



*LGBTQ+ EURO
HANDBALL
CHAMPIONSHIP*

MANUAL FOR ORGANIZERS

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INTRODUCTION

This manual is meant for organizers of LGBTQ+ Euro Handball Championships and gives basic information on what to give priority in the planning and execution of the event. This manual can be altered at the annual team leader's conferences during the championships.

The manual is divided into topics, and each topic is divided in up to three priority levels.

Requirements

These are demands and minimum requirements that must be agreed to in order to get to organize future Euro Handball Championships.

Recommendations

These are recommendations that are important to make the championship and organization a success, and important in order to build our community further. They are not decisive to hold the championship, but organizers are urged to follow up on them.

Optionals

These are mere suggestions for additional features. They are unnecessary for the championship to run smoothly but are still welcome to give participants and guests an extra good experience.

REFERENCE GROUP

During each year's LGBTQ+ Euro Handball Championship's team leader's conference, a reference group shall be appointed. The group shall be used to give advice on and approve critical decisions regarding the championship. The group shall have its first meeting with next year's organizers during or right after their appointment.

The reference group should consist of 5 members: 1 representative from each of the two previous organizers of the championship, one representative from the upcoming organizer, and one representative from each of the two following organizers.

If for some reason one of these cannot or will not attend, the substitute should represent a different country than the remaining 4 members of the group.

In the case of something out of the ordinary would appear in between two team leaders' conferences, the reference group may give the upcoming organizer a permission to deviate from the requirements in this manual. These changes must be voted on during the next team leaders' conference to take permanent effect.

TOPIC 1 - PROGRAM

Requirements

- The invitation must include both a women's championship and a championship in open class / mixed. If there are at least three registered teams in one class, the competition in this class must take place.
 - Comment: The women's championship shall include all who were considered female at birth, and all who identify as female.
 - Comment: The classes are separate championships, and players who are eligible to play in both, may do so. When making the final schedule, the organizer is not obliged to consider colliding matches for players who join both tournaments.
 - There must be a medal ceremony after the last final has taken place.
 - The program must include both a sportive and a social program to encourage bonding between LGBTQ+ teams, players, referees, and handball enthusiasts across borders.
 - The local organizers must facilitate a team leader's meeting for the discussion of:
 - topics connected to this year's annual LGBTQ+ Euro Handball Championship
 - a decision on who will organize the LGBTQ+ Euro Handball Championship in the three upcoming years
 - other topics connected to the future of these championships and the LGBTQ+ handball community in general
- If there are subjects that require voting, each participating *team* has one vote during the meeting. LGBTQ clubs who are not attending the current LGBTQ+ Euro Handball Championship but still have one or more teams playing in their home league, may attend the meeting with one vote. The organizer must make a summary of the meeting which is sent to all known LGBTQ+ handball clubs in Europe.

TOPIC 1 - PROGRAM

Recommendations

- The program should not run over more than two days, preferably Friday and Saturday. Thursday could be used when Saturday should be free for other events (like Pride).
- The championship should be held in the months of June, July, or 1st half of August.
 - Comment: Many players normally play in teams that do not join these championships and may often have other obligations during the handball season or preseason.
- The registration fee should be affordable. Costs for licensed championships like Eurogames and similar should therefore be kept to a minimum. There should be a student discount.

Optional

- The program could include a meet and greet / welcoming ceremony / registration / opening party before the matches begin (the evening before, or in the morning of Day 1).
- The tournament could be held nearby or in the same arena, and in cooperation with, other LGBTQ+ sport events.

TOPIC 2 – SPORT VENUE

Requirements

- The match court must meet international standards.
 - Comment: This includes for instance the size of the court and goal, handball markings on the floor and complete nets in the goals (no ball-sized holes).
- If there is a need for more than one venue to conduct the championship in one class, these must be in walking distance (no more than 10-15 minutes' walk).
- The arena must have adequate ventilation, adjusted to local climatic conditions.
- The handball courts must support the use of handball glue / resin.
- The arena must have adequate sanitary facilities.
 - Comment: This includes enough clean changing rooms, showers, and toilets with refilled soap and toilet paper.
- Each handball court must have a visible scoreboard for both players and spectators for all matches.
- Handball courts must have the match time visibly displayed for both players and spectators during play-offs.

TOPIC 2 – SPORT VENUE

Recommendations

- The handball courts should have the match time visibly displayed also in the group stage.
- Handball resin / glue should be available for the players in the arena.
- The arena(s) should visibly include some version of the rainbow flag. The playoff arena(s) should also include the national flags of all competing teams, plus national flags of referees and individual players from other countries.
- The arena should feature banners with the championship logo.
- The arena should be open at the latest one hour before the first match to allow for proper match preparation.
- There should be a DJ and a speaker in the arena for the playoffs.
- Handballs in an acceptable condition should be made available for warming up in the arena.

Optional

- The matches could be streamed live online.

TOPIC 3 – MATCH SCHEDULE

Requirements

- All teams must have a minimum of four matches (including finals) throughout the tournament.
- In the initial stage of the championship, the teams must be divided into groups. If more than one group, the teams shall be seeded in three categories before the groups are decided. This seeding shall mainly, but not only, be based on results from the last 5 years of LGBTQ+ Handball Championships and be approved by the reference group.
 - Comment: It does not have to be the same number of teams in each seeding level.
 - Comment: If the reference group has strong reason to believe that a team should be in a different seeding category than the previous results would suggest, they may move this team up or down in the seeding category system.
 - The reference group should consult with new teams to find the right seeding level. If unknown, they shall be seeded on the lowest level.
- There must be no other matches played during the final or bronze final in any class or level, giving everyone the possibility to watch the finals.

Recommendations

- All teams should have a maximum of 8 matches (including finals) throughout the tournament.
- If there are 8 teams or more in one class, the playoffs should be divided in a competitive level and a recreational level, ending up with finals including medals and a trophy on both levels.
- No team should play two matches in a row.
- A match day for one team should not have matches spread over a time span of more than 9 hours.

Optional

- After the seeding of the teams, there could be a draw of the groups. This draw could be conducted during an announced online event in advance of the competition.

TOPIC 4 - MATCHES

Requirements

- Each match must be accompanied by at least one functionary, in addition to referee(s), to keep track of the time and result.

Recommendations

- Functionaries should be recruited from outside the pool of players (external volunteers).
- Competitive level finals in each class should open with a ceremony introducing both players, referees, and the national anthem of the competing teams.
- Match time should be 2x12 minutes, with a two-minute break to switch sides. Ideally, this is used for both group stage and playoffs. The matches should not be less than 1x15 minutes and not more than 2x15 minutes.

Optional

- Results could be updated live online.
 - The handball federation could in most cases supply this.

TOPIC 5 - REFEREES

Requirements

- When inviting teams and players for the tournament, the organizer must also include an invitation for referees.
- LGBTQ+ referees, and especially international ones, must have priority in order to encourage the growth and future of the LGBTQ+ handball community.

TOPIC 5 - REFEREES

Recommendations

- If using referees from outside the LGBTQ+ handball community, these should have experience from a higher level than the average player and team.
- The organizer should put the more experienced referees in the most difficult matches.
- If there are more than 2 international referees, the host organizer should facilitate a referee meeting for the referees to make connections and give their input on the future of LGBTQ+ handball championships. There should be a summary of the meeting which is given to the upcoming organizer and reference group.
 - If the referee meeting is ahead of the team leader's meeting, the referees can decide on a representative to attend the team leader's meeting, without the right to vote.
- Players in the tournament should not also join the tournament as referees.
- Referees should be offered a compensation.

Optional

- The organizer could organize for the referees to have a different nationality than the playing teams.
 - Comment: There could be exceptions if there is a lack of international referees, or there are too few referees on the appropriate level.
- Ideally, matches have two referees, especially in the playoffs.
 - Comment: This would require that the two referees have the same level of experience.

TOPIC 6 – CHAMPIONSHIP RULES

Requirements

- The organizer must provide the championship rules, approved by the reference group, within 1 month of the championship.
- The rules must include:
 - information on match length
 - how to determine winners of the group stage and in playoffs in the event of ties
 - exceptions from tournament rules set by the International Handball Federation
 - information on how to proceed if there is a violation of the rules, or in the event of a protest
 - information on how to deal with situations where a team loses players during the championship due to injuries / similar, and whether they are allowed to borrow players for matches, and the consequences of this
 - information on how to deal with a team being late, both with and without it being their own fault
- The reference group acts as a tournament jury, who will make decisions in the event of protests or rule violations. In the situation of one of the members not joining the tournament, the organizer appoints a stand-in representing a different country than the four other jury members.

TOPIC 7 – FOOD AND DRINKS

Requirements

- Free water must be available in the arena.
 - Comment: This could be tap water if the local tap water is healthy.
- It must be possible for players to get access to food and refuel of energy in immediate access of the arena.
 - Comment: By immediate access, means less than 10 minutes' walk from the arena. If there is no available food in the arena, this requirement could be met from a local supermarket / similar if the store is open throughout the entire day of the championship.
- Vegetarian and allergy friendly options must be available.

Recommendations

- Food should be organized in the arena, exclusively for those who involved with the championship.
- If a team's first and last match of the day are more than 7 hours apart, the participants should be served a second meal.
- Fruits should be available for the participants throughout the championship.

Optional

- The food could be free for the participants, included in the registration fee.

TOPIC 8 – SOCIAL ACTIVITIES

Requirements

- The championship must include a closing party on the night of the final.
- The closing party must start in appropriate distance to the end of the medal ceremony.

• Recommendations

- Entrance to the closing party should be included in the registration fee.
- The closing party should be exclusive to those involved with the championship.
- The closing party should feature international music.
- If the championship is at the same time as a local pride festival, the organizer of the championship should suggest options for the participants to socialize with each other during pride activities on free time slots.
 - This could be where and how to watch the parade together or when and where to meet up for other ways of socializing.

• Optional

- The program could include a banquet / buffet / dinner for all participants on the last day of the championship.

TOPIC 9 - ACCOMMODATION

Recommendations

- The organizer should offer the possibility of private accommodation with local players or local volunteers to international players on a budget.

Optional

- The organizer could negotiate deals for accommodation on hotels / similar.

TOPIC 10 - INFORMATION

- Requirements
 - Information deadlines:
 - the championship dates – one year in advance
 - which classes are included in the invitation – one year in advance
 - whether and how the championship coincides with a local pride festival / similar – 9 months in advance
 - General program (not match schedule), including name of handball arena, and if possible socializing venues: 4 months before the championship
 - Registration deadline information: 2 months before deadline
 - Comment: The organizer should let the registration be open for individual players until close to the championship, even if the team registration has to end earlier for planning purposes.
 - Championship format (which classes are being played and the structure of the championship): 2 months before the championship
 - Number of teams: 2 months before the championship
 - Information on all that is included, like handball resin/glue and balls: 1 month before the championship
 - Match schedule: 1 week before the championship
 - Information about food and prices in the arena: 1 week before the championship

- During the tournament, updated match results and match schedule must be easily accessible for all participants.

Recommendations

- Information deadlines:
 - Registration should be available at least 6 months in advance and latest 4 months in advance of the tournament
- There should be a website with updated information about the championship. Posts in other media (Facebook group, chat groups etc) should refer to this website.

Optional

- After the registration deadline, the organizer could establish a chat group for the registered team captains to easily reach out to all teams.
- After the registration deadline, the organizer could establish chat group(s) for all players for easy access to relevant information. This / these group(s) could be offered in several languages.

OTHER

Requirements

- There must be a clear plan on how to deal with injuries etc.
- The organizer must make a thorough assessment of safety risks concerning the championship and make necessary precautions.

Recommendations

- The organizer should have healthcare personnel available in the arena to handle injuries etc.
- The host organizer should include national or local government in the planning and execution of the event. This should be done to:
 - evaluate safety and necessary security precautions for the event
 - open doors when it comes to accessing the best arenas and venues
 - open doors to good deals on public transport
 - having the government on our side gives strength when contacting sponsors etc, and to fulfill the requirements of this manual
 - having the government join in for the championship commits them to follow up and support the LGBTQ+ cause in the future
- The host organizer should include the local handball federation as co organizers of the championship.

Optional

- The organizer could make a *welcome goody-bag* for all participants to hand out during registration / meet and greet.
- The organizer could negotiate free or good deals on public transport.
- The organizer could design tournament merchandise for giveaways or for sale.