USATH TOURNAMENT SANCTIONING
Revised Effective August 22, 2013

Application, Guidelines, and Minimum Standards
Domestic Clubs / Teams only

The Tournament Sanctioning Guide consists of five (5) parts:

**Part I** - Event Sanctioning Application (**ESA**) and Request for Certificate of Insurance (**RCFI**) and Forms (**RFF**)

**Part II** - Articles and Guidelines (**for your reference**)

**Part III** - Event Required Forms and Sample Templates (**for your reference**)

**Part IV** - Tournament Worksheet (**for your reference**)

**Part V** - Required Post Event Report from (**PER**) and Event Summary Form (**ES**)

**Part I** must be submitted to USATH no later than **30 days prior** to the first day of your Event.

Part II and III and IV should be kept by the LOC as guide to plan the event and reference to meet minimum sanctioning requirements.

**Part V** must be submitted to USATH no later than **14 days after** the last day of the event. Late submissions or no submission are subject to additional financial penalties and disciplinary actions.
PART I
USA TEAM HANDBALL EVENT SANCTIONING APPLICATION (ESA)

Instructions:
Complete this form and e-mail with the $300 check marked as Compliance Bond and copy of your Invitation Packet (PDF) to the USATH Technical Director at least 1 month prior to the planned event. Note that tournaments will not be sanctioned without required forms and payment. TD or designee will notify Event Manager on the status of the sanction request per guidelines.

Official Use only
USATH Approval: __________
Date: __________________

<table>
<thead>
<tr>
<th>Tournament Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the event:</td>
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<tr>
<td>Sponsoring Club:</td>
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<tr>
<td>Dates: / / to / /</td>
</tr>
<tr>
<td>USATH Affiliation expires:</td>
</tr>
<tr>
<td>Contact Person:</td>
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<td>Phone:</td>
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<tr>
<td>Email:</td>
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<tr>
<td>Address (Street/City/State/Zip):</td>
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<tr>
<td>Event Manager (EM):</td>
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<tr>
<td>Phone:</td>
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<tr>
<td>Email:</td>
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<tr>
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<td>City:</td>
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<td>State:</td>
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<tr>
<td>Zip:</td>
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<tr>
<td>Age Group: Adult ( )</td>
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<tr>
<td>Junior (U21) ( )</td>
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<tr>
<td>Youth (U14) ( )</td>
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<tr>
<td>Mini (U10) ( )</td>
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<tr>
<td>Gender: Women Men Both</td>
</tr>
<tr>
<td>Play Location: Indoors</td>
</tr>
<tr>
<td>Outdoors Beach</td>
</tr>
<tr>
<td>No. of Courts: Regulation Non-Regulation No. of Teams Expected: Women Men</td>
</tr>
<tr>
<td>No of Games Planned: Day 1 Day 2 Day 3 Total</td>
</tr>
<tr>
<td>Length of Games Planned: 2 x 20 2 x 25 2 x 30 Other</td>
</tr>
<tr>
<td>Copy of the Invitation Packet: please attach to your application via email</td>
</tr>
<tr>
<td>Compliance Bond fee enclosed or check here ( ) to debit from credit card on file with USATH</td>
</tr>
<tr>
<td>Special Considerations and Waiver Requests: If more space is needed, attach separately.</td>
</tr>
</tbody>
</table>

Agreement to Comply

By signing below: (1) I agree to make sure that all regulations described in USATH Sanctioning Guide and Rule Book are followed and adhered to. (2) I agree submit the required Post Event Report postmarked/dated no later than 14 days after the last day of the event. I understand that the appropriate fee penalties will be deducted from the Compliance Bond for delinquent submission or the lack of thereof (see USATH form PER), (3) I agree that the club’s affiliation status will be current at the time of the tournament. If it is not current at that time, sanction is revoked, Compliance Bond forfeited, results will not be processed or ratified and disciplinary action will be taken, (4) I agree to submit all USATH membership dues collected with the Post Event Report, as described in USATH Sanctioning Guide. If not submitted, the club will be suspended until all penalties are paid and dues received.

Signature of Event Manager (EM): ____________________________ Date: __________________

* USATH reserves the right to withhold sanctioning from any club that has any outstanding bills owed to USATH or whose club affiliation is not current. USATH encourages local promoters to obtain television coverage. USATH owns all TV, video, motion picture, and any other reproductive rights for all USATH sanctioned tournaments and events. USATH will normally transfer such rights to individuals/organizations receiving sanction. However, USATH reserves the right to withhold such transfer. The participants of any tournament or event conducted, sponsored, or organized, or sanctioned by USATH agree to waive and release all rights to receive compensation for use of their names and pictures of their participation.

** Sanctioned tournaments at which merchandise and/or exhibitor booths are offered for rent and booth space is available MUST provide booth space for manufacturers and distributors of USATH approved equipment, with equal booth fees for like-sized booths.

*** USATH insurance carrier requires that participating USATH members sign a waiver of liability form to be submitted to HQ. Individual forms must be signed at the tournament upon checking in. USATH insurance does not cover non-USATH members, such as spectators or entrants in events that do not require USATH membership.
PART I

REQUEST FOR CERTIFICATE OF INSURANCE (RFCI) & FORMS (RFF)

Request for USATH Liability and Accidental Insurance Coverage

Yes, we request USATH liability coverage: _____

Name of the institution to be listed as a secondary beneficiary:

Address of the institution to be insured:

No, we do not need additional USATH coverage: ______

Request for Forms

Please indicate the number of copies of the following forms. Tournament forms are provided at no cost unless special mailing is required.

_____ Event Sanctioning Application (ESA) _____ Post Event report (PER)____
_____ Tournament Sanction Checklist _____ USATH Membership Application_____ 
_____ USATH Waiver of Liability _____ USATH Code of Conduct____
_____ Request for Certificate of Insurance _____ USATH Match Report (blank)____
_____ USATH 2-minute Suspension Cards

Shipping Instructions

All materials will be mailed by the most reasonable method unless a specific next day air freight request is indicated below in which case you will be billed accordingly.

Ship forms to:

Form RFCI/RFF (revised 8/12)
PART II – ARTICLES AND GUIDELINES

Article 1 – General Event Sanctioning Information

Section 1 – Authority

Per USOC charter as the National Governing Body for Team Handball and subsequent authority and duties, including granting sanctions for amateur athletic competition under paragraph 220525 of the Ted Stevens Act, USA Team Handball sanctions events involving domestic teams and clubs and international club and National Teams competitions as described in Article II and Article III of the USA Team Handball Competition Rule Book, to ensure:

A. an equal opportunity for all hosts (teams, clubs, LOCs) to hold tournaments without unreasonably competing for the same teams to participate in these tournaments and,

B. all players to participate in these events under the best possible playing, officiating, safety, and social conditions.

Section 2 – Eligibility and Exemptions

Other than the exceptions listed in Section 2, only USATH registered and recognized team/club and LOC may apply to and have an event sanctioned.

The following are tournaments/events exempt from sanctioning requirements:

A. Local games and tournaments in which only players from the same club participate. These competitions can be sanctioned if they comply with USATH requirements including membership and roster integrity.

B. Local recreational tournaments put on by city/county parks and recreation departments or YMCA or Boys & Girls Clubs type community organizations. To be exempt from the sanctioning requirement, they must not offer any prize money and must not advertise other than locally. If a USATH team/club or members assists in the organization of the tournament, the club/team or member should request a waiver of sanction from USATH Technical Director or designee.

C. State Games competitions for players U14. If the event is not sanctioned the responsible official should request a sanction waiver.

Section 3 – Requirements for SANCTIONING (Domestic Teams/Clubs Only)

All events, including single matches, multiple match tournaments and leagues, except those specifically exempt, ought to be sanctioned by the USATH Technical Director or designee.

Section 4 – Rights and Responsibilities of the Sponsorship Organization (Host)

In applying for sanction the sponsor (host team/club and/or LOC) agrees to conduct the tournament in accordance with the rules and regulations prescribed by the USATH in its Sanctioning Guide. In return, the LOC team/club host obtains the following rights:

A. USATH Liability and Secondary Accidental insurance coverage for the competition venue, host team/clubs players, visiting participants, spectators, and guests.

B. Approval to Conduct the tournament on the requested dates at the location specified.

C. Have the single contest and/or tournament and all games played recognized as “qualifying” for USATH National Championship events.

D. Have the tournament listed on the USATH web page (Events).

E. Receive necessary forms for the conduct of the tournament. Forms are requested on the sanction application.

F. Access the USATH database to check participants’ membership status.
G. Use the designation of “USATH Sanctioned Event” to leverage media attention, larger attendance, sponsorships and revenue opportunities.

H. Have the results published on the USATH web page, provided the information is submitted in a timely manner and subject to standard editorial policies.

Section 5 – Sanctioning Process

Formal sanctioning request requires the following:

A. The formal sanctioning request: The sponsoring team/club and/or the LOC must submit a USATH Event Sanctioning Application Form (ESA) provided in Part I. All applications for the sanctioning must be submitted to the Technical Director (TD) no later than **30 days before the start of the event.** Late applications will not be honored. No dates are guaranteed until the sanction request is approved.

1) **USATH requires any team, club, or LOC seeking sanctioning under these new guidelines for a first time to post a “Compliance Bond” in the amount of $300 per application made payable to USA Team Handball. This Bond must be mailed to the USATH TD in the form of a certified cashier’s check or money order and shall be kept in escrow until the final post event report is submitted. Any penalties, due to late submission or no submission, will be drawn against the Compliance Bond with the balance returned to the sponsoring organization within 60 days after the event. USATH reserves right to lift or keep the Compliance Bond requirement in place for subsequent future sanctioning requests depending on the LOC’s performance in meeting set standards.**

2) A copy of the **event invitation packet**, in the PDF format, must accompany the application. It provides all information necessary for a team to decide if it wants to enter the tournament, including the following:
   a) A properly designed **Team Entry Form** created for the event (example provided in Part I).
   b) A copy of a **Release and Waiver of Liability, Assumption of Risk, Indemnity Agreement, and Photo Release Form** submitted with the application. Each player must sign a waiver of liability to compete in the tournament. The waiver must be identical to the sample waiver provided in Part I. A parent or guardian must sign for any player under 18 years old.
   c) An **Emergency Transportation Form** must be executed by all participants including players, coaches, officials, volunteers, etc. In the case of minors, the form must be signed by both the minor and a parent or legal guardian. This form must include provisions and procedures in case the participant is unconscious or is incapable of making a decision regarding his or her transportation to an emergency care facility (template provided in Part I).

3) List of applicable additional required forms per specific Tournament, League, or Event.

4) **Completed Application for USATH Liability and Accidental Insurance (if applicable).**

5) **Administrative Fee, if any, to be posted prior to season at www.usateamhandball.org**

B. Sanction review and approval or denial: The Technical Director or designee will review the request and accompanying event invitation packet. He/She will evaluate the event invitation packet for compliance with USATH requirements listed in USATH Sanctioning Guide, as well as check the calendar for conflicts. Following this review the sanctioning official will grant the sanction, with or without stipulations; or deny sanction, giving the reasons for the denial within 10 days of the submission date.

C. Responsible persons at sanctioned event: The individual signing the Event Sanctioning Application is ultimately responsible for the tournament and compliance with all the provisions in this Article.

D. Post Event Procedures: The Post Event Report must be completed and filed electronically, via email attachment, with the USATH Technical Director or designee no later than two (2) weeks after the completion of the event.
NOTE: The checks made out to USA Team Handball must be mailed to: Mariusz Wartalowicz, 811 Barton Dr., Oswego, IL 60543.

Items that must be submitted include:

a. Completed Post Event Report. The tournament report should be prepared on USATH Post Event Report Form (PER). A required template copy is included in Part V. USATH has established the following penalties for late reports. Postmarked/e-dated later then:
   • 14 days after the tournament $100 deducted from Compliance Bond
   • 21 days after the tournament $200 deducted from Compliance Bond
   • 28 days after the tournament $300 deducted from Compliance Bond
   • Reports received later than 28 days will not be processed and results not ratified and the sponsoring team/club and/or LOC will be reported to the Judiciary Committee for additional action.
   • Failure to submit Post Event Report is grounds for denying future sanctions.
   • All USATH collected membership fees must be paid to USATH even if the tournament report is submitted late or not submitted at all and the tournament results are not ratified. Failure to submit fees is grounds for denying future sanctions and additional financial penalties and disciplinary actions.

b. Completed Event Summary (ES) including injury and disciplinary reports. A required template copy is included in Part V.

c. New and Disputed Memberships Report along with collected dues. LOC, either team or a club, is authorized to deduct a 15% fee on all memberships, both team/club and individual, sold and collected on-site during the sanctioned event. The 15% deduction does not apply to $10 administrative charge added to each membership, either individual or team’s, sold on-site. The LOC or host club/team club will be billed for a membership for any club/team and anyone, players, coaches, or referees who participates in a tournament without a membership or tournament pass. Further, the LOC’s or host team’s/club’s status will be declared as suspended, for all USATH sanctioned events, until the dues are paid in full. Specific regulations and reporting templates are included in Part V.

d. Hard copies or scanned versions of all match reports, including both sides of match reports containing any other notes provided by referees, LOC, USATH delegates, etc.

Section 6 – Participation in Sanctioned Events

A. All players, coaches, referees in a sanctioned tournament must be USATH members, per Article II, Section 6 of the USATH Rule Book. Memberships are valid for 12 months from the date of registration and are required to be renewed annually to maintain participation eligibility, except for a Newcomer Pass that allows a new player to participate in one (1) sanctioned tournament without purchasing a USATH membership but carries the following restrictions:
   a. Can be used only by any player who has never been a member of USATH or former team handball National Governing Body.
   b. Is valid only once in a lifetime, after the first tournament in which a player participates the player must purchase a USATH full membership to play in another sanctioned event.
   c. A Newcomer Pass, currently $10, can be applied towards regular USATH membership but only for the same competition season.
   d. Newcomer passes cannot be used at a USATH Club, College, or High School National Championship Tournament.

B. All court referees in a sanctioned tournament must be members of the USATH. Each qualified match has to be officiated by at least one (1) certified official, per Article II, Section 6 of the USATH Rule Book.
C. USA Team Handball is responsible only for all arrangements and cost related to the High School, College, and Club National Championship events. The sponsoring team/club and/or the LOC are responsible for all arrangements related to their local and regional sanctioned events, including referee needs. Upon request, USATH and the National Referee Committee may assist the LOC in identifying available certified officials.

D. Procedures must be established by LOC to check membership of all participants. USATH will provide the hosting club/team access to a listing of current members to the Event Manager (EM) prior to the start of the sanctioned event. However, the host team/club and/or LOC are fully responsible for verifying player’s eligibility to compete, collecting membership dues, and sending dues to USATH. In the case of a disputed membership, the individual must purchase a new membership at the event. The EM will write, “DISPUTED” on this membership form and submit it with the rest of the membership forms. USATH will review disputed memberships and refund money, when appropriate, no later than 30 business days after the completion of the event. Applicable reporting forms and instructions are provided in Part IV, below.

Section 7 – Violation(s)

A. Violations: Any and all violations of Article 1, Sections 1 through 6, shall be recorded by the Technical Director and are subject to disciplinary sanctions by USATH. The notes of pending disciplinary sanctions shall to be communicated in writing, via emails, to the respective parties as soon as recognized but no later than within 60 days after the event.

B. Appeal Procedures: Should an individual or club/team/LOC desire to appeal those sanctions, the individual or an organization will have 10 business days to appeal to the General Manager. The General Manager will review the case and either support, alter, or overrule the sanction rendered by the TD within 15 business days. The General Manager’s decision is final and cases that are denied for appeal cannot be reopened.

Article 2 – Rules of the Game

Section 1 – Rules

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.

Section 2 – Rules Exceptions

Any exception to IHF rules must be requested in advance on the Sanctioning Application. USATH’s Technical Director or the designee shall respond promptly with an approval or a denial. If the Rule change receives approval, the LOC is required to 1) mention this rule at the Technical Meeting and 2) post this rule change at the Officials’ Table for Officials and Referees to see.

Article 3 – Event Disciplinary Committee (EDC)

Section 1 – Formation

During the Technical Meeting, the Event Manager (EM) shall form the Event Disciplinary Committee (EDC) comprising of at least three (3) individuals including, but not limited to: Event Manager, Chief Referee, and Athlete Representative. The EDC 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. 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 tournament related property.

Note: the LOC is required to have a printed copy of the USATH Competition Rule at the Officials’ Table throughout the tournament.

**Article 4 – Code of Conduct**

**Section 1 – Conduct**

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 as part of their annual membership registration or 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. The Code of Conduct is enforceable on and off the court for the duration of the tournament. This form is provided in Part IV.

**Section 2 – Authorities**

The following outlines who is authorized 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 and 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 a full list of unacceptable behaviors and minimum recommended penalties for violations of the Code of Conduct, please see USATH Competition Rule Book (Article IV, Section 5). 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 Sanctioning Application to request an exception(s) to IHF Rules of the Game. USATH’s Technical Director or the designee shall respond promptly with an approval or a denial.

**Section 1 – 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 “safety zone” surrounding it. Each venue shall have at least one Stadium Court that meets basic Court requirements and also provides seating for at least 100 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.)
Section 2 – Court Lines

Each court must be visibly marked with 2-inch wide lines according to the IHF rules.

Section 3 – 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.

Section 3 – USATH Table

If so stipulated by USATH, the main gymnasium shall have one dedicated USATH membership/merchandise table placed near the entrance.

Section 4 – Team Bench

Each court shall have sufficient bench seating for 16 athletes for each team and up to four (4) team’s officials (2 coaches, 1 athletic trainer, and 1 manager/statistician). The team bench must be placed in accordance with the above printed diagram.
Section 5 – Officials’ 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.

Section 6 – 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. If lockers are not available, this must be communicated to teams prior to the tournament.

Section 7 – 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.

Section 8 – USATH Handball Operations Center

Venue shall have, if so stipulated by USATH, one room (500 sq. feet) dedicated to USA Team Handball for its operations and storage.

Section 9 – Hospitality Area

At least one room and/or tented area shall be designated, if so stipulated by USATH, for USA Team Handball and/or LOC hospitality.

Section 10 – Warm-up Area(s)

Clearly designated and ample in size area for teams’ general warm-up routines should be identified prior to the competition and communicated to teams’ reps during Technical Meeting.

Article 6 – Minimum Game Scheduling Requirements

Section 1 – Match Intervals

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

Section 2 – Length of the Half-Time:

The length of half-time is 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
Section 3 – Warm-up times

Minimum warm-up time on court before first match of the day and/or daily session of the competition should be at least 30 minutes. Minimum warm-up time on court for all other matches should be at least 10 minutes.

Section 4 - Maximum number of matches per event

Table, below, defines maximum number of matches allowed per sanctioned event based on its duration (1-3 days) and one court available to play. If more than one court is available then respectively and proportionally more games can be planned.

<table>
<thead>
<tr>
<th>1 Court Available</th>
<th>LOC Reserved gym time</th>
<th>2 x 30 minutes matches</th>
<th>2 x 25 minutes matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Day Event</td>
<td>14 hours</td>
<td>9 games max</td>
<td>10 games max</td>
</tr>
<tr>
<td>2 Day Event</td>
<td>14 + 6/7 hours = 20/21 hours</td>
<td>14 games max</td>
<td>16 games max</td>
</tr>
<tr>
<td>3 Day event</td>
<td>4 + 14 + 6/7 = 24/25 hours</td>
<td>16 games max</td>
<td>18 games max</td>
</tr>
</tbody>
</table>

Article 7 - Minimum Athletic Trainer/Medical Care

Section 1 – Requirement

It is required that at least one (1) licensed medical provider (ATC, MD, EMT, or 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 nametags. The LOC is required to have an Automated External Defibrillator (AED) on site at all times. The location of the AED must be identified to all staff and Athletic Trainer at the Technical Meeting. Also, it is required that an Event Manager have a published emergency contact list, emergency action plan and an emergency transportation plan available on hand at the venue. Event Manager is responsible for introducing the Trainer during the Technical Meeting and clearly stating where the trainer station will be located. For identification, an 8.5x11 sign should be posted above the Trainer Station.

Article 8 - Minimum Uniforms Standards

In a continuing effort to upgrade our local and national sanctioned competitions, all teams are mandated to follow IHF rules regarding uniforms as described in Rules of the Game, (July 1, 2000 Edition)

For USATH National Championships any and all violations of uniforms standards are subject to additional Performance Bond regulations and penalties.

Article 9 - Minimum Referees Requirements

Each game must be officiated by a minimum of one (1) USATH certified referee. If two referees are assigned to officiate a sanctioned match, both have to be certified.
**Article 10 - Local Promotion / PR and Media Plan**

USATH’s role is to build national teams and do so by promoting the sport of team handball in the United States. Sponsoring clubs are required to ensure that each sanctioned tournament is reasonably well advertised to the public.

**Article 11 – Hospitality and Communication**

The following is required from the LOC:

a. Signage: proper signage directing guests to the gymnasiums must be in place at all times.

b. Schedules: at least one (1) large printed schedule must be posted at main doorways. 24”x24” is the minimum size for the schedule to be printed on. The Schedule poster board should include the USATH logo and the words “This event is officially sanctioned by USA Team Handball”.

c. 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.

d. Courtesy: we encourage the LOC to inform players to act as good hosts. Everyone is encouraged to invite and educate new spectators about the sport.

**Article 12 – Foreign Teams**

Participation of any foreign team in any sanctioned event is regulated by USATH Competition Rule Book, Article III, and should be consulted for details.
PART III – EVENT REQUIRED FORMS AND SAMPLE TEMPLATES

Event Invitation Packet (A) (Sample Template)

Atlanta Open
Team Handball Tournament

When: September 8-9, 2012

Where: Churchill Recreational Center, 2224 Bluegrass Parkway, Marietta, GA 54321

Sponsored By: The Atlanta Metro Handball Club

Sanctioned By: The USA Team Handball

Event Manager (EM): John Wallret

EM Address: 987 N. Bull Rd., Rosell, GA 54921

EM Email: wallret@onet.com

EM Phone: (111)-222-3333

Eligibility: Open to all club and individual members of the USATH. Non-members may join by paying the membership fee with their entry. Details are provided on entry form. Players who have never been USATH members may buy a one-time only Tournament Pass. All participants must abide by USA Team Handball regulations.

Entry Fee: $400 per team (Personal checks are accepted)

Entry Deadline: No entries will be accepted after August 24, 2012

Payment: Send your entry form and entry fee to the Event Manager (see above)

Technical Meeting: There will be short Technical Meeting at the venue on Saturday, September 8, starting at 7:45 AM.

Roster: All team rosters for Atlanta Open are due, via email, no later than September 1, 2012 on attached Team Entry Form and must include: players’ names, primary position, jersey’ number, USATH membership number and expiration date. It is imperative for the printing purposes that we receive the rosters by the set deadline to check for players’ eligibility (USATH membership) and rosters’ inclusion in the tournament’s program.

Required Forms: This USATH sanctioned event and as such the following forms must be brought to our Technical Meeting: (1) waiver of liability, (2) final roster, (3) USATH membership forms for clubs/teams and players/staff who have not registered/paid on-line.

Format and Tentative Schedule: Attached separately you will find a tentative schedule. We will play a simple round-robin. All matches will be two (2) times thirty (30) minutes in length with a ten (10) minute halve times. Wins will count for 2 points, ties will count for 1 point, and loses will count for 0 points. The final standings will be determined as follows: the most points, the most wins, the most goals scored, the difference between goals scored and given up, and the win/lose between directly involved teams.


**Game Rules Modification:** We are planning to introduce number of changes of the rules to serve as pilot study. Those changes were suggested by local TV and video sport producers to make handball more marketable and will be sent to all participating clubs by August 15 as reference.

**Awards:** The winner will receive a Championship Trophy. Commemorative plaques will be given to all teams. Special individual awards will be given to the MVP, the best scorer, and the most valuable goalkeeper.

**Credentials and guest passes:** All players, delegation members, and guests will receive personal identification cards and must present them every day and every time upon entering the venue.

**Additional Requirements:**
- Non-marking shoes
- No resin is allowed
- Warm-up balls
- 2 sets of uniforms, in 2 contrasting colors, with permanent numbers (front and back)

**Directions to the venue:**

**Parking:** Please use a parking lot adjacent to the venue. Do not park anywhere on the nearby streets as you will be ticketed and/or towed.

**Concessions and gift shop:** There will be a concession stand open to satisfy your appetite as well as a small gift shop with various products for your convenience.

**Closing Ceremony:** All teams are requested and expected to attend the closing ceremony on Sunday, September 9 starting at 3 pm. It will be short but an important and an integral part of the tournament, especially as we expect several guests from civic, political, and business organizations to attend.

**Medical and Physical Training Services:** In-house medical care as well as sport physical training services will be provided free of charge throughout the event. A nominal fee for some extensive taping may be charged.

**Withdrawals:** If you decide to withdraw from the tournament please notify us ASAP as a courtesy for teams on the waiting list but no later than September 1. Any team withdrawing after this date will forfeit the entire entry fee with no exceptions.

**Hotel information:** We are pleased to announce that we blocked number of rooms in the following two (2) partner hotels:

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>Contact Manager</th>
<th>Rate per room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four Points by Sheraton</td>
<td>Mrs. Mary Friel</td>
<td>(000) 349 5037</td>
<td>$89 plus 11.5% tax</td>
</tr>
<tr>
<td></td>
<td>(000) 671 6000</td>
<td>Hotel:</td>
<td></td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>Mrs. Vianney Miranda</td>
<td>(000) 671 5549</td>
<td>$99 plus 11.5% tax</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Atlanta Open</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$89 plus 11.5% tax</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>September  1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
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<td>Yes</td>
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<tr>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
# Team Entry Form (B) (Sample Template)

<table>
<thead>
<tr>
<th>Team</th>
<th>Atlanta Cruisers</th>
<th>Number</th>
<th>Last Name</th>
<th>First Name</th>
<th>Position</th>
<th>USATH ID</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Nobel</td>
<td>2</td>
<td>Arthur</td>
<td>BC</td>
<td></td>
<td>123456</td>
<td>2/6/2013</td>
</tr>
<tr>
<td>3</td>
<td>Summer</td>
<td>3</td>
<td>Robert</td>
<td>CR</td>
<td></td>
<td></td>
<td>See attached application</td>
</tr>
<tr>
<td>4</td>
<td>Autum</td>
<td>4</td>
<td>Adam</td>
<td>BC</td>
<td></td>
<td></td>
<td>Tournament pass</td>
</tr>
<tr>
<td>5</td>
<td>Winter</td>
<td>5</td>
<td>Kamil</td>
<td>BC</td>
<td></td>
<td>234567</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Spring</td>
<td>6</td>
<td>Stan</td>
<td>Wing</td>
<td>456732</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Wind</td>
<td>7</td>
<td>Matt</td>
<td>Wing</td>
<td>132453</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Ocean</td>
<td>8</td>
<td>Bob</td>
<td>BC</td>
<td>708957</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Lake</td>
<td>10</td>
<td>Frank</td>
<td>CR</td>
<td>234625</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Pond</td>
<td>14</td>
<td>Malachy</td>
<td>BC</td>
<td>145890</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Puddle</td>
<td>15</td>
<td>Glen</td>
<td>BC</td>
<td>358499</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Warrant</td>
<td>16</td>
<td>Joseph</td>
<td>GK</td>
<td>785789</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Brick</td>
<td>1</td>
<td>Chris</td>
<td>GK</td>
<td>262652</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Staff      |                   |        |           |            |          |          |            |
|------------|-------------------|--------|-----------|------------|----------|----------|
| Head Coach | Crutton           | Blake  |           |            | 134134   | 12/12/2013|
| Assistant  |                   |        |           |            | See attached application |
| Trainer    |                   | NA     | NA        |            |          |          |
| Manager    |                   | 145145 | 5/6/2013  |            |          |          |

Instructions:
- MS Format: Veranda Font – 10 Point
- List players in numerical order
- Include last name, first name, position, USATH membership ID, expiration date
- For new players marked how they will join USATH (membership application or tournament pass) and attach membership forms if completed
- GK should be listed last
- Team Staff is listed after the roster including last name, first name, USATH membership ID and expiration date
USA Team Handball
Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement
(“Agreement”) and Photo Release

Tournament: __________________________ Date: ______________
Event Manager: _________________________ Club Name: ______________

In consideration of being permitted to participate in any way in the USA Team Handball sanctioned events and activities, I and/or my minor child, our personal representatives acknowledges, appreciates and willingly agrees that:

1. I will comply with stated and customary terms and conditions for participation. If I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,

2. I acknowledge and fully understand that each participant will be engaging in activities that involve risk of serious injury, including permanent disability and death, harassment, exposure to inappropriate conduct, and severe social and economic losses which may result not only from their own actions, inaction or negligence but the action, inaction or negligence of others, the rule of play, or the condition of the premises or any equipment used. Further, I accept personal responsibility for the damages following such injury, permanent disability or death; and,

3. I knowingly and freely assume all such risk, either not known to me or not readily foreseeable at this time; even those arising from the negligent acts or omissions of others, and assume full responsibility for my participation; and,

4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release, hold harmless the U.S. Olympic Committee, USA Team Handball, and the Local Organizing Committee, their officers, officials, staff, affiliated clubs, their respective administrators, directors, agents, coaches, and other employees of the organization, other participants, sponsoring agencies, advertisers, and if applicable owners and lessors of premises used to conduct the event, all of which are hereinafter referred to as “Releases,” with respect to all and any injury, disability, death or loss or damages to person or property, whether arising from the negligence of the Releases or otherwise, to the fullest extent permitted by law. I further agree that if, despite this release and waiver of liability, assumption of risk and indemnity agreement I and/or my minor child, or anyone on my and/or my minor child’s behalf, makes a claim against any of the Releases, I will indemnify, save, and hold harmless each of the Releases from any litigation expenses, attorney fees, loss, liability, damage, or cost which may incur as the result of such claim.

5. I further acknowledge that I have procured on my own and currently hold valid and adequate insurance for such loss, damage and injury and if I do not have valid and adequate insurance I accept personal responsibility for the cost of such loss, damage or injury that occurs as a result of my participation in the USATH sanctioned event.

6. I do hereby give all parties listed above in 4, their assigns, licensees, and legal representatives the irrevocable right to use my name, picture, portrait, or photograph in all forms and media and in all manners, including composite, for advertising, for publication or any other lawful purposes, and I waive any right to inspect or approve the finished product, including written copy, which may be created in connection therewith.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, AND FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AN SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

PARTICIPANT’S SIGNATURE PRINTED NAME DATE

(if under 18)

FOR PARENTS/GUARDIANS OF PARTICIPANTS UNDER 18 AT TIME OF REGISTRATION
This is to certify that I, as parent/guardian with legal responsibility for this participant, do consent and agree to his/her release, as provided above, of all releases, and, for myself, my heirs, assigns, and next of kin, I release and agree to indemnify and hold harmless the Releases from any and all liabilities incident to my minor child’s involvement or participation in these programs as provided above, even if arising from their negligence, to the fullest extent permitted by law.

PARENT SIGNATURE PRINTED NAME DATE

Form RWL (Revised 8/13)
USA Team Handball
Medical and Transportation Release

I hereby give consent for the organizers of any USA Team Handball sanctioned event to provide me with athletic trainer and emergency medical treatment.

This release is effective for the period of September 4th, 2012 until September 3rd, 2013. I swear and affirm that I am in good physical condition and I am not aware of any previous or existing diseases or injury that would result in my being injured. I further acknowledge that I have procured on my own and currently hold valid and adequate insurance for such loss, damage or injury and if I do not have valid and adequate insurance, I accept responsibility for the cost of loss, damage or injury that might occur as a result of my participation in the USA Team Handball sanctioned event.

I give my consent to participate in any and all emergency transportation associated with activities during any USA Team Handball sanctioned event.

Participant’s Name: ___________________________ Date: _______________

Participant’s Signature: ___________________________ Date: _______________

Address: __________________________________________

Parent/Guardian Name: ___________________________ Date: _______________

For Athletes of Minor Age (18 & Under)

Parent/Guardian Signature: ___________________________ Date: _______________

(For Athletes of Minor Age (18 & Under)

Day Phone: ___________________________ Evening: ___________________________

Emergency Contact: ___________________________ Phone: ___________________________

Insurance Company: ___________________________

Group Name: ___________________________ Policy #: ___________________________

Form MTR (Revised 8/13)
USA Team Handball
Participant Code of Conduct

Assumption: This code is based on the premise that participation in an organized handball event is a privilege. Participants are guests of the site and are obligated to abide by its rules. The Local Organizing Committee (LOC) shall have the authority to take disciplinary action in case of violations of this code.

Conditions of Participation: All participants must agree to abide by this Code of Conduct. By signing this document you will be acknowledging that you have read it, understand it, and are willing to abide by the Code of Conduct and ensure that if you are a coach or team official that all of your athletes abide by the code.

Rules:
1. Those participants perpetrating any damage will pay for any physical damage to the facility.
2. There will be no use of false identification by any participant at any time.
3. There will be no possession or use of alcoholic beverages at the host site by anyone under the legal drinking age; or anyone if prohibited by the host site.
4. There will be no possession of firework, ammunition, firearms or other weapons or any item or material which by commonly accepted practices and principles would be a hazard or harmful to another person.
5. There will be no possession or use of any prescription drug or WADA/USADA banned substance unless the participant is currently under physician’s care and the medication is required for treatment of an illness or injury (documentation required).
6. Unacceptable behavior will not be tolerated, including but not limited to: (a) Any act considered to be an offense under federal, state, local law and USATH rules and guidelines, (b) Vandalism, damaging of property, unauthorized use of equipment or property, or theft, (c) Unsportsmanlike conduct or conduct which is inappropriate as determined by comparison to normally accepted behavior, (d) Inappropriate horseplay or other misbehavior which physically endangers any person or property, (e) Physical or verbal intimidation, abuse or assault of any individual.

Note: Persons present while any violation of the Code of Conduct occurs must leave the area immediately or be considered a participant by choice. Any person observing or having knowledge of any activity, which may result in serious bodily harm to an event participant, shall immediately report such activity to a member of the LOC staff.

Consequences: Violation of the Code of Conduct may result in: (a) Participant(s) responsible for property loss being liable to pay all replacement/repair costs, (b) Partial or full restriction of movement at the host site, (c) Expulsion from the event with participant being sent home at his/her own expense, (d) A written report submitted to the USATH authorities for distribution as deemed appropriate, (e) Loss of opportunity to participate in future events conducted under the auspices of the USATH.

Process:
1. All code violations shall be reported as soon as possible to the LOC.
2. Upon notification of a code violation, the LOC may hold a hearing with the participants involved.
3. The LOC shall have the authority to enforce any of the above listed consequences. Every effort will be made to expedite the notification of a participant(s) of the hearing and to expedite the notification of the participant(s) of the results of that hearing.
4. A recommendation by the LOC that the participant or club / team be restricted from future events will be sent to the USATH.

ACKNOWLEDGEMENT
I agree to the above Code of Conduct and its intent and I understand the consequences if it is violated.

______________________________
Print Participant Name
______________________________
Participant’s Signature
______________________________
Date

______________________________
Address

______________________________
City

______________________________
State

______________________________
Zip

USA Team Handball - www.usateamhandball.org - Phone: (719) 866-2203
1 Olympic Plaza • Colorado Springs, CO 80909

Form PCC (revised 8/13)
USA Team Handball
Individual Membership Application

Membership includes the following:
• Entrance to USATH Club, College HS and all other regional sanctioned events
• Opportunity to tryout and participate in National Team programming
• USATH Personalized Membership Card
• USATH Sticker and pin
• Invitations to USATH special events, NT tryouts opportunities
• Opportunity to watch, play with the best athletes from the United States and meet new friends

Membership rates:
• **Adult** One Year (22 Years or Older).............$70  Three Years.........$180
• **Junior** One Year (21 Years or Younger).....$35  Three Years.........$90
• **Youth** One Year (15 Years or Younger).......$15  Three Years.........$35
• **Mini** One Year (10 years or Younger).........$7  Three Years.........$15

---

### Individual Membership Application

<table>
<thead>
<tr>
<th>New: ( )</th>
<th>Renewal: ( )</th>
<th>Membership Number: (if renewal)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Date of Birth: | / / | Gender: Female: ( ) Male: ( ) |
|               |     |                                 |

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>City:</th>
<th>State/Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Ph: 1 - - -</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Affiliated Club:**

Please check one of the membership options below:

<table>
<thead>
<tr>
<th>Adult</th>
<th>Junior</th>
<th>Youth</th>
<th>Mini</th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) One Year - $70</td>
<td>( ) One Year - $35</td>
<td>( ) One Year - $15</td>
<td>( ) One Year - $7</td>
</tr>
<tr>
<td>( ) Three Years - $180</td>
<td>( ) Three Years - $90</td>
<td>( ) Three Years - $35</td>
<td>( ) Three Years - $15</td>
</tr>
<tr>
<td>( ) Life Member - $600 Non-transferable (please call HQ for full benefits package)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

( ) Tax-Deductible Donation for:

- National Teams: $_____________
- Youth Programs: $_____________
- Coaching Education: $_____________
- Referee Development: $_____________
- Other: $____________________

Please send your application with payment (checks made payable to USATH) to the address listed below or for your convenience you may register online at www.usateamhandball.org under Membership and Donate.

**Signature:**

---

<table>
<thead>
<tr>
<th>USATH Membership - Receipt</th>
<th>Date:</th>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**USATH Membership - Receipt**

**Date:**

**Amount:**

<table>
<thead>
<tr>
<th>Adult</th>
<th>Junior</th>
<th>Youth</th>
<th>Mini</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**USATH Membership - Receipt**

**Name:**

**Event:**

**Signature:**

---

Form IMA (revised 8/13)

USA Team Handball - www.usateamhandball.org - Phone: (719) 866-2203
1 Olympic Plaza • Colorado Springs, CO 80909
Membership includes the following:
• Club recognition as a member of USA Team Handball
• Liability and secondary accidental coverage under USATH insurance umbrella
• Access to posting announcements and results related to your club’s activities
• Opportunity to host USATH sanctioned events and bid to host USATH National Championships
• Entrance to USATH Club, College HS and all other regional sanctioned events
• Opportunity to become USATH Regional or National Center of Excellence
• Invitations to USATH special events

Membership annual rates:
• Collegiate, HS, Youth, Mini Club One Year......$100
• Adult (non-collegiate) One Year......$200

Club Membership Application

New: ( ) Renewal: ( ) Membership Number: (if renewal)

Date of Birth: / / Gender: Female: ( ) Male: ( )
First Name: Last Name:
Address: City: State/Zip:
Primary Phone: Secondary Phone:
Primary Email: Secondary Email:
Club Name (to be listed on USATH website):
Club Website:
Club Mailing Address:

Contact Person (USATH liaison), if different from above:
First Name: Last Name:
Phone: Email:

Please check one of the membership options below:
( ) Collegiate, High School, Youth, Mini One Year......$100
( ) Adult (non-collegiate) One Year......$200
( ) Tax-Deductible Donation for:
National Teams: $ Youth Programs: $
Coaching Education: $ Referee Development: $

Please send your application with payment (checks made payable to USATH) to the address listed below or for your convenience you may register on line at www.usateamhandball.org under Membership and Donate.

Signature:

USATH Club Membership - Receipt

Name: Club Name:

Event: Signature:

Form CMA (revised 8/12)
**PART IV – USATH TOURNAMENT WORKSHEET**

The following is a worksheet that will help you meet USATH sanctioning requirements. It is a simple Event Logistic & Organizational Checklist

**EVENT NAME:**

<table>
<thead>
<tr>
<th>DATES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIMES:</td>
</tr>
</tbody>
</table>

**Venue:**

- Court A X
- Court B X
- Court C 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 trans. phone numbers included
- Emergency transportation plan Includes means and routes to local emergency care

**OFFICIALS:**

- Referees needed
- Referee accommodation booked

**ANNOUNCEMENTS SENT / FLYERS POSTED**

<table>
<thead>
<tr>
<th>Chamber of Commerce</th>
<th>Date</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convention Bureau</td>
<td>Date</td>
<td>Quantity</td>
</tr>
<tr>
<td>Retail sports stores</td>
<td>Date</td>
<td>Quantity</td>
</tr>
<tr>
<td>Campus</td>
<td>Date</td>
<td>Quantity</td>
</tr>
<tr>
<td>Local coffee shops</td>
<td>Date</td>
<td>Quantity</td>
</tr>
<tr>
<td>Sports bars</td>
<td>Date</td>
<td>Quantity</td>
</tr>
<tr>
<td>Other</td>
<td>Date</td>
<td>Quantity</td>
</tr>
</tbody>
</table>

**PRESS RELEASES FAXES/EMAILED**

* samples available from USATH

<table>
<thead>
<tr>
<th>Radio</th>
<th>Date</th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radio</td>
<td>Date</td>
<td>Name:</td>
</tr>
<tr>
<td>Television</td>
<td>Date</td>
<td>Name:</td>
</tr>
</tbody>
</table>
Television Date Name:
Newspaper Date Name:

SIGNAGE
Tournament banner outside facility
Directions from parking lots to the venue
Directions from the venue entrance to the gymnasium
Directions from gymnasium to lockers, bathrooms
Directions to Athletic Trainer station
Directions to food and beverage station
Tournament Schedule and results
Announcement Board near entrance: trophy presentation
time, special event, social event

EQUIPMENT NEEDED PER COURT:
1 stopwatch
2 Regulation size balls
Pre Printed Match Reports plus 10 blanks
1 Bottle of Goof Off for ball cleanup
2 Red Sharpies, 4 black pens
Cards – 1 yellow, 1 red
Two minute penalty sheets – print 10 per game
2 Penalty sheet stands
1 Whistle
2 Large green laminated time out cards
1 Air pump with extra inflator needles
5 Blank injury reports
Sandbags or weights to hold down goals
1 pair of scissors and string for goal repair
Trainer station table and 2 chairs
1 defibrillator machine

COMMUNICATIONS:
Announcement e-mail to coaches/teams/USATH
Notification of coach’s meeting for morning of tournament
8.5x11 Schedule and locations posted in lobby hotel
Part V
USA TEAM HANDBALL POST EVENT REPORT (PER)

Event Name: Atlanta Open
Date(s) of Event: September 8-9, 2012
Club/Organization: The Atlanta Metro Handball Club
City/State/Zip: Marietta, GA, 30062
Submitted by: Name: John Wallret
            Phone: (111) - 222-3333
            Address: 987 N. Bull Rd.,
            City/State/ZIP: Rosell, GA 54921
            Email: wallret@onet.com

<table>
<thead>
<tr>
<th>Type</th>
<th>Term</th>
<th>Cost</th>
<th>No. Sold</th>
<th>Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult (22+)</td>
<td>1 Year</td>
<td>$70</td>
<td>3</td>
<td>210</td>
</tr>
<tr>
<td>Adult (22+)</td>
<td>3 Years</td>
<td>$180</td>
<td>2</td>
<td>70</td>
</tr>
<tr>
<td>Junior (16-21)</td>
<td>1 Year</td>
<td>$35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior (U16)</td>
<td>3 Years</td>
<td>$90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth (11-15)</td>
<td>1 Year</td>
<td>$15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth (U12)</td>
<td>3 Years</td>
<td>$35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mini (U10)</td>
<td>1 Year</td>
<td>$7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mini (U7)</td>
<td>3 Years</td>
<td>$15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Member</td>
<td>Life</td>
<td>$600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club (Adult)</td>
<td>1 Year</td>
<td>$200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club (Collegiate)</td>
<td>1 Year</td>
<td>$100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Gross Total Membership Fees: 280
Less 15% (sponsoring club retainer): 280 - 42 = 238
Total Administrative Fees (number of memberships sold x $10): 5 x 10 = 50
Net Total Membership Fees due to USATH: 288

Newcomer Pass: Valid only once: $10
No. Sold: 2
Total Amount Enclosed ( memberships & passes): 308

Newcomer Pass cannot be purchased by previous USATH members and are valid only for one event only. The 15% discount does not apply. One time $10 on-site registration fee to cover administrative cost must be added to each membership sold at the event and forwarded to the USATH. The 15% discount does not apply.

Membership Issues & Remarks

Example: 346078 Stribu, Marcel showed a receipt from July beach tournament in Ben Hill. Krugger, Jonhatan “Disputed” membership, see attached new membership paid Ross Bigg and Vlad Poshing purchased Newcomers Passes

***All payments and reports are required no later than 14 days following the event***
Financial penalties and disciplinary actions may apply for late payments and/or reports
The following items must accompany this report and be sent to USATH, 2330 W. California, Ave., Salt Lake City, UT 84104:
1. Check for memberships and Newcomer Passes
2. Original new membership forms less receipts portions
3. Copies of match reports of all games played (attach as PDF)
4. Event Summary (ES) including injury and disciplinary reports
5. All liability waiver forms signed by event participants

Form PER (revised 8/13)
USA Team Handball - www.usateamhandball.org - Phone: (719) 866-2203
1 Olympic Plaza • Colorado Springs, CO 80909
USA TEAM HANDBALL EVENT SUMMARY (ES)

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Atlanta Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) of Event</td>
<td>September 8-9, 2012</td>
</tr>
<tr>
<td>Club/Organization</td>
<td>The Atlanta Metro Handball Club</td>
</tr>
<tr>
<td>City/State/Zip</td>
<td>Marietta, GA, 53219</td>
</tr>
<tr>
<td>Submitted by</td>
<td>Name: John Wallret</td>
</tr>
<tr>
<td></td>
<td>Phone: (111)-222-3333</td>
</tr>
<tr>
<td></td>
<td>Address: 987 N. Bull Rd.,</td>
</tr>
<tr>
<td></td>
<td>City/State/ZIP: Rosell, GA 54921</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:wallret@onet.com">wallret@onet.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Team Rank</th>
<th>List USATH Referees</th>
<th>Best Player</th>
<th>Team</th>
<th>Name</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td>Best GK</td>
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<tr>
<td>2</td>
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<td>Best Scorer</td>
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<td>3</td>
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<td>List all direct disqualification cases below:</td>
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<tr>
<td>4</td>
<td></td>
<td>Game No.</td>
<td>Player/Official</td>
<td>Disciplinary Action by EDC</td>
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<tr>
<td></td>
<td></td>
<td>Vs.</td>
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<tr>
<td>5</td>
<td></td>
<td>Game 5</td>
<td>Player No. 8</td>
<td>3 games susp. (1 served)</td>
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<tr>
<td></td>
<td></td>
<td>UNC vs. WP Black</td>
<td>Jugo Brate</td>
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Accidents that required extensive AT services and/or med. emergency assistance
Attach any additional documentation if available and applicable

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Club</th>
<th>Description</th>
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Form ES (revised 8/12)