



USATH TOURNAMENT SANCTIONING

Application and Guidelines Domestic Clubs / Teams only

The Tournament Sanctioning Guide consists of three (3) parts:

Part I - Application and Agreement to Comply

Part II - Articles and Guidelines (for your reference)

Part III - Tournament Worksheet

Part I must be submitted to USATH no later than 90 days prior to the first day of your Event.

Part II should be kept by the LOC as guide and reference.

Part III (Tournament Worksheet) should be used while planning your event and will help you meet all requirements listed in Part II. The Worksheet must be completed and submitted to your Regional Director 10 days prior to your Event.



PART I
USATH TOURNAMENT SANCTIONING APPLICATION

Name of Tournament:	_____
Tournament Organizer:	_____
Tournament Manager:	_____
Contact Telephone Number:	_____
Contact Email Address:	_____
Tournament Date(s):	_____
Tournament Location:	_____
Registration Fee:	\$_____ per_____
Count towards what championships? Regional	____ College_____ National _____
Event Description: (Please check one)	
Gender:	Men _____ Women _____ Co-ed _____
Type:	Invitational _____ Open _____
Age Group:	Adult ___ Junior ___ Youth ___ Cadet _____
Play Location:	Indoor _____ Outdoor _____ Beach _____
Total No. of Games Planned:	_____
Length of the Games Planned:	2x20 _____ 2x25 _____ 2x30 _____
No. of officials requested:	_____ or No. of pairs _____
Special Considerations and Requests:	_____ _____ _____ _____ _____



Agreement to Comply

Agreement to Comply

I, _____, have read the below listed USATH Articles for Tournament Sanctioning and hereby agree to adhere to, and meet USATH requirements if my proposed Tournament is sanctioned by USATH. In addition, if my Tournament is sanctioned, I Agree to complete the attached Tournament Worksheet and submit it to my Regional Director ten (10) days prior to the Tournament dates.

Tournament Organizer

USA Team Handball

Printed Name

Printed Name

Date Received

Date Approved/Denied



Part II Articles and Guidelines

Article 1 – General Event Sanctioning Information and Benefits

Events: USATH sanctions events involving domestic Clubs (teams) and international Club/National Team competition as described in Article VII and Article VIII of the USA Team Handball Competition Rule Book.

Administrative fee: There are no fees for 2009-2010. USATH reserves the right to change the fees structure at the beginning of each calendar year.

Benefits of Hosting a Sanctioned Event:

1. **Liability:** as the Host, you will receive an official USATH Sanctioning Certificate with attached supplemental General Liability Insurance Certificate and supplemental Medical Insurance Certificate. This extra coverage can be presented to your Venue representative and should comply with general liability requirements and prevent extra cost to you.
2. **General Support and Officials:** Your Regional Director will serve as a primary contact through the sanctioning process and is ready to assist you in you in all aspects of applying for sanctioning, preparing paperwork, and running a successful event. Also, you will receive the assistance and full logistical support of our National Referee Committee Chief or Designee to ensure that you have the proper officiating staff on site. The Chief Referee or USATH Ref Assignor will develop a Referee schedule; coordinate travel for the Referee staff. The USATH will pay for referees travel, per Diem, and game compensation according to its current fee structure. Tournament Host is responsible for Referee accommodation.

Note: The USATH reserves the right to limit number of referees/pairs assigned to any event based on their availability to attend and/or beyond excessive requests (i.e., excessive number of games per day and/or per event)

3. **Marketing:** Your sanctioned event will be promoted on all of USATH marketing tools including but not limited to, website, Facebook groups and pages, twitter, newsletters, e-blasts, etc. Additionally, your Regional Director will assist and educate you on advertising your event locally/regionally, seeking sponsors and providing logistical advice. The marketing goal of every sanctioned tournament is to expose the sport of Team Handball to the general public and attract new interest. The more interest we bring to the sport, the better chance it has at success. The event will be posted on our official web site under Upcoming Events.
4. **Financial:** USATH sanctioning provides you the leverage to seek sponsorships and gain larger attendance and media attention. This greater revenue opportunity ensures that your event will break even or make a profit.



5. Safety: you will be assigned the services of the USATH representative who will act as your Event Supervisor (ES). The ES will perform the following duties:
 - a. Conduct safety inspection prior to, during (daily) and after a USATH sanctioned event. (Please see Article VII, Section 10 for details)
 - b. monitor ongoing competition and ensure that minimal hazards exists
 - c. ensure that Trainer stations are in proper areas.

Article 2 – Rules of the Game

- A. As a member of the International Handball Federation (IHF), USATH will apply all team handball rules specified in the IHF Rules of the Game (valid at that time) to all USATH sanctioned tournaments.
- B. Rules exceptions: the Tournament Worksheet must be used to request permission to implement any exception(s) to IHF Rules of the Game. USATH’s Technical Director or the designee (Regional Director) shall respond promptly with an approval or a denial.

Article 3 – Disciplinary Committee

Prior to the first game of the Tournament, the Tournament Organizer shall form the tournament’s Disciplinary Committee comprising of at least three (3) individuals such as USATH representative (Event Supervisor), Chief Referee, and Event Manager. The DC shall consider the following conduct scenarios:

- a. an immediate disqualification from a game issued by referees for any player and/or team official (Red Card) related to either unsportsmanlike conduct and/or dangerous play
- b. an exclusion from the game for violations described in the Rules of the Game
- c. any and all actions by any individual prior to, or after a game, that are deemed detrimental to the tournament organizer and/or to the USATH including, but not limited to, unsportsmanlike conduct towards other participants (verbal and/or physical), referees, tournament staff and volunteers, facility employees, and/or spectators, as well as destruction of property.

Article 4 – Code of Conduct

- A. All participants (including players, coaches, referees, event organizers and volunteers) in USATH sanctioned events are considered ambassadors of the game and, as such, need to exude professional conduct. All participants of USATH events need to sign the Code of Conduct before they can assume any role within a USATH sanctioned event. As such, they shall not engage in behavior that is detrimental to the game or the growth of the sport in the United States. This form is available for download at www.usateamhandball.org.
- B. Authorities to implement the Rules and Code:



- a. On court Referees have final disciplinary authority during any USATH sanctioned match extending to warm-ups, game play, time-outs and halftime.
- b. Tournament Organizer(s) or Disciplinary Committee has final disciplinary authority before or in between matches.
- c. USATH Directors and/or its on-site representative have final disciplinary authority at all other times.

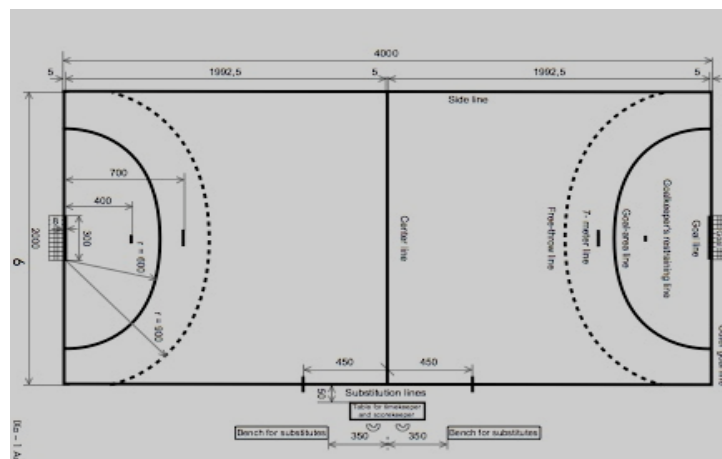
During an Event, any person serving as the Disciplinary Authority, within the time frame of his/her rights is allowed to take action on all participants and spectators. These actions include but are not limited to: assignment of red cards, removal of a person from an Event, removal of a person from an entire tournament, disqualification of a team from the tournament. For full list of unacceptable behaviors and minimum recommended penalties for violations of the Code of Conduct, please see USA Team Handball Competition Rule Book (Article II, Section 3 and 4). There are no appeals of actions taken by the Event Disciplinary Committee.

Note: Unsportsmanlike behavior will not be tolerated at any USATH event.

Article 5 - Minimum Venue Requirements

The following are minimum venue standards that the LOC is expected to meet. However, the LOC can use the Tournament Worksheet to request exception(s) to IHF Rules of the Game. USATH's Technical Director or the designee (Regional Director) shall respond promptly with an approval or a denial on case by case basis.

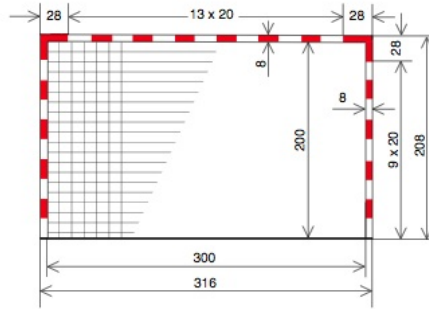
Court: Only a regulation Team Handball court measuring 20 m x 40 m or approximately 65'7" x 131'2" should be used for all sanctioned events. Each court shall have at least 10' perimeter surrounding it. Each venue shall have at least one Stadium Court that meets basic Court requirements and also provides seating for at least 300 spectators via bleachers and/or seating bowl. (Note: Courts need not necessarily be adjacent and/or under one roof, but should be within easy walking distance – less than ½ mile.)





Court Lines: Each court must be visibly marked with lines according to the IHF rules.

Goals: Each court must have 2 regulation goals with nets. Both goals must be securely attached to the floor with anchors and/or weights and/or sand bags.



USATH Table: The main gymnasium shall have one dedicated USATH membership/merchandise table placed near the entrance.

Team Bench: Each court shall have sufficient bench seating for 16 athletes for each team.

Official's Table: Each court shall have one official's table (capacity: 3 people) equipped with scoreboards (manual or mechanical) that are visible to the spectators facing the scoring tables. Each scoring table must have the equipment listed on the Tournament Worksheet.

Locker Rooms: Each venue shall provide separate men's and women's changing rooms (capacity: 20 players each). It is not required that each court have its own locker room. Shower facilities are preferred, but not required.

Venue Hours: Depending on the number of teams that are entered, competition shall begin as early as 8 a.m. on Friday morning or as applicable and conclude no later than 5 p.m. on Sunday afternoon.

Handball Operations Center: Venue shall have one room (500 sq. feet) dedicated to USA Team Handball for its operations, storage, etc.

Hospitality Area: At least one room and/or tented area shall be designated for USA Team Handball and/or LOC hospitality.

Article 6 – Minimum Scheduling Requirements

Regardless of the event's competition format, the games must be planned according to the following minimum time intervals between each match:

- 90 minutes between 2 x 30 minutes games
- 80 minutes between 2 x 25 minutes games
- 70 minutes between 2 x 20 minutes games



Additionally, the length of half-time ought to be respectively:

- 10 minutes for 2 x 30 minutes games
- 7 minutes for 2 x 25 minutes games
- 5 minutes for 2 x 20 minutes games

Article 7 - Minimum Athletic Trainer/Medical Care

It is required that at least one (1) licensed medical provider (ATC, MD, EMT, DO) be present in the competition area at all times during competition providing the play areas are within one hundred (100) feet of each other. If play areas are located on separate floors, then one (1) licensed medical provider is required on each floor. It is also required that a first aid kit and supply of ice be readily available for emergency first response treatment. All medical personnel and event staff should be easily recognizable by wearing name tags. It is required that a Tournament Manager have a published emergency contact list, emergency action plan and an emergency transportation plan available on hand at the venue and in the possession of the USATH Event Supervisor. Tournament organizers (LOC) is responsible for introducing AT to all coaches and making it clear where the Trainer is to be stationed at all times.

Article 8 – Minimum Participation Requirements

- A. According to USATH Competition Rule Book, Article VII, Section 5 – Participation in Sanctioned Events:
 - a. All participants of USATH sanctioned events must be members of USATH. Membership must be obtained prior to the event through the National Office. Under no circumstance is anyone permitted to compete if he/she is not an active member of USATH.
 - b. Procedures must be established by the Event Manager to check membership of all participants. USATH shall provide a listing of current members to the Event Manager prior to the start of the Event.
 - c. All participants of USATH sanctioned events must additionally sign the following forms which are available on our web site: a. Medical & Transportation Release and b. Athlete's Waiver & Photo Release
 - d. If a member is not listed on this register then they will not be allowed to participate unless they purchase an annual or “one event” membership prior to the start of the competition. In the case of a disputed membership, the individual must still purchase a new membership at the event. The staff representative for membership should write DISPUTED on this membership form and submit it with the rest of the membership forms. New membership applications must be sent along with disputed memberships to USATH no later than one week after the completion of the event.
- B. Minimum roster for a team playing in any sanctioned event, except USA Women’s and/or Men’s Club National Championships (see Rule Book for details), shall be 10 players and one (1) team official and maximum roster shall be 16 players and four (4) team officials. Each team can



dress maximum of 14 players for a game. The above are the only people whom officials will allow on the bench and all must be listed on the match report.

Article 9 - Minimum Uniforms Standards

In a continuing effort to upgrade our local and national sanctioned competitions, all teams are mandated to follow International Handball Federation rules regarding uniforms as described below:

Rule 4:7 – All the court players on a team must wear identical uniforms. The combinations of colors and design for the two teams must be clearly distinguishable from each other. All players used in the goalkeeper position on a team must wear the same color, a color that distinguishes them from the court players of both teams and the goalkeeper(s) of the opposing team (17:3).

Note: We will fully enforce this detail in 2009-10 season. Jerseys and shorts must be identical in design, pattern, color, shade of the material, length of the shorts, etc.

Rule 4:8 – The players must wear numbers that are at least 20cm high in the back of the shirt and at least 10cm in the front. The numbers used are generally from 1-20 but new rules allow for numbers from 1-99. The color of the numbers must contrast clearly with the color and design of the shirt.

Any and all violations of uniforms standards will be a Performance Bond issue which shall be \$100 for 2009-2010 season.

Article 10 - Minimum Referees Requirements

Each game must be officiated by a minimum of one (1) USATH approved referee or approved designee.

Article 11 - Local Promotion / PR and Media Plan

USATH's role is to promote the sport of team handball in the United States. It is required by Tournament Organizers to ensure that their tournament is well advertised to the public.

Article 12 – Hospitality and Communication

Organizers must ensure that spectators and new participants are made to feel welcome at the event.

- a. Signage: proper signage must be in place at all times
- b. Schedules: large printed schedules must be posted at all doorways
- c. Staff directory: one listing of Event staff must be posted on main gymnasium door
- d. Staff: all organizers, trainers and USATH staff must be identifiable with name badges
- e. Communications Board: if none other, one large poster board must be present for any announcements. I.e. lunch location, tournament social event, special appearance, etc.

Article 13 – Foreign teams

Participation of any foreign team in any sanctioned event is regulated by USATH Competition Rule Book, Article VIII, and should be consulted for details.



PART III USATH TOURNAMENT WORKSHEET

The following is a worksheet which will help you meet USATH requirements. Please submit it to your Regional Director ten (10) days prior to your event.

EVENT NAME: _____

GYMNASIUMS:

Court A	Size	_____	X	_____
Court B	Size	_____	X	_____
Court C	Size	_____	X	_____

VENUE:

Ticket Window	Yes	No	
Concession service	Yes	No	
Security on site	Yes	No	
Free parking nearby	Yes	No	How far away? _____ miles
Handicap access	Yes	No	

Locker rooms	M _____	W _____	
Meeting room	Yes	No	Where? _____
PA system	Gym A _____	Gym B _____	Gym C _____
Scoreboard	Gym A _____	Gym B _____	Gym C _____

EMERGENCY:

Emergency action plan	_____	Fire, Police, Medical transport phone numbers included
Emergency transportation plan	_____	Includes means and routes to local emergency care

OFFICIALS:

Referees needed	_____
Numbers submitted to NRC for approval	_____
Referee accommodation organized	_____

ANNOUNCEMENTS SENT / FLYERS POSTED

Chamber of Commerce	Date _____
Convention Bureau	Date _____
Retail sports stores	Date _____
Campus	Date _____
Local coffee shops	Date _____
Sports bars	Date _____



PRESS RELEASES FAXES/EMAILED

*samples available on USATH web site

Radio	Date _____	Name: _____
Radio	Date _____	Name: _____
Television	Date _____	Name: _____
Television	Date _____	Name: _____
Newspaper	Date _____	Name: _____

SIGNAGE

Tournament banner outside facility	Will be posted _____
Directions from parking lots to the athletics building	Will be posted _____
Directions from the gymnasium entrance to the gymnasium	Will be posted _____
Directions from gymnasium to lockers, bathrooms	Will be posted _____
Directions to Trainer station	Will be posted _____
Directions to food and beverage station	Will be posted _____
Large Sign with Updated Tournament Schedule and results	Will be posted _____
Install Announcement Board near entrance: trophy presentation time, special event, social event	_____

EQUIPMENT NEEDED PER COURT:

2 stopwatches	Will have on site _____
Regulation size balls (2 per court)	Will have on site _____
Blank match reports	Will have on site _____
Writing tools	Will have on site _____
Referee cards – 1 yellow, 1 red	Will have on site _____
Two minute penalty sheets	Will have on site _____
1 extra whistle	Will have on site _____
2 extra handballs	Will have on site _____
2 time out cards	Will have on site _____
Air pump with extra inflator needles	Will have on site _____
Blank injury report	Will have on site _____
Sandbags or weights to hold down goals	Will have on site _____

TRAINERS REQUIRED

Trainer station locations _____

COMMUNICATIONS:

Announcement e-mail to coaches/teams/USATH _____

Notification of coach’s meeting for morning of tournament _____