMEKEEPER

For requests in accordance with the rules:

- blows the whistle and stops the clock immediately
- simultaneously gives the time-out hand signal and
- points with a stretched arm at the team which requested the team time-out.

#### 2 REFEREE

- Confirms the team time-out

#### 3 TIMEKEEPER

- Starts a separate clock controlling the duration of the team time-out and displays the green card

#### 4 SCOREKEEPER

- Writes down the time on the score sheet.

#### 5 REFEREE

- Place the ball on the spot where the game will be restarted and stand in the center of the playing area.
- NB: Always keep both teams in view!
- One referee should always go to the table for consultation.

**TIP:** Use the time to briefly discuss the main things to watch out for, problems that occurred, etc.

#### 6 TIMEKEEPER

- After 50 seconds, gives an acoustic signal indicating that the game will be restarted in 10 seconds and removes the green card.

#### 7 REFEREE

- Ensure that, after 10 seconds, the game is restarted quickly (and urge the teams to hurry up if necessary)
- Take up basic positions to restart the game (throw executed by the team that requested the team time-out)
- Restart the game:
  - in a manner that corresponds to the situation that existed when the game was interrupted
  - if the ball was in play: the team that requested a time-out takes a free-throw from the spot where ball was at the time when the game was interrupted.

#### 7 TIMEKEEPER

- Restart the clock

#### Additional note for IHF competitions

According to Rule 2:10 and Clarification 3 of the Rules of the Game each team has the right to receive a maximum of three

team time-outs during regular playing time but not during overtime. No more than two team time-outs may be granted in each half of the regular playing time. Between two team time-outs of a team,

the opponent must be at least once in possession of the ball. 3 green cards, bearing numbers 1, 2, and 3 respectively, are available for each team. The teams receive cards bearing numbers '1' and '2' in the



## Chapter 3: Standard Situations during the Match

### 3.2 OVERVIEW: OVERTIME

#### Tie after regular playing time (e.g. cup matches, finals)

**1** BREAK 5 min

**2** Coin toss

**NB:** Suspended players are not entitled to participate until their suspension time has been expired. The same applies to overtime periods

**3** 1st HALF OF OVERTIME 5 min

**4** BREAK/TEAMS CHANGE ENDS 1 min

**5** 2nd HALF OF OVERTIME 5 min

#### Tie after first period of overtime

**6** BREAK 5 min

**7** COIN TOSS

**8** 2nd PERIOD OF OVERTIME RUNS IN EXACTLY THE SAME WAY

#### Tie after second period of overtime

**9** 7-METRE THROWING

**NB:** Players who have not been entitled to participate until this time, or players with remaining penalty time resulting from the second period of overtime are not allowed to participate in the 7-metre throwing.

first half of the game and the cards no. 2 and no. 3 in the second half provided they received no more than one team time-out in the first half. In case they received two

team time-outs in the first half, they receive only green card no. 3. Within the last 5 minutes of the regular playing time only one team time-out per team is allowed.

## Chapter 3: Standard Situations during the Match

### 3.3 OVERVIEW: 7-METRE THROWING

#### Tie after two periods of overtime

- Each team selects five players.

- The order of players to execute the penalty throws is not fixed.

#### NB:

- Players who have still to pay punishments are not entitled to participate.
- Players who were not present at the start of the game can no longer be included into the score sheet.
- Players and goalkeepers are allowed to act as both throwers and goalkeepers.

- Referees decide which goal will be used.
- Coin toss: Which team is going to start?

- Players and officials who are not participating must remain in the other half of the playing field.

#### 1st THROW

1st 7-metre throw by Team A  
1st 7-metre throw by Team B

#### 2nd THROW

2nd 7-metre throw by Team A  
2nd 7-metre throw by Team B

#### 3rd THROW

3rd 7-metre throw by Team A  
3rd 7-metre throw by Team B

#### 4th THROW

4th 7-metre throw by Team A  
4th 7-metre throw by Team B

#### 5th THROW

5th 7-metre throw by Team A  
5th 7-metre throw by Team B

#### Tie after five throws each

- Each team selects five players again.
- Any players can be selected.

- The team that threw first in the first round now throws last.

#### 6th THROW

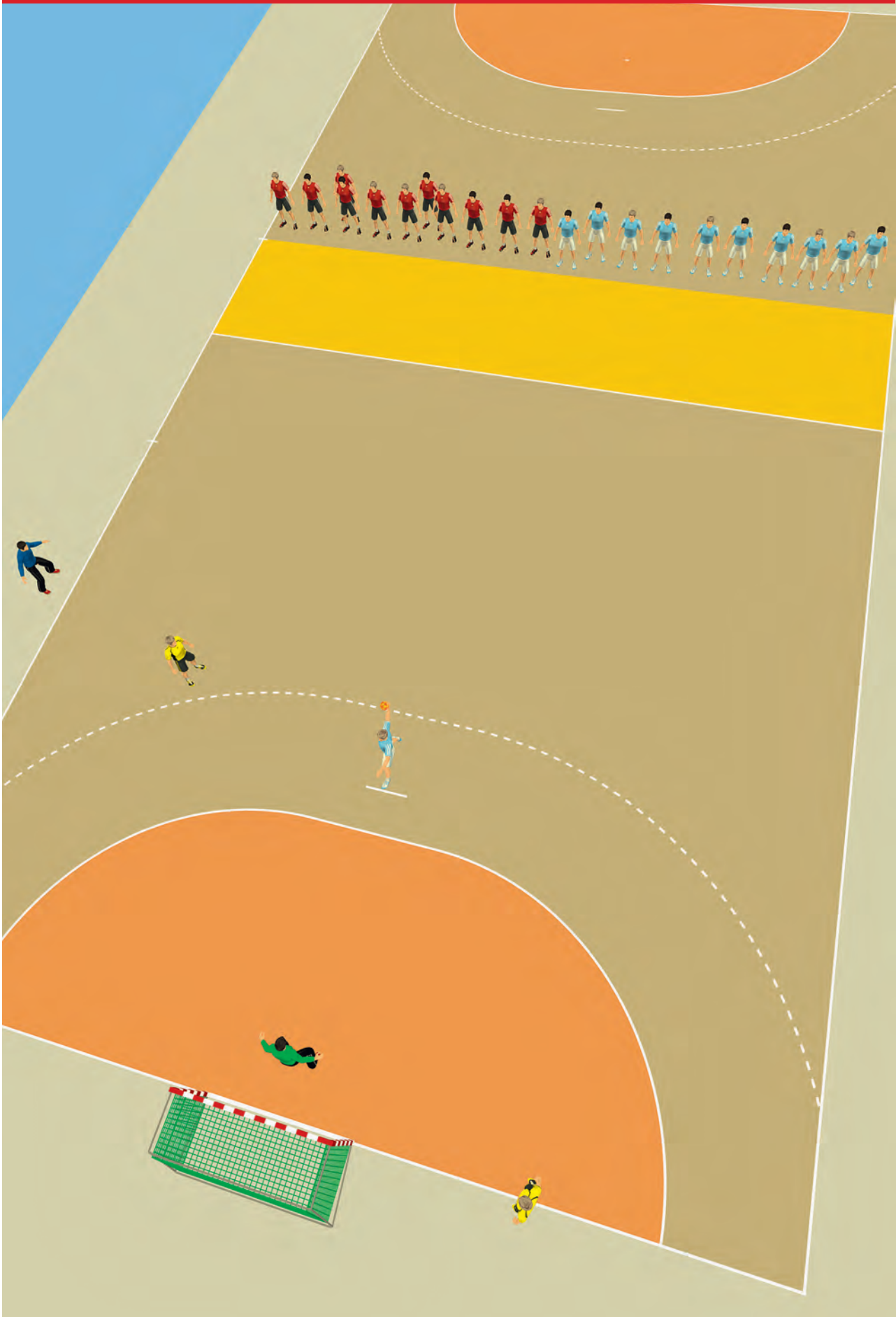
6th 7-metre throw by Team A  
6th 7-metre throw by Team B

#### ADDITIONAL THROWS

Until one team leads after both teams have taken the same number of throws.

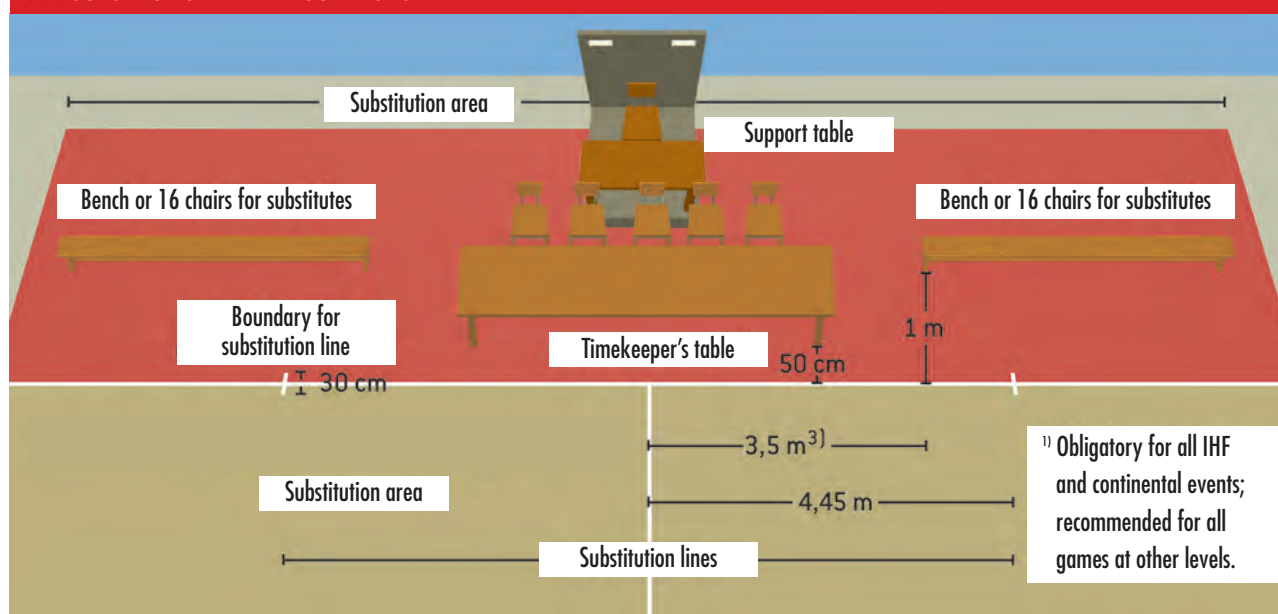
## Chapter 3: Standard Situations during the Match

### 7-METRE-THROWING



## Chapter 3: Standard Situations during the Match

### 3.4: SUBSTITUTION AREA REGULATIONS



### 3.5 Disqualification and doping control

If a player has been shown the red card at any time of the match, he must take a seat reserved for disqualified players, accompanied by a chaperone until the names of the players drawn for the doping test are known. It must be ensured that he is available to undergo the test immediately after the match, if necessary.

### 3.6 Disqualification with written report

Disqualifications with written report are obligatory in case of personal punishments according to rules 8:6 and 8:10 and according to 8:5 if the violation is committed in the last minute of the match.

1. According to rule 8:6 actions are punished which the referees classify as particularly dangerous, premeditated or malicious.

According to rule 8:10 actions are punished which the referees classify as extremely unsportsmanlike conduct. Particularly insults, threats and the interference of a team official in the game can be found among these actions.

According to rule 8:10 c and d a violation committed in the last minute of the match also warrants a disqualification with written report. These violations are in particular actions, which prevent the opposing team from being able to take a shot on goal in a way that endangers the opponent's health.

2. In these cases referees have to inform both team officials (Officials A) and the judges (IHF Official and Technical Delegates). To support the decision and to prevent potential protests, the Technical Delegate has to ensure that a written report that precisely describes the incident exists. If in doubt, he has to check with the referees.
3. Immediately after the end of the match a remark has to be included in the match report, which refers to the written report due to 8:6 / 8:10 and 8:5, if violation is committed in the last minute of the match 8:10, respectively, in the attachment. The referees prepare the written report on a separate sheet immediately after the match and then hand it to the IHF Official. The IHF Official forwards the report to the disciplinary commission without delay.

### 3.7 Protest from a team

If after the match the team official wants to make an official protest, it is the duty of the IHF Official before signing the match report, to include this announcement in the match report.

The IHF Official has the duty to inform the team official about the details of the procedure stipulated.

### 3.8 Unforeseeable circumstances

In unforeseeable circumstances (power failure, spectator interference, act of God or similar), the IHF Official must intervene. He is obliged

1. to intervene when the continuation of the match is no longer assured under normal circumstances.
2. The remaining time of a match interrupted by unforeseen events should, if possible, be completed with or without spectators the same day.
3. If, after exhausting all possibilities, it is not possible to continue the match the same day, it shall be continued the following day with the same score and the remaining playing time with the throw that corresponds to the match situation at the time of the interruption
4. The Competition Management shall reschedule a match in connection with the local organiser.
5. In the case of special occurrences during the game, the IHF Official shall decide alone. In such cases he shall inform the Competition Management immediately. In difficult cases, it is urgently recommended that he first consult with the Competition Management.

## Chapter 3: Standard Situations during the Match

After the end of the match the IHF Official has to indicate these unforeseeable circumstances in the match report and to prepare the official report to the Competition Management before signing the match report.

### 3.9 Headset

Basically the headset serves the referees as a communication tool among each other. Communications between referee and technical delegate will only be started from the part of the referee on a regular basis. Only on rare occasions and only if the match is interrupted, the technical delegate can begin a communication via headset, if a serious problem exists.

In the last 10 seconds of the game the technical delegate supports the referees by counting the last ten seconds down via headset.

## Chapter 4: Case Studies

# Case Studies



**This chapter presents different case studies dealing with incidents that might occur before, during or after a handball match. These incidents are described in detail accompanied by in-depth analyses to inform who is responsible and who has to make a decision (IHF Official, Technical Delegate), what is the correct decision and possible consequences thereof. References to the Playing Rules or other Regulations are indicated too.**

The attacking team commits a faulty substitution. There are seven court players on the field. The faulty substitution is recognised too late. The following procedure applies: A technical delegate has to interrupt the game immediately to call the referees. Team Official A of the attacking team shall be asked who has been the guilty player. In the event that the team official is unable to provide information, the technical delegate decides who is the guilty player.

<b>BEFORE THE MATCH</b>				
<b>Subject</b>	<b>Incident</b>	<b>Reaction/measures</b>	<b>Rules reference</b>	<b>Responsibility</b>
Equipment required	Whistle, score sheet, TTO green cards, yellow and red cards, match statistics, identification cards for team officials A – F, reserve cards, official balls, reserve stopwatch is missing	TD to check for completeness, missing material has to be supplied	VII. Guidelines for the Work of IHF Nominees at IHF Competitions VII. 4.2. 7/9/10	IHF Off.; TD
	Official clock and signal – public clock cannot be operated from the table	Use reserve clock; announcer shall announce playing time at regular intervals	VII. 4.2.9	IHF Off.; TD
Premises	Incorrect position of benches	Demand correction	Rule 1, fig. 3	IHF Off.; TD; hall responsible
	Insufficient safety areas	Demand correction; if necessary, demand padding	1:1; par. 2	IHF Off.; TD; hall responsible
	Advertising boards dangerous to the players' health	Demand correction; if necessary, demand padding	1:1; par. 2	IHF Off.; TD; hall responsible
	Court defects	Demand correction; if necessary, demand entry into the match report	Rule 1	IHF Off.; TD; hall responsible
Preparations	Incorrect score sheet	Demand correction	VII 4.2.11	IHF Off.; TD; statistics team
	Players' numbers differs from number indicated in the score sheet	Demand correction according to the team list which has been handed in before the competition	4:8, par. 1 17:3, par. 1	IHF Off.; TD
	Team line-up handed in too late	Demand team line-up, demand entry into the match report if need be	VII. 4.2. 13	IHF Off.; TD
	Official A is not present 10min before the start of the match to sign the match report	Request another official to call the 'responsible team official'; demand entry into the match report if need be	VII. 4.2. 13	IHF Off.; TD
	Court players or goalkeepers wear colours that were not approved by the Competition Management.	Demand that the officially approved colours are worn; if discrepancies cannot be settled, the second-mentioned team has to change its uniforms. The team must bring along both uniforms. Demand entry into the match report	VII. 4.2.12.b	IHF Off.; TD
	Teams-uniforms of similar colours	Demand correction according to the competition regulations	4:7, par. 1	IHF Off.; TD
	Cycling pants worn by one team are not of the same colour.	Demand change of cycling pants or demand that team takes them off. Cycling pants are allowed if all are of identical colour.	VII. 4.2.12.c	IHF Off.; TD
	Referee shirts and shirts of one team are of similar colour.	Referees choose (pragmatically) a uniform that takes account of the circumstances. If problems occur, they will wear black uniforms.	17:13	IHF Off.; TD
	Player gets injured during the warm-up (55min, 25min, 5min before the start of the match).	It is not possible to replace the injured player as from 1 hour before the start of the match.	V. Regulations for IHF Competitions	IHF Off.; TD
	Goalkeeper shirt and shirt colour of opposing team are of similar colour.	Demand correction; if necessary by using a sleeveless shirt in a different colour	4:7	IHF Off.; TD
	Uniform colour of Coach A and players' clothing of Team B are of similar colour.	Demand correction	Substitution Area Regulations 3	IHF Off.; TD
	Players' numbers on the front of one team's shirt are missing.	Demand correction (change uniform); demand entry into the match report if need be	4:8; par. 1	IHF Off.; TD
Player wears necklace or other objects (i.e. knee protection) that could be dangerous to the players' health	Demand correction; player is not allowed play until defect is corrected	4:9	IHF Off.; TD	

## Chapter 4: Case Studies

<b>BEFORE THE MATCH (continuation)</b>				
<b>Subject</b>	<b>Incident</b>	<b>Reaction/measures</b>	<b>Rules reference</b>	<b>Responsibility</b>
	Delayed arrival of one team before the start of the match/after the end of the half-time break	Demand entry into the match report; progressive punishment against the team official for unsportsmanlike conduct if need be	Regulations for IHF Competitions 8:7	IHF Off.; TD
	One team fails to appear	Clarify the reason for delay immediately; calculate expected time of arrival; inform about the possibility of delayed throw-off; demand entry into the match report	Regulations for IHF Competitions	IHF Off.; hall responsible
	Team A leaves the court too late before the presentation of teams.	TD/IHF Off. demands that the team leaves the court immediately; demand entry into the match report; progressive punishment against the team official for unsportsmanlike conduct if need be	Regulations for IHF Competitions 8:7	IHF Off.; TD
	Team A leaves for the changing rooms and does not return in good time before the presentation of teams.	Demand entry into the match report; progressive punishment against the team official for unsportsmanlike conduct if need be	Regulations for IHF Competitions 8:7	IHF Off.; TD
	One team appears without goal-keepers.	It is not obligatory to designate a goalkeeper in the match report. Among the court players one player has to be identified as the goalkeeper.	4:1, par. 2	'Responsible team official'; IHF Off.; TD
	One team appears without officials.	Clarify whereabouts of the team officials; decision if a late registered official can participate or if one player has to sign the match report and take over the duties of the team official if need be.	4:2, par. 1	IHF Off.
	One team wants to use a translator behind the bench. This translator has been included in the list as an official.	According to the Regulations for IHF Competitions, the person may just be deployed as a team official. Yet, the translator may take up a position behind the substitution area.	Regulations for IHF Competitions	IHF Off.
	When the teams line up for the presentation of teams one player bears a small/big flag of his country and/or shows unfair behaviour when the opponent's national anthem is played	Classify the infraction as seriously unsportsmanlike conduct (disqualification with report). Demand entry into the match report; there will be no 2min suspension; the player cannot be substituted. The match is interrupted immediately.	8:10a 16:11b	IHF Off.; TD
	Information on the scoreboard do not match records taken by the score-keeper.	Coordination between IHF Official, TD and local timekeeper; demand correction	VII: 4.2.11	IHF Off.; TD
	Official A ('responsible team official') is not present.	One of the other officials has to be designated as 'responsible team official'	4:2, par. 1	IHF Off.; TD
	TV producer asks to postpone the throw-off time of the match by 10min.	Can only be decided by the Competition Management, or the IHF Official if need be	VII. 3.3.5	IHF Off./ Competition Management
	Due to delayed end of previous match the match has to be postponed by 20min.	to be decided by the IHF Official	VII. 3.3.5	IHF Off./ Competition Management
	Only one delegate manages to be present on time.	IHF Official nominates another TD or decides about other measures.	VII. 3.2.8, according-ly and VII. 3.3.5	IHF Official
	One of the referees gets injured during the warm-up.	IHF Official decides about nomination of the reserve couple or on other measures to be taken.	VII. 3.2.8 VII. 3.3.5.	IHF Official
	Check the sleeveless shirt to be used by players acting as goalkeepers	to be decided by the TD/IHF Off.	VII. 4.2.12.d	TD/IHF Off.
	Balls are in the substitution area (before the start of the game, after the half-time break).	Demand that the balls are removed	1:1, par. 2 Substitution Area Regulations No 1, par. 3	TD



DURING THE MATCH				
Subject	Incident	Reaction/measures	Rules reference	Responsibility
Time-keeping	Public clock is not running correctly	Use the reserve clock; announcer has to announce the playing time at regular intervals.	VII. 4.2.9	IHF Off.; TD
	Public clock breaks down	Use the reserve clock immediately; announcer has to announce playing time at regular intervals.	VII. 4.2.9	IHF Off.; TD
	Difference between the public clock and the stopwatches used	Coordination with IHF Off.; make necessary corrections	Regulations for IHF Competitions	IHF Off.; TD
	Who must/can interrupt the match? (only the IHF delegate, also the local timekeeper, scorekeeper?)	The persons deployed at the judges' table may interrupt the game.	Regulations for IHF Competitions	IHF Off.; TD
	Public clock unable to display suspension time	Use suspension sheets prepared for that purpose.	Regulations for IHF Competitions	IHF Off.; TD
	Whistle signal from the timekeeper just at a point in time when a player has a clear chance of scoring.	<ul style="list-style-type: none"> <li>– Faulty substitution committed by the defending team: 7-metre throw</li> <li>– Faulty substitution committed by the team in possession of the ball: free-throw for the opponent</li> <li>– Other infraction committed by the defending team: 7-metre throw</li> <li>– Other infraction committed by the team in possession of the ball: free-throw for the team in possession of the ball</li> <li>– Invalid TTO whistle signal: 7-metre throw</li> </ul>	Cl. 7	IHF Off.; TD
	Whistle signal from the IHF Official just at a point in time when a player has a clear chance of scoring	<ul style="list-style-type: none"> <li>– Infraction committed by the defending team: 7-metre throw</li> <li>– Infraction committed by the team in possession of the ball: free-throw for the opponent</li> </ul>	Cl. 7	IHF Off.; TD
Team time-out	Coach hesitates over placing the green card on the table and observes the match.	Send him back to the coaching zone; in case of recurrence: progressive punishment	Cl. 7	IHF Off.; TD
	Official requests a TTO while the IHF Official indicates a punishment for an infraction committed by a player/official of that same team inside the substitution area	Do not grant the TTO; hand back the green card; progressive punishment against the player/official	Substitution Area Regulations 5, par. 4	IHF Off.; TD
	Official requests a TTO; after the whistle signal from the timekeeper a player/official shows unsportsmanlike conduct.	Grant the TTO; progressive punishment against the player/official	Cl. 3	IHF Off.; TD
	Timekeeper interrupts play at a time when the conditions for a TTO are not met (correct procedure before granting the TTO?)	<p>Hand back the green card, do not grant the TTO</p> <p>Correct procedure:</p> <ul style="list-style-type: none"> <li>– TTO basically possible (number, time)</li> <li>– Ball possession</li> <li>– Green card has to be placed in front of the timekeeper on the table/has to be handed over to the timekeeper directly</li> <li>– Timekeeper can give the whistle signal as long as it is obvious that the team is possession of the ball</li> <li>– Timekeeper stops the clock, hand signal 15</li> <li>– Confirmation by the referees, start TTO clock</li> </ul>	Cl. 3	IHF Off.; TD
	Players are not ready after 60sec	Referee, TD and IHF Off. demand that players get ready; progressive punishment against 'responsible team official' for unsportsmanlike conduct if need be	Substitution Area Regulations 5	IHF Off.; TD
	A team official in the stands gives advice to the team during the TTO.	Correction, according to violation demand progressive punishment decided by the referees	Substitution Area Regulations 5, par. 6, 7	IHF Off.; TD

## Chapter 4: Case Studies

<b>DURING THE MATCH (continuation)</b>				
<b>Subject</b>	<b>Incident</b>	<b>Reaction/measures</b>	<b>Rules reference</b>	<b>Responsibility</b>
	Team A requests its second TTO on minute 57. What about green card #3?	TD asks to hand over green card # 3.	Cl. 3, comment, IHF Regulations	TD
	During a time-out with ball possession for Team A, an official of Team A requests a TTO	TD/IHF Off. immediately gives whistle signal; TTO is granted; if the reason for the TO still persists after the TTO has expired, the TTO is exceptionally prolonged until the restart of the game (If so it is not in contradiction to the substitution regulations)	2:10 Cl. 3	IHF Off.; TD
Behaviour in the substitution area	Persons not included in the team line-up are present in the substitution area.	– Before the start of the game: correction – During the game: demand progressive punishment against ‘responsible team official’ to be decided by the referees	4:2, par. 3	IHF Off.; TD
	Coach is very committed standing/walking along the sideline.	Correct as far as he does not leave the coaching zone; no unsportsmanlike conduct	Substitution Area Regulations 5, par. 1,2,3	IHF Off.; TD
	Coach makes unsportsmanlike comment towards the table.	TD/IHF Off. immediately gives whistle signal, during next game interruption if need be; demand progressive punishment to be decided by the referees	8:7-10 Substitution Area Regulations, par. 1 Cl. 7	IHF Off.; TD
	Warm-up of players behind the substitution benches	Permitted unless balls are used/unless it is annoying.	Substitution Area Regulations 5, par. 6	IHF Off.; TD
	Coach leaves the coaching zone repeatedly and thus blocks the table’s view of the court.	– First time: correction – Case of recurrence: demand progressive punishment to be decided by the referees	Substitution Area Regulations 5, par. 2	IHF Off.; TD
	Several players / officials are standing, possibly in front of the table and thus block the table’s view of the court	– Request players to sit down – Case of recurrence: demand progressive punishment against ‘responsible team official’ to be decided by referees	Substitution Area Regulations 5, par. 1,3,6; Cl. 7; 8:7	IHF Off.; TD
	Repeated unsportsmanlike behaviour by the coach/team officials towards the referees and the IHF Officials	Demand progressive punishment to be decided by the referees	8:7 – 8:10 Substitution Area Regulations 5, par. 1 Cl. 7	IHF Off.; TD
	Provoking gestures towards the audience	Demand progressive punishment to be decided by the referees	8:7 – 8:10 Substitution Area Regulations 5, par. 1 Cl. 7	IHF Off.; TD
	A fifth official (e.g. a physiotherapist) enters the substitution area	Demand progressive punishment against the ‘responsible team official’ to be decided by the referees	4:2, par. 1,3 Substitution Area Regulations 2, par. 1,3	IHF Off.; TD
	A player or official leaves the substitution area without informing the IHF Official.	– Official: Acceptable, but he is not allowed to coach from outside the substitution area. – Player: He is not allowed to intervene from outside.	Substitution Area Regulations 5, par. 6/3 Substitution Area Regulations 5, par. 7,8	IHF Off.; TD
	A player is seriously injured and the 2 officials are unable to deal with the injured player alone.	Referee/TD/IHF Off. allow medical treatment and observe the necessary treatment of the injured player carried out by those additional persons	4:11, par. 1 IHF Publication on 4:11	IHF Off.; TD
Faulty substitutions	Player not included in the score sheet is on the field.	Demand progressive punishment against the ‘responsible team official’ to be decided by the referees; additional punishment against the player is only possible for simultaneous infraction according to Rule 8:3-8:10. Demand entry into the match report.	4:2, par. 1,3 Substitution area regulations 2, par. 1,3	IHF Off.; TD

<b>DURING THE MATCH (continuation)</b>				
<b>Subject</b>	<b>Incident</b>	<b>Reaction/measures</b>	<b>Rules reference</b>	<b>Responsibility</b>
	Player to be put in enters too early.	TD/IHF Off. immediately gives whistle signal; demand suspension of the player concerned; free-throw (7-metre throw if need be) for the opposing team	4:4, par. 1 4:5 Cl. 7	IHF Off.; TD
	Player coming too early runs back into substitution area	TD/IHF Off. immediately gives whistle signal; demand suspension of player concerned; free-throw (7-metre throw if need be) for the opposing team	4:4, par. 1 4:5 Cl. 7	IHF Off.; TD
	Player leaving the court does not leave playing area via his own team's substitution line	TD/IHF Off. immediately gives whistle signal; demand suspension of the player coming off; free-throw (maybe 7-metre throw) for opposing team	4:4, par. 1 4:5 Cl. 7	IHF Off.; TD
	Player to be put in enters the court via the opponent's substitution line.	TD/IHF Off. immediately gives whistle signal; demand suspension of player concerned; free-throw (7-metre throw if need be) for the opposing team	4:4, par. 1 4:5 Cl. 7	IHF Off.; TD
	Additional player enters the court	TD/IHF Off. immediately gives whistle signal; demand suspension of additional player; free-throw (7-metre throw if need be) for the opposing team	4:1, par. 1 4:4, par. 1 4:5; Cl. 7	IHF Off.; TD
	Faulty substitution during a time-out	TD/IHF Off. immediately gives whistle signal; demand suspension of guilty player; substitution regulations also apply during a time-out	2:8, par. 4 4:4, par. 3	IHF Off.; TD
	More players commit a faulty substitution at the same time	TD/IHF Off. immediately gives whistle signal; only the first infraction has to be punished; TD indicates the guilty player and demands suspension to be decided by the referees	4:5, par. 1	IHF Off.; TD
	During the match Team A has a 7th player on the court. It is not known, which player was the last to enter the court.	'Responsible team official' indicates the guilty player. This player receives a 2min suspension. If the 'responsible team official' does not indicate a player, the IHF Off. has to designate a guilty player.	4:5, 4:6, par. 1	IHF Off.; TD
	A player has just received a 2min suspension and leaves the court outside the substitution line while behaving in an unsportsmanlike manner.	TD/IHF Off. immediately gives a whistle signal and informs the referees; demand additional suspension to be decided by the referees, team is short of one player during 4min (second suspension due to unsportsmanlike conduct)	16:9a	IHF Off.; TD
	Infractions committed by persons in the substitution area	TD/IHF Off. demands game interruption; inform the referees, who have to punish the infractions according to the instructions of the TD/IHF Off.; free-throw (7-metre throw if need be) for the opposing team, if ball was in play.	8:7-8:10 Substitution Area Regulations 5, par. 1 Cl. 7	IHF Off.; TD
	A suspended or disqualified player leaves the court outside the substitution area (1m or 8m).	Basically no punishment. Leaving the court does not correspond to a substitution, but he is not allowed to leave the court while behaving in an unsportsmanlike manner (TD/IHF Off. can give whistle signal and demand progressive punishment to be decided by the referees, if necessary)	4:4 Comment 8:7-8:10	IHF Off.; TD
	A player ready to enter the court enters court too early with half a foot by accident and without gaining advantage.	TD/IHF Off. does not give whistle signal because this situation has to be evaluated according to the rule about unintentional entering of the goal area	Accordingly 6:2c, sentence 2	IHF Off.; TD
Suspension	Suspended player enters the court too early	TD/IHF Off. immediately gives whistle signal; demand additional suspension to start immediately and to be decided by the referees; for the rest of suspension time the team shall be short of "another" player. However the guilty player shall be recorded the suspension. The "other" player remains a substitute player during the suspension time. Free-throw (7-metre throw if need be) for the opposing team.	4:6, par. 2	IHF Off.; TD

## Chapter 4: Case Studies

<b>DURING THE MATCH (continuation)</b>				
<b>Subject</b>	<b>Incident</b>	<b>Reaction/measures</b>	<b>Rules reference</b>	<b>Responsibility</b>
	Team official touches court with foot (without TTO)	Acceptable unless advantage is evident; inform 'responsible team official', in case of recurrence: unsportsmanlike conduct to be punished	Accordingly 4:4, comment and interpretation "Defending player enters goal area"; 4:2, par. 2	IHF Off.; TD
	Team official intervenes in a disturbing manner	TD/IHF Off. gives whistle signal during next interruption of the game or even immediately if need be; referees to decide progressive punishment according to the infraction; free-throw (7-metre throw if need be) for the opposing team unless throw corresponding to the situation has been decided	4:2, par. 2 8:7-8:10 Substitution Area Regulations 5, par. 1 Cl. 7	IHF Off.; TD
	7th player enters the court, the colour of his sleeveless shirt does not correspond to the colour of the goalkeeper shirt.	TD/IHF Off. immediately gives whistle signal; – Colour identical to colour of court players: free-throw for the opposing team, demand suspension due to faulty substitution to be decided by the referees – Other colour: free-throw for the opposing team, correct substitution; player has to change his uniform to obtain permission to play	4:1, par. 3 4:7	IHF Off.; TD
Progressive punishment	Referees decide third 2min suspension against a player but do not react to show the red card	TD/IHF Off. 'interrupts' the game and informs the referees; punishment is obligatory (according to 16:6d)	Comm. 7B.b, par. 1	IHF Off.; TD
Disqualification	Disqualified player/official still remains within the substitution area; does not leave it to take a seat that has been reserved for disqualified players in the stands.	Correction; demand progressive punishment against the 'responsible team official'	4:2, par. 3	IHF Off.; TD
	A disqualified player is not seated in the spectators' area but returns to a place where he could contact the bench or the players on the court.	Correction; in case of refusal or unsportsmanlike conduct demand entry into the match report.	16:8, par. 1 IHF Publication regarding Rule 16:8	IHF Off.; TD
	Referring to Rules 8:6 and 8:10, how could a delegate be sure that a decision requires a written report or not?	Contact with referees before restart; referees have to inform both 'responsible team officials' and TD/IHF Off. immediately after the disqualification	16:8, par. 4	TD
	Disqualification requires a written report – what shall be done?	Information to both 'responsible team officials' and TD/IHF Off. immediately after the decision was made (before restart); demand match report entry after the end of the game	16:8, par. 4	IHF Off.; TD
	TD/IHF Off. recognises an incident happening in the back of the referees' leading to a disqualification	TD/IHF Off. immediately gives whistle signal, inform the referees and demand punishment against the guilty player. There is no referee decision on the basis of an observation of facts.	Cl. 7B.b, par. 1	TD
	TD/IHF Off. recognises an incident leading to a disqualification, but the referees decide a progressive punishment	Information by TD/IHF Off. possible (via headset), but not according to intervention in compliance with Cl. 7, as such an intervention requires a whistle signal from the TD	Cl. 7B.b, par. 1	IHF Off.; TD
	TD/IHF Off. recognises that #5 should receive a red card but the referees show a red card against #10.	TD/IHF Off. immediately gives whistle signal; inform the referees; referees are in charge provided their decision is based on their own observation of facts	Cl. 7B.b, par. 1	IHF Off.; TD
	Official C was disqualified in the first half of the match and is seated on the bench after 5 minutes played in the second half.	TD/IHF Off. gives whistle signal during next interruption of the game; demand progressive punishment against the 'responsible team official' to be decided by the referees; Official C has to leave the substitution area immediately, demand entry into the match report	4:3, par. 3	IHF Off.; TD

**DURING THE MATCH (continuation)**

Subject	Incident	Reaction/measures	Rules reference	Responsibility
	Official A is disqualified. Later on, Official C leaves the bench to talk to him.	TD/IHF Off. gives whistle signal during next interruption of the game; demand progressive punishment against Official C for unsportsman-like conduct and demand entry into the match report (also against Official A)	Substitution Area Regulations 5, last paragraph	IHF Off.; TD
Disqualification	Official A was disqualified in the first half. In the second half you discover a person dressed in civilian clothes who is not included in the team list but is within the substitution area of Team A	TD/IHF Off. gives whistle signal during next interruption of the game; demand progressive punishment against the new 'responsible team official' to be decided by the referees; request person to leave the substitution area.	4:2, par. 3	IHF Off.; TD
Final signal	Free-throw/7-metre throw has not been executed.	Throw is effected after the final signal; special regulations to be adhered to.	2:5	Referees; TD
	Free-throw/7-metre throw: ball is still in mid-air when the final signal sounds.	Repeat throw, no goal	2:4, par. 2	Referees; IHF Off.; TD
	Infraction committed during playing time; personal punishment and 7-metre throw	Infractions committed just before or while half-time or final signal sounds have to be punished (progressive punishment, free-throw, 7-metre throw), also if the referee does not give a whistle signal until the end of the final signal/only whistles after the final signal.	2:4, par. 1	TD
	Execution of a free-throw or a 7-metre throw after final signal/half-time signal Before the throw is executed the defending team wants to substitute a player.	Not allowed; faulty substitution; player to be put in is the guilty player; demand suspension to be decided by the referees	2:5	IHF Off.; TD
	Team A can execute a free-throw/7-metre throw after the final signal. Team B would like to substitute its injured goalkeeper first.	Permitted; idea of fair-play and protection of the goalkeeper	Accordingly IHF Publication about injured goalkeeper	IHF Off.; TD
	Free-throw for Team A. When executing the throw, the player jumps and then scores a goal. The referees grant the goal.	No intervention from the part of the TD/IHF Off. possible. To avoid such a situation, TD should give a whistle signal before the execution and remind the referees to concentrate on the correct execution of the throw.	Cl. 7B.b, par. 1 Guidelines for the Work of IHF Nominees at IHF Competitions Art. 4.2	TD
Special occurrences	Objects thrown/lying on the court	TD/IHF Off. interrupts the game; inform the referees; ask persons in charge (according to Regulations for IHF Competitions) to ensure orderly staging of the competition; restart of the game with free-throw for the team in possession of the ball.	Cl. 7B.b	IHF Off.; TD
	Spectators running on the court	TD/IHF Off. interrupts the game; inform the referees; ask persons in charge (according to Regulations for IHF Competitions) to ensure orderly staging of the competition; restart of the game with free-throw for the team in possession of the ball.	Cl. 7B.b	IHF Off.; TD
	Delayed arrival of one team/teams on the court before the start of the match/after the end of the half-time break	Demand entry into the match report; demand progressive punishment against 'responsible team official' for unsportsmanlike conduct if need be.	Regulations for IHF Competitions 8:7	IHF Off.; TD
	Violence among the spectators	TD/IHF Off. can interrupt the game only during next interruption of the game; ask persons in charge (according to Regulations for IHF Competitions) to ensure orderly staging of the competition; restart of the game with free-throw for the team in possession of the ball	Cl. 7B.b	IHF Off.; TD

## Chapter 4: Case Studies

<b>DURING THE MATCH (continuation)</b>				
<b>Subject</b>	<b>Incident</b>	<b>Reaction/measures</b>	<b>Rules reference</b>	<b>Responsibility</b>
	A player's shirt is badly torn and the referees do not see this.	TD/IHF Off. gives whistle signal during next interruption of the game; inform the referees; correction (same number obligatory)	Regulations for IHF Competitions	IHF Off.; TD
	One player is bleeding without being noticed by the referees.	Player has to leave the court without being asked; if necessary, intervention by TD/IHF Off. either immediately or during next interruption of the game; demand progressive punishment against the player to be decided by the referees if need be.	4:10 Cl. 7	IHF Off.; TD
	Too many people from the home team are standing around the court to watch the match	Demand observance of safety areas and defined audience areas	1:1 par. 2; Regulations for IHF Competitions	IHF Off.; TD
	The referees commit a mistake. What shall the TD do?	<ul style="list-style-type: none"> <li>– Mistake based on their own observation of facts: no intervention possible</li> <li>– Referee decision in violation of the Rules: TD immediately gives whistle signal and informs the referees about violation of the rules to avoid a later protest.</li> </ul>	Cl. 7B.b	IHF Off.; TD
	The referees commit a mistake and Official A makes a protest. What shall the IHF Official do?	TD/IHF Off. immediately gives whistle signal. Consult the referees/correction if possible. If the referee decision is based on the referees' own observation of facts, it is not possible to intervene. If necessary, advise team officials on corresponding competition regulations regarding a protest.	Cl. 7	IHF Off.; TD
	A team official forces his team to abandon the match.	TD/IHF Off. immediately gives whistle signal; demand disqualification (including report) of team official; try to calm down the other officials and players; if necessary, inform about the consequences.	8:10	IHF Off.; TD
	A person (president or head of delegation, etc) who is not included in the team list forces his team to abandon the match.	Ask team official to make sure that there isn't any unauthorised person who intervenes into the match (according to the to situation progressive punishment against the 'responsible team official'). Demand entry into the match report	4:2, par. 3	IHF Off.; TD
	Official B complains to the judges about the background music.	IHF Off. contacts the hall responsible/hall announcer (if necessary) and demands correction	Regulations for IHF Competitions	IHF Off.
	Whistle from the table for some reason, but the referees do not hear it and play continues. What's to do?	Use all available means to attract the attention of the referees; any actions executed after the whistle signal are not valid; punishments decided between the timekeeper's whistle signal and the referees' perception are valid.	2:9, comment	IHF Off.; TD
	Player B15 is injured and the referees give hand signal no. 16. One official and a player enter the court.	Permitted (two eligible persons, among them also a suspended player are permitted) It is only permitted to enter court for medical support.	4:11, par. 1 4:11, par. 2	IHF Off.; TD
	Player B22 leaves the bench and goes to the changing room or to the stands to watch the rest of the match.	Cannot be avoided unless he intervenes into the game; but the player remains player and can be punished, e.g. if he shows unsportsmanlike conduct.	Substitution Area Regulations 5, last paragraph	IHF Off.; TD
	The IHF Official / timekeeper / scorekeeper (or the local timekeeper/scorekeeper) is ill and must leave the table.	Tasks and duties are reorganised inside the team	Regulations for IHF Competitions	IHF Off.; TD
	How to avoid an official protest after the match? Model cases during the match that might lead to a protest.	During IHF competitions only protests made in writing and within one hour after the end of the game are accepted. Additionally a fee has to be paid.	Regulations for IHF Competitions 2.3.2.	IHF Off.; TD

**DURING THE HALF-TIME BREAK**

Subject	Incident	Reaction/measures	Rules reference	Responsibility
	Discrepancy of data in the score sheet (score, warnings, suspensions, etc.)	Clarify the discrepancies; coordination between IHF Off., TD and statistics team	Regulations for IHF Competitions	IHF Off.; TD
	Delayed arrival of teams to the court.	Demand match report entry; demand progressive punishment against the team official for unsportsmanlike conduct	Regulations for IHF Competitions	IHF Off.; TD

**AFTER THE MATCH**

Subject	Incident	Reaction/measures	Rules reference	Responsibility
	A team official is protesting during the 7m penalty throws.	TD/IHF Off. gives whistle signal without interrupting execution of the throw; demand disqualification of team official to be decided by the referees	8:9, 8:10, 16:10	IHF Off.; TD
	Discrepancy of data in the score sheet	Clarify discrepancies; coordination between IHF Off., TD and statistics team	Regulations for IHF Competitions	IHF Off.; TD
	Special incidents after the final signal (insults by players or officials, etc.)	Inform referees; demand report in writing	16:11c	IHF Off.; TD

**7-metre throwing**

Subject	Incident	Reaction/measures	Rules reference	Responsibility
	A disqualified player of team B is nominated for the 7-metre throwing	Demand correction	2:2, comment	IHF Off.; TD
	Team A nominates a player who was suspended at 50:50 and 78:50, respectively.	Demand correction	2:2, comment	IHF Off.
	Apart from the player executing the throw and the goalkeeper, where do the other players and officials have to be?	In the half of the court which is not used for the 7-metre throwing. Every team occupies one side of that end. Players must keep out of the area between the centre line and the end of the substitution lines on both sides of the court half concerned.	Handball Referee chapter 1:1 page 14 (info 7)	IHF Off.
	Where is the goalkeeper of the throwing team allowed to stay?	Next to the sideline on the side of the court referee and behind the position of the latter.	Handball referee chapter 1:1 Page 14 (info 7)	IHF Off.
	Team B wants to substitute its goalkeeper after every throw.	Permitted, no action necessary	2:2, comment Par. 1	IHF Off.
	Team A wants to use a court player as a goalkeeper.	Permitted, no action necessary	2:2, comment Par. 1	IHF Off.
	After a tie in the first round, Team B again designates player #15 for the second round.	Permitted, no action necessary	2:2, comment Par. 3	IHF Off.
	Who starts the 7-metre throwing in the second round?	The team which has not started in the first round.	2:2, comment Par. 1	IHF Off.
	The goalkeeper of Team B saves the first 7-metre throw of Team A in the second round. Subsequently the first thrower of Team B scores a goal.	Team B wins	2:2, comment Par. 3	IHF Off.

## Chapter 4: Case Studies

7-metre throwing (continuation)				
Subject	Incident	Reaction/measures	Rules reference	Responsibility
	During the execution of a 7-metre throw for Team B a player/official of Team A is staying in that end of the court.	<ul style="list-style-type: none"> <li>– If execution of the throw is hampered: TD/IHF Off. gives whistle signal; inform the referees who, if necessary, can decide to repeat the throw, correct position of guilty player/official</li> <li>– If execution of the throw is not hampered: TD/IHF Off. gives whistle signal at the next opportunity; correct position of guilty player/official</li> <li>– In case of recurrence: TD/IHF Off. gives whistle signal at the next opportunity; demand disqualification of guilty player/official to be decided by the referees</li> </ul>	2:2 comment	Referees; IHF Off.; TD
	During the 7-metre throwing a player/official insults the IHF Official.	TD/IHF Off. gives whistle signal at the next opportunity; demand disqualification (including report) of guilty player/official to be decided by the referees	16:6e 8:10a	IHF Off.; TD
	During the 7-metre throwing a nominated thrower insults the IHF Official.	TD/IHF Off. gives whistle signal at the next opportunity; demand disqualification (including report) of guilty player to be decided by the referees; the disqualified player can be substituted.	16:6e 8:10a 2:2, comment, Par. 4	IHF Off.; TD
	Team A has designated players #4, 7, 11, 13 and 19. Player #13 executes the first throw.	Permitted, no action necessary; the order in which the players execute the throws is not fixed.	2:2, comment, Par. 1	IHF Off.; TD
	Team A has designated players #4, 7, 11, 13 and 19. Player #15 prepares for the first throw.	Demand that player is replaced by a designated player.	2:2, comment, Par. 1	IHF Off.; TD
	Team B designates a goalkeeper as the 7-metre thrower.	Permitted, no action necessary	2:2, comment, Par. 1	IHF Off.; TD
	Team B has only registered 15 players in the match report. For the 7-metre throwing they want to add player #18.	Not permitted; it is only allowed to register additional players by the end of the second half of the second extra-time period.	4:1, par. 4	IHF Off.; TD
	After an unsuccessful 7-metre throw, the player proceeds to the stands.	Basically permitted and not against the Rules; in case of seriously unsportsmanlike conduct: TD/IHF Off. immediately gives whistle signal; demand disqualification of guilty player to be decided by the referees	Substitution Area Regulations 5, last paragraph	IHF Off.; TD
	Designated player # 13 is still wearing his training jacket when approaching the 7-metre point.	Send him back and ask him to take off his training jacket	4:7	IHF Off.; TD
	Shortly before player #7 has to execute his throw, he injures his throwing hand.	Player can be substituted	2:2, comment, par. 4 (accordingly)	IHF Off.; TD
	After player #5 has executed the 7-metre throw to score a goal, it is noticed that he has thrown for the second time in that round.	TD/IHF Off. immediately gives whistle signal; inform the referees; goal is not granted, record 'missed' throw; demand disqualification of guilty player for seriously unsportsmanlike conduct to be decided by the referees	2:2, comment Par. 4	IHF Off.; TD
	After player #5 has missed a 7-metre throw, it is noticed that he has thrown for the second time in that round.	TD/IHF Off. immediately gives whistle signal; inform the referees; record 'missed' throw; demand disqualification of guilty player for seriously unsportsmanlike conduct to be decided by the referees.	2:2, comment Par. 4	IHF Off.; TD



## ORGANISATIONAL TASKS

Subject	Tasks
Tour of the hall upon arrival	Focus on flooring, changing rooms, anti-doping rooms, scoreboard (running forward), table, substitution and coaching area, VIP area, press and media area, mixed zone, Internet access, offices, accreditation centre
Visit to the team hotel	<ul style="list-style-type: none"> <li>– Talk to all delegations to check if facilities/equipment are as expected</li> <li>– Focus on:               <ul style="list-style-type: none"> <li>• quality and quantity of food</li> <li>• accommodation</li> <li>• meeting rooms</li> <li>• transportation schedule and timing</li> <li>• aundry</li> <li>• cooperation with the organiser and the team guide</li> </ul> </li> </ul> <p>Delegates should have lunch or dinner together with delegations once in order to listen to their concerns/questions and to check the food and service quality themselves.</p>
Preparing the Technical Meeting	<p><b>Check the meeting room</b></p> <p>Check availability of all necessary equipment (projector, power supply, Internet access, printer, nameplates of all federations and delegates (on the table), audio equipment in order to check the national anthem)</p>
Tasks of IHF nominees during the Technical Meeting	<ul style="list-style-type: none"> <li>– Opening and welcome – representatives</li> <li>– Technical issues – COC</li> <li>– Referees and rules issues – PRC</li> <li>– Anti-doping questions – ADU if not present COC</li> </ul> <p>Check the team lists – IHF nominees</p>
Daily meeting with LOC	<ul style="list-style-type: none"> <li>– Review previous matchday</li> <li>– Focus on: organisational matters, transportation, schedules, performance of local timekeeper and scorekeeper</li> </ul> <p>Cooperation with statistics staff and scouting</p>

## Chapter 5: Specimen Forms

# Specimen Forms

Player Replacement (2)

The Handball Federation of BENIN

changes player bearing player no. 18

Name BELLO O. Moussa

against

player bearing player no. 22

Name SAGNIDJO Honore W

22/07/11 [Signature] AKAKPO D Serge  
 Date, Place Signature Name of Delegation representative

Confirmed by the International Handball Federation:

22.07.2011 Alaa Elk Alaa ELBAYED  
 Date, Place Signature Name of IHF representative



**Late Registration**

The Handball Federation of

\_\_\_\_\_

is adding player bearing player no.

\_\_\_\_\_

Name

\_\_\_\_\_

\_\_\_\_\_

Date, Place

\_\_\_\_\_

Signature

\_\_\_\_\_

Name of Delegation representative

Confirmed by the International Handball Federation:

\_\_\_\_\_

Date, Place

\_\_\_\_\_

Signature

\_\_\_\_\_

Name of IHF representative

## Chapter 5: Specimen Forms



### 7m Throws - Official Form

<b>A:</b>	<b>B:</b>	<b>Event:</b>
<b>Date/Time:</b>	<b>Venue:</b>	<b>Result:</b>

Start throw no. 1-5 - team: .....

#### 5 players Team A

no	player

#### 5 players Team B

no	player

\_\_\_\_\_  
signature Team A

\_\_\_\_\_  
signature Team B

#### throws Team A

no	player
1	
2	
3	
4	
5	

#### throws Team B

no	player

#### result


Start from throw no. 6 - team: .....

#### 5 players Team A

no	player

#### 5 players Team B

no	player

\_\_\_\_\_  
signature Team A

\_\_\_\_\_  
signature Team B

#### throws Team A

6	
7	
8	
9	
10	

#### throws Team B









**FEDERATION: DENMARK**  
**FEDERATION: DEN**  
**VERBAND: DEN**

**Definitive Registration**  
**Inscription définitive**  
**Definitive Meldeliste**

No	Name	First name	Date of birth	Club	Passport no.	Height	Weight	Int. Matches	Goals
1	Aagaard	Thomas	04.12.91	Mors-Thy Håndbold	205329782	185	81	20	0
16	Hansen	Jonas	04.06.90	Skanderborg håndbold	204657795	188	78	23	0
3	Wiesmach Larsen	Patrick	23.03.90	Team Tvis Holstebro	202433688	176	74	22	68
4	Damgaard Nielsen	Michael	18.03.90	Team Tvis Holstebro	205003241	187	88	5	23
6	Vium Troelsen	Morten	21.10.91	Skjern Håndbold	203113892	175	77	21	34
7	Olsen	Kasper	01.02.90	Malmö HK	204253399	186	83	40	90
8	Zachariassen	Anders J.	04.09.91	SønderjyskE	205188079	190	88	7	6
10	Bramming	Magnus G.	01.10.90	Nordsjælland Håndbold	204694462	179	76	21	64
13	Saad	Mikkel	05.07.90	Århus Håndbold	205191251	178	81	13	31
14	Lynggaard	Alexander	27.03.90	Nordsjælland Håndbold	204724242	192	91	25	47
15	Porup	Jonas S.	12.01.91	Lemvig - Thybørn	205281350	198	93	19	27
17	Møller	Tobias T.	04.02.90	GOG	204144661	180	74	16	52
19	Jakobsen	Benjamin	09.09.91	Bjerringbro-Silkeborg	203294125	188	107	21	20
22	Larsen	Mads. <del>Wiesmach</del> #	12.08.91	Nordsjælland Håndbold	204982839	191	115	26	103
23	Birkefeldt	Simon	22.01.91	Odder Håndbold	204250158	199	96	25	36
24	Madsen	Asbjørn	12.12.90	HC Midtjylland	202628457	194	103	7	2

**OFFICIALS / OFFICIELS / OFFIZIELLE:**

Name	First name	Date of birth	Position	Gendre
A. Petersen	Torben	23.02.67	Team Leader	M
B. Nørgaard	Ole	25.04.64	Coach	M
C. Parecki	Antoni	13.06.60	Ass. Coach	M
D. Kronborg	Morten	16.06.70	Physio Therapist	M
E: Kampmann	Jan		Delegation leader	M
F: Wilbek	Ulrik		Coach (Men's A)	M
G: JENSEN	Finn Tage		Press Chief	M

Colour of players' clothing

	Jersey	Short	Goalkeeper
1	RED	WHITE	BLUE
2	WHITE	RED	GREEN
		Hose	Torhüter
			YELLOW

*16 Players, controlled by Tom Lubick*

*177.200*  
*[Signature]*







XVIII Men's Junior World Championship 2011  
Greece / Thessaloniki



**Player Replacement**

The Handball Federation of CANADA  
 changes player bearing player no. 15  
 IN Name GRAYSON BEECHER  
 against  
 player bearing player no. 10  
 OUT Name TRAVIS LEGAULT

21 JULY R. Naoum ROGER NAOUM  
 Date, Place Signature Name of Delegation representative

Confirmed by the International Handball Federation:  
 \_\_\_\_\_  
 Date, Place Signature Name of IHF representative



XXIIth MEN'S WORLD HANDBALL CHAMPIONSHIP – 2011 SWEDEN




Preliminary Round - Group A -

Dates	Match N°	TIME	Team A	Flag	Shirts	Shorts	Goalk.	Team B	Flag	Shirts	Shorts	Goalk.	Referees
14.1.11.	Match N°3	18:00	FRANCE					TUNISIA					
	Match N°8	20:15	SPAIN					BARAIN					
	Match N°5	18:15	GERMANY					EGYPT					
16.1.11.	Match N°20	17:30	TUNISIA					SPAIN					
	Match N°22	18:45	EGYPT					FRANCE					
	Match N°19	16:15	BARAIN					GERMANY					
17.1.11.	Match N°34	20:30	FRANCE					BARAIN					
	Match N°30	18:30	SPAIN					GERMANY					
	Match N°35	20:45	TUNISIA					EGYPT					
19.1.11.	Match N°43	18:00	SPAIN					EGYPT					
	Match N°47	20:30	GERMANY					FRANCE					
	Match N°45	18:15	BARAIN					TUNISIA					
20.1.11.	Match N°52	18:00	EGYPT					BARAIN					
	Match N°54	18:30	GERMANY					TUNISIA					
	Match N°59	20:45	FRANCE					SPAIN					


# Chapter 5: Specimen Forms

International Handball Federation



Olympic Games  
 World Championship  
 Continent Championship  
 World Cup  
 International match

Men  
 Women  
 Men Juniors  
 Women Juniors  
 Men Youth  
 Women Youth



IV MEN'S YOUTH WORLD CHAMPIONSHIP 2011 ARGENTINA

Team A		Team B		Match Number	
A <b>SWEDEN</b>		B <b>CROATIA</b>		5	
played in		in the hall		on	
Argentina		Malvinas Argentina		12/08/2011	
				at 17:00 hours	
				Spectators <i>1.000</i>	

Half-time (30')	A	B	End of playing time	A	B	1st extra time	A	B	2nd extra time	A	B	After penalty throws	A	B
	17	12		29	25									

Number of 7 m	A	Team time-out			Full name of players and officials	Team time-out			B	Number of 7 m
	1/1	1	2	3		1	2	3	8/9	

No.	Team A	G	W	2'	D	DR	No.	Team B	G	W	2'	D	DR
1	NORLANDER Henrik						2	STEMBAL Filip	2				
2	BERG Andreas	5					4	BUVINIC Marko					
3	JONSSON Johannes						5	MISKOVIC Dominik			1		
4	NYGREN Sebastian						7	KALEB Ante	11				
5	THULIN Gustaf						9	SMOJVER Dominik					
6	MANSSON Robert	1		1			10	HERCEG Mirko					
7	GOTTFRIDSSON Jim	6		1			11	SENTA Ivan	1				
8	FREIMAN Helge						12	IVIC Filip					
9	PETTERSSON Daniel	3					13	SRSEN Ivan					
10	BLICKHAMMAR Anton	1					14	PAVLOVIC Domagoj	3				
11	PERSSON Linus	7					15	MILICEVIC David	4				
12	HELLBERG Anton						16	ASANIN Matej					
13	STENMALM Philip	1					17	CELIC Filip	1				
15	OSTLUND Viktor	4	1	1			19	SEBETIC Luka	2				
17	MORSTEN Alexander	1	1				20	MANDALINIC Stipe	1		1		
							21	VIDACEK Jurica					

A	KLINGVALL Torbjorn	G	W	2'	D	DR	A	SMOJVER Stipe
B	BERGSTROM Krister						B	IVANDIJA Silvio
C	MORGENSTERN Natalie						C	PANZA Luka
D	BERGLUND Lukas						D	SIMIC Patricija

**A** \_\_\_\_\_ Signature of Responsible Official of the Teams (Off. A)

**B** \_\_\_\_\_

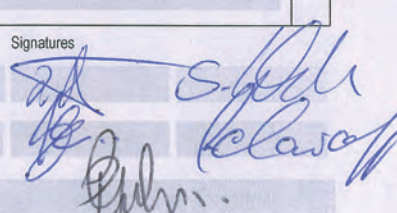
TP Remarks of Referee / IHF Official \_\_\_\_\_ TP

Referees: SCHALLER Lars (GER) WUTZLER Sebastian (GER)

T. D.: SEDREZ Salvio (BRA) SCHAROFF Jurgen (GER)

IHF Off.: GODINHO Pedro (ANG)

Signatures




Note :Number of 7m Throws Awarded to Team A and B, Goals (G), Warnings (W), Suspensions (2'), Direct Disqualification (D), Disqualification with Report (DR) and Team Penalty (TP).

Table Officials: \_\_\_\_\_

Statisticians: Gaston Davila Delfina Gilardi

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Longman Sportsoft  handball@126.com

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