



COMPETITION-DOCUMENT

# BENE-League Handball

**BELGIE-NEDERLAND**

(a sportive co-operation agreement)

**2018-2019**





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## INTRODUCTION

The following regulations have been adopted based on:

Article 2 of the Statutes Nederlands Handbal Verbond (NHV)

Article 2 of the Statutes Koninklijke Belgische Handbal Bond (KBHB)

## I. BENE-League Handball ORGANISATION

### BENE-League Handball BOARD

Consists of a chairman, and 4 members, all 5 having voting right

- President: Mr. Gio Antonioli  
e-mail: [gio@bnlhandball.com](mailto:gio@bnlhandball.com)
- Member representing Belgian clubs: Mr. Alex Jacobs
- Member representing Dutch clubs: Mr. Karel Schreurs
- Member representing NHV Board: Mr. Bernard Bullens
- Member representing KBHB Board: Mr. Piet Moons

The BENE-League Handball Board is set up by the BENE-League Handball governing partners, the NHV and KBHB, for the organization of the BENE-League Handball competition and based on the cooperation agreement of 4 March 2014 (as modified on 8/02/2015 and Mai 2015) between NHV and KBHB. The BENE-League Handball Board shall strive to reach unanimous decisions, if not the simple majority of present or represented members shall decide.

The Board is free to invite any person to the board meetings or parts of the Board meetings (without the right to vote) to assist the Board in any way by expertise or competence.

### BENE-League Handball OFFICE

- Mr. Ferry van der Helm (Chief referees committee - NHV)
- Mr. François Mulleners (Chief referees committee - KBHB)
- Mr. Jelle Vonckx (Topsport coordinator – VHV)  
e-mail: [jelle.vonckx@handbal.be](mailto:jelle.vonckx@handbal.be)
- Mrs. Carla van Dijk (Competition-manager–NHV)  
e-mail: [c.van.dijk@handbal.nl](mailto:c.van.dijk@handbal.nl)
- Mr. Bastiaan Bunnik (Marketing manager-NHV)  
e-mail: [b.bunnik@handbal.nl](mailto:b.bunnik@handbal.nl)
- Mr. Martijn Verhagen (Coordinator BENE-League)  
e-mail: [martijn@bnlhandball.com](mailto:martijn@bnlhandball.com)



### **BENE-League Handball OFFICE**

Consists of professionals from KBHB and NHV, and volunteers from KBHB, NHV or appointed by the BENE-League Board, to conduct the operational and administrative functioning of the BENE-League on a day-to-day basis in the field of

- Competition
- Refereeing
- Communication
- Marketing
- Financial follow up

The composition of the BENE-League Office results of an agreement between the BENE-League Board, KBHB and NHV

### **BENE-League Handball OFFICE address**

Pastoor Bruggemanlaan 33  
6861GR Oosterbeek - NL

Tel. +31 (26) 7071420

Internet: [www.bnhandball.com](http://www.bnhandball.com)



## **II. BENE-League Handball COMPETITION REGULATIONS**

### **Article 1 - Scope of application**

The present competition-document governs the rights, duties and responsibilities of all parties participating and involved in the preparation and organisation of the team's competition for MEN organised by the Nederlands Handbal Verbond (NHV) and Koninklijke Belgische Handbalbond (KBHB). The competition is hereinafter also referred to as 'BENE-League Handball' (hereafter 'BENE-League Handball').

### **Article 2 - The BENE-League Handball stages and rhythm**

1. The BENE-League Handball takes place every year.
2. The official announcement of the BENE-League Handball is made by the Member Federations: the NHV and the KBHB.
3. The BENE-League Handball competition is staged and organised by the BENE-League Handball Office under supervision of the BENE-League Handball Board.
4. The BENE-League Handball matches are staged and organised by the participating Host clubs.
5. The BENE-League Handball consist of:
  - Competition (the "BENE-League Handball Competition")
  - A Final Four tournament (the "BENE-League Handball Final Four")

### **Article 3 - Fair play**

The principles of fair play must be observed by the NHV and the KBHB in all matches. Every member of the NHV and the KBHB delegations participating in the BENE-League Handball must:

- observe the Rules of the Game and the Regulations governing the BENE-League Handball Competition;
- respect all participants (players, officials, spectators, media representatives etc.);
- promote the spirit of sportsmanship and pursue the cultural mission.

### **Article 4 - Applicable rules and regulations**

1. All IHF, EHF and BENE-League Handball regulations, manuals, guidelines and circulars applicable to the BENE-League Handball (without limitation) form an integral part of the present BENE-League Handball Regulations.
2. Cases not covered by these regulations are decided upon by the BENE-League Handball Board.
3. A member of the BENE-League Handball Board may not take part in votes and deliberations on cases where the member of the BENE-League Handball Board has a personal direct interest. The member concerned will in this case abstain from interference.



## **Article 5 - Duties and responsibilities clubs**

### **Duties of the clubs**

1. On entering the BENE-League Handball Competition, the clubs and each and every delegation member agrees:
  - a. to comply with the IHF Rules of the Game (and with the specifications to the IHF Rules of the Game applying to the BENE-League Handball);
  - b. to respect the principles of fair-play as defined in the Statutes of the EHF;
  - c. not to harm the interests of the BENE-League Handball and / or of the handball in general
  - d. accept and comply with all other obligations that the Board of the BENE League enters into or concludes in the name or on behalf of the participants in the BENE-League Handball Competition;
  - e. to comply with all decisions regarding the BENE-League Handball Competition taken by the BENE-League Handball Board, the BENE-League Handball Office or any other competent body and communicated appropriately (by official letter, fax, website or e-mail);
  - f. to observe the national safety and security regulations and guidelines for all matches in the BENE-League Handball Competition if the BENE-League Handball Board decide that as necessary.
  - g. An association is obliged to do all that is in its power before, during and after the game to maintain the order and the personal safety of all attendees to guarantee; The BENE-League Handball Board can give each association rules to maintain the order at competitions, as well appoint persons who are charged with checking on the compliance with these regulations;
  - h. to protect, defend and safeguard the BENE-League Handball from any and all liabilities, obligations, losses, damages, penalties, claims, actions, fines and expenses of whatsoever kind or nature resulting from, arising out of, or attributable to any non-compliance by the participating clubs or any of its players, officials, employees, representatives or agents with these BENE-League Handball Regulations.

### **Responsibilities of the clubs**

2. The clubs are legally and financially accountable towards the BENE-League Handball in respect of their delegation and team participating in the BENE-League Handball. In particular, the clubs are accountable for the conduct of their players, officials, other delegation members, fans and of any person having a function in the club, and/or carrying out a function at a match on behalf of the club, respectively on behalf of the delegation. The clubs and/or their members may be sanctioned accordingly by the Member Federation to which they belong.
3. The Host Club is responsible for security and order before, during and after the match. The Host Club may be called to account for incidents of any kind.

### **Additional responsibilities**

4. The BENE-League Handball Office informs the clubs, respectively the delegations participating in the BENE-League Handball about any further guidelines, directives or decisions related to the BENE-





League Handball to be respected and provides them with all relevant documents in due time.



## **Article 6 - Marketing and media rights**

1. The BENE-League Handball owns and has the sole right to exploit the marketing and media rights including the television, radio, film, DVD, Internet, multimedia, 3G, 4G and advertising rights of the BENE-League Handball and all related activities (draw, opening and closing ceremonies...).
2. The BENE-League Handball has the exclusive right to award television, radio, Internet and multimedia broadcasting rights and film rights (incl. DVD) related to the BENE-League Handball as well as advertising rights in playing halls of the BENE-League Handball. The BENE-League Handball may exercise its right to exploit those rights at its sole discretion and on a universal basis. The BENE-League Handball respect in this matter the exclusive rights of the Member Federations.
3. The BENE-League Handball is entitled to take, free of charge, up to 1/3 of the advertising space on the floor (4 sticker positions of which the middle circle) and around the field within the range covered by the TV cameras during all matches of the BENE-League Handball (Competition round and Final4). If rotating panels are used, it means one rotation out of three, if LED or LCD boarding is used, it means 1 minute out of 3.
4. If the BENE-League Handball wishes to use its marketing rights as mentioned under article 6.3. it must inform the Host Club no later than three (3) weeks prior to the beginning of the match, and the BENE-League Handball is responsible for the delivery of the advertising material. The home club is responsible for the set-up and correct implementation.
5. Each Member Federation must ensure that its partners, commercial or otherwise, do not use or otherwise exploit directly or indirectly any marketing or media rights of the BENE-League Handball without the BENE-League Handball Board express prior agreement, which may be granted or withheld at its sole discretion.
6. The BENE-League Handball recognises the Member Federations as the main interface to the public broadcasters (NOS, VRT, RTBF) sportbeat en/of locale televisie and will not contact those without prior consent/presence of the Member Federations.

## **Personality rights**

7. All participating clubs grant the BENE-League Handball the right (royalty-free) to use photos and graphic materials of players and officials as well as Member Federations names, emblems and players uniforms within the framework of the BENE-League Handball Competition for non-commercial purposes.
8. All participating Member Federations grant the BENE-League Handball the right (royalty-free) to use any photo, any material (print material, ads, internet, product presentation, video etc.) produced for/at the BENE-League Handball matches for BENE-League Handball competitions promotions and sport development (training, teaching, etc.) purposes.
9. The BENE-League Handball has the right to transfer these aforementioned rights of use to a marketing partner for the same purposes.



10. Each participating club guarantees the consent of the respective players and officials participating to the BENE-League Handball to the use of their image as defined here above. Each participating club must safeguard the BENE-League Handball and its partners from any liability action from a player concerning the player's image rights.

#### **Video recordings part of**

11. Upon application to the BENE-League Handball, all clubs are permitted to make video recordings of the BENE-League Handball matches for teaching and training purposes.
12. With effect from the 2017-2018 season, all clubs are obliged streaming of matches via livestream on the Internet. This obligation applies only to the home team playing. These streams must remain at least 12 months available on the Internet.
13. Video recordings may be made by both teams, using one or more cameras. These video recordings may only be used for live streaming to the Internet, the BENE-League logo should appear in the upper left or upper right of the screen, and/or for internal use (training and match preparation). Using the video recordings for any other purpose, including commercial exploitation is prohibited. If there is no place for two cameras than the home team makes recordings. These recordings are made available free of charge to the visiting team. Teams competing in the BENE-League may mutually agree to share this kind of videos.
14. Due to space limitations in a playing hall, restrictions on video recordings may have to be imposed by the Host Club(s). Such restrictions must be agreed with the BENE-League Handball Office/board.
15. All intellectual property rights for any material recorded for such purposes must be assigned to the BENE-League Handball Board in writing and if so requested by the BENE-League Handball Board, a copy of all relevant materials filmed must be provided to BENE-League Handball Board within the deadline set forth by the BENE-League Handball Board. After the BENE-League Handball the Host Federation(s) must take care that the TV host broadcaster provides the BENE-League Handball, free of charge, with DVD's of matches specified by the BENE-League Handball.

#### **Article 7 - BENE-League Handball sponsors/Partners exclusivity**

1. The exclusivity of the BENE-League Handball-sponsors (as such) during the BENE-League Handball must be complied with by all clubs, individuals, BENE-League Handball officials participating in the BENE-League Handball.
2. The names and the respective categories of products/services of the BENE-League Handball partners and sponsors as well as the necessary measures and restrictions to be taken by all clubs, individuals, BENE-League Handball Officials participating in the BENE-League Handball are communicated by the BENE-League Handball Board in due course prior the beginning of the BENE-League Handball.
3. Non-compliance with the required measures and restrictions in relation to BENE-League Handball partner product/service exclusivity or any other kind of violation of the BENE-League Handball partners and sponsors exclusivity during the BENE-League Handball may be sanctioned in accordance with the legal regulations of the Member Federation to which the infringer belongs. In addition the respective individual/entity may be required to reimburse all damages occurred.



## **Article 8 – Doping**

1. Doping controls may take place before, during and after the BENE-League Handball in accordance with the IHF and national anti-doping regulations.
2. The IHF and national anti-doping regulations, its enclosures and the WADA's Anti-Doping Code including the list of banned substances are an integral part of these BENE-League Handball Regulations.
3. In case of anti-doping rule violations, the BENE-League Handball Board will instigate disciplinary proceedings against the perpetrators and take the appropriate disciplinary measures in accordance with the legal regulations of the Member Federation to which the team belongs. This may include the imposition of provisional measures.
4. Member Federations must immediately inform the BENE-League Handball Office of any decision at national level sanctioning a player for doping (including interim measures of protection/temporary injunction). A copy of the decision must be sent to the BENE-League Handball Office. Decisions of Member Federations concerning doping confirmed by the IHF Anti-Doping Unit will be automatically implemented by the BENE-League Handball.

## **Article 9 - Number of participating teams**

The BENE-League Handball Competition is played with eight (8) teams for the competition 2015/2016, and will be extended to 12 teams for the competition 2016/2017.

## **Article 10 - Automatic qualification in the BENE-League Handball**

1. The teams ranked first, second, third and fourth (from 2016/2017 on: first to six) after the play-offs in each Member Federation automatically qualify for the BENE-League Handball Competition of the next season, notwithstanding restrictions imposed by national licensing systems or nationally recognized licensing systems.
2. The BENE-League Handball Board has the right to distribute BENE-League Handball Wild Cards, in order to achieve the pre-set number of participants.

## **Article 11 - Playing periods/Match dates/Throw-off times**

1. The playing period of the BENE-League Handball is from September to March 1<sup>st</sup> (the latest for a competition with 8 teams). In a competition with 12 teams the period will be extended to the end of March.
2. In principle the throw-off times is on Saturday between 16.00 – 20.30 hour and on Sunday between 14.00 – 16.00 hour.
3. The last two playing rounds of the Competition are to be played obligatory on Saturday at 20.00h sharp, to avoid advantages in playing while knowing the result of other games. Only the Live broadcasting on a national public channel can be a cause of differentiation to a later moment.



4. The exact dates and throw-off times of each BENE-League Handball match are subject to coordination between the BENE-League Handball Office, the clubs and if relevant, the BENE-League Handball marketing partner and the TV host broadcaster.
5. The final decision regarding dates and throw-off times of the matches lies with the BENE-League Handball Office.
6. The exact dates of the BENE-League Handball matches are communicated to the participating Member Federations and clubs by the BENE-League Handball Office in due time before the start of the BENE-League Handball.
7. Each team must have at least eighteen (18) hours rest between two BENE-League Handball matches played.
8. Playing calendar modifications shall be limited to the strict minimum:
  - a) European Cup games:
    - i. The game shall be moved, to a midweek match, two (2) weeks prior or two 2 weeks after the scheduled match, in agreement between the concerned clubs (approval by email sufficient) and needs confirmation by the BENE-League Handball Office;
    - ii. If no agreement can be reached, the competition manager will take the final decision. Throw off time shall be between 20.00h and 21.00h;
    - iii. The game can only be moved to a later day upon a motivated request, and needs the formal approval of the BENE-League Handball Office.
  - b) TV transmission:

TV transmission can only be a reason to move the playing day and time in case of Live TV transmission by a national public broadcaster, or by a private or regional broadcaster in the framework of an overall agreement with the BENE-League Handball.
  - c) The none availability of the playing hall shall never be a reason not to play the game on the initially foreseen day and time without the prior approval of the BENE-League Handball Office. The home club shall be responsible to find another playing hall.
9. The BENE-League Handball Office shall have the right, in special cases, to differ a game, upon reasonable request or by its own initiative. Arising costs can be imposed to the party responsible for the differing. Those cost may include:
  - a) Costs for lodging and board of teams and referees;
  - b) Compensation for additional renting of venues;
  - c) Compensation for additional transport costs;
  - d) An administrative fee of up to € 1,000;
  - e) In case of liability, any other duly established loss or cost.
10. The BENE-League Handball Office underlines the request only if the BENE-League Handball Office is of the opinion that this does not harm the interests of third parties.
11. The cost of moving scheduled matches and/or the throw-off timing can be charged to both clubs.
12. The Official Playing Schedule is part of the Regulations and will be available 1 June at the latest.



## **Article 12 - Registration**

### **Registration documents**

1. For its team to be eligible to participate in the BENE-League Handball Competition, the club must fulfil the following criteria:
  - a. It must confirm in writing that the club itself, its team players and officials and each and every delegation member agree to respect the regulations of the BENE-League Handball.
  - b. It must fill in the official registration documents which must be received by the BENE-League Handball Office within the deadline set by the latter and communicated in due course to all clubs.
  - c. It must specify a one fixed postal address, e-mail address and name of contact person who is responsible for all internal depositions in the BENE-League Handball.
2. In principle, registrations submitted after the set deadline cannot be accepted if they adversely affect the technical preparations and the carrying out of the BENE-League Handball Competition by the BENE-League Handball and the Host Federation(s). Late transmission of documents shall be fined according to the list of penalties.

### **Nationality and Eligibility to play**

3. BENE-League Handball matches are carried out as international matches. Players of a team participating in the BENE-League Handball must have a valid playing license from the Host Federation. Proof of nationality (valid passport or national identity card) is required to take part to the BENE-League Handball. A player who cannot, upon request by a BENE-League Handball Official, present either a valid passport or national identity card or valid players license, is not eligible to participate in any match of the BENE-League Handball.
4. A player who has already played for a team of a club in the BENE-League Handball (Competition, Final Four tournament) is not allowed to play in the same competition for the team of another club.

### **Official Squad**

5. The clubs must submit the list of the players and team officials ("Official Squad List") who will form the basic group of their team during the BENE-League Handball in writing to the Host Federation(s) and the BENE-League Handball Office before 1 September current year.
6. The Official Squad List must contain a maximum of twenty-eight (28) players ("Official Squad"). The players (28 or less) listed in the Official Squad List are the only players eligible to participate in the respective BENE-League Handball.
7. National entries, rules from the National Federation(s) are applicable, to the squad list are permitted the whole competition year.
8. In case of an international transfer, the proof of the ITC request must be joined, at the latest three (3) matches before the end of the regular competition.
9. The number of team officials in the Official Squad List is not restricted and is not final; changes/insertions of team officials until the technical meeting the start of the BENE-League



Handball are still possible.

10. The following information must be submitted with the Official Squad List:
  - a. Number of each of the players appearing on the List (from 1 to 99).
  - b. Players first names, surnames, dates of birth, clubs/nations, passport/national identity card numbers.
  - c. Colours of the first and second full team kit (dark colours kit/light colours kit), clearly stating colours of shirts and shorts and colours of the first and second kit for the goalkeepers.
  - d. Photo of the first and second full team kit (court players kits and goalkeepers kits; original kits to be used during the BENE-League Handball).
  - e. Team officials' names, surnames, function.
11. If the Official Squad List is not received by the BENE-League Handball Office and the Host Federation(s) within the set deadline, the club shall be fined accordingly, and the first twenty- eight (28) (or less) players appearing on the preliminary list of players and team officials submitted by the club are considered by the BENE-League Handball Board as the final Official Squad List of this club.

#### **Official Delegation Form (definitive players- and officials list)**

12. The Official Delegation Form contains the names and number of the sixteen (16) players and four (4) teams officials. The Official Delegation Form is prepared and handed over one (1) hour before the throw-off of the match at the technical meeting to the BENE-League Handball Delegate and referees. Players may be supplemented until the start of the match.
13. Only the four (4) officials of the Official Delegation Form not crossed out are eligible to be in the substitution area during the match.

#### **Participation of suspended and/or players not eligible to participate**

14. When a team uses a player who has been suspended and/or is not eligible to play in any BENE-League Handball match this team will lose the game by 10-0 and receive a fine of (see sanction list)



## **Article 13 - Financial contribution and fees**

### **Financial contribution Member Federation**

1. Each Member Federation participate in the BENE-League Handball Competition with a financial contribution of € 3.500,00 to the BENE-League Handball which must be received on the BENE League Handball account before 1 July current year.

### **Entry fee clubs**

2. For its team to be eligible to participate in the BENE-League Handball Competition, a club must pay an entry fee of € 2,500 to the BENE-League Handball which must be received on the BENE-League Handball account before 1 September current year.
3. The entry fee is paid once by the participating club for the entire competition (Competition and Final Four).
4. If the payment is not received by the BENE-League Handball Office on the due date, the club will be automatically fined for € 1,000.
5. If the entry fee is not received within four (4) weeks after the announced deadline, the deposit will be lost to the profit of the BENE-League Handball and the BENE-League Handball board may
  - a. declare all the games lost by forfeit score up to the moment the entry fee is paid
  - b. exclude the team from the BENE-League Handball
  - c. ban the team for up to five (5) years from participating in the BENE-League Handball.

### **Deposit payment clubs**

6. All clubs that wish to have a team participating in the BENE-League Handball Competition must pay a deposit of € 2,500 as a guarantee on the participation and meeting commitments to the BENE-League Handball which must be received on the BENE-League Handball account before 1 July current year.
7. Fines will be deducted from the deposit if not paid within one month. The BENE-League Handball Board may decide that a club loses all games after that deadline by the forfeit score, if the deposit is not paid up again.

### **Remaining funds**

8. If after the BENE-League Handball season, funds remain after final approval of the budget by the Board, 30% of those funds will remain with the BENE-League Handball, to cover costs for the next year or investment in the product.
9. The remaining 70% will be refunded, before July 1<sup>st</sup>, to the clubs and member federations, prorate of their input, alternatively, clubs and the board decided together to deploy these funds for purposes to be determined.





## **Article 14 - Costs**

### **Travel costs**

1. The Clubs must organize and pay the travel of their own delegation to and from the playing venue.

### **Staging and organisational costs Host Clubs**

2. All expenses incurred in the host country(ies) to stage and organize a BENE-League Handball match must be borne by the Host Club(s).
3. The Host club(s) is required to take care of and to pay for one meal after the match for the visiting team(s) with a maximum of 22 persons, for the referees and the delegate. With mutual consent teams, referees and delegate provide otherwise. All additional persons will be charged by the home club to the visiting club. The visiting club must inform the home club at least 48h before about the number of additional persons. The home club must inform the visiting club about the price per additional person within 24h if this price exceeds 15 €/pp.

### **BENE-League Handball Officials costs**

4. The BENE-League Handball bears the following costs and expenses for BENE-League Handball Officials, on a mission from the Board or the Office (definition under article 22.1) with the exception of the federations employees (national federations), referees (home club) and delegate (national federations):
  - a. Travel expenses to and from the venue (refunded on production of receipts/proof of ticket purchase) based on those criteria:
    - Travel by train/bus/boat: Reimbursement of second class return tickets for train/bus/boat.
    - Travel by car (allowed up to a maximum distance of 600 km one way): may be charged with € 0,19 per driven kilometre.
    - Travel by car in the home town (to and from airport or train station): may be charged with € 0,19 per driven kilometre.
  - b. For the duration of their assignment during the BENE-League Handball, the reasonable costs of board and lodging in the framework of their mission.



#### **BENE-League Handball Referees costs**

5. The Host Club(s) must bear the following costs and expenses of the BENE-League Handball Referees:
  - a. Travel expenses to and from the venue may be charged with € 0,19 per kilometre. Is taken into account: the fastest way ([www.mappy.com](http://www.mappy.com)) from home of the referee living the furthest from the playing hall to the playing hall.
  - b. If the departure points of the referees are disproportionally excentered, and they have a preliminary agreement from the Chief of Referees, they meet at the closest common point, to travel together from there. They can, in that case, both charge the kilometres they travelled alone.
  - c. All complaints resulting from the expenses charged by referees are settled by the BENE-League Office.
  - d. Match fee of 80 € per referee.
6. The travel expenses will be shared jointly with all clubs at the end of the season.

#### **BENE-League Handball Delegates' costs**

7. The Member Federations must bear the costs and expenses of the BENE-League Handball Delegates.
8. The costs and expenses must be paid monthly by declaration

#### **Staging and organisational costs Final Four**

9. If the place where the Final Four takes place is decided by the Board, all cost will be paid by the Board. If not then this rule is not applicable.
10. The organizing club of the BENE-League Handball Final Four is required to take care of and to pay for two meals per match-day (Saturday-dinner and Sunday-lunch) for all participating teams and officials.
11. The BENE-League Handball is required to take care of and to pay for a hotel overnight stay including breakfast for the three (3) visiting teams (eight (8) twins and five (5) singles) for the night between the two match-days, only if the distance between the venue of the BENE-League Handball Final Four and the official playing hall of the visiting team is more than 50 kilometres.
12. The BENE-League Handball pays for the costs (except meals) of the referees and delegates: hotel and breakfast in single rooms, match fee and travel expenses.
13. All teams and officials are responsible for their extra's (minibar, internet-use,)



## **Article 15 - Insurance**

### **General principles**

1. Everyone involved in the BENE-League Handball is responsible for his/her own insurance cover.

### **Club(s)**

2. The participating clubs are responsible for and undertake to conclude all necessary and adequate insurance cover, including accident and health insurance, for their delegation members, including players, technical staff and officials, at their own expense for the whole duration of the BENE-League Handball.

### **Host Club(s)**

3. The Host Club(s) is/are responsible for the insurance cover of all sites used for the BENE-League Handball including hall, facilities and official zones. If the Host Club(s) is/are not the owner of the hall used, they are also responsible for ensuring that the hall owner and/or tenant in question provides a fully comprehensive insurance cover, including third-party liability and property damage.
4. In addition to articles 21.1 and 21.2, the Host Club(s) staging the BENE-League Handball must conclude at their own expense adequate insurance cover (including cancellation) for all risks arising from organising and staging the BENE-League Handball, in accordance with their responsibilities. The insurance must fulfil the minimum conditions set out in the organisation agreement between the BENE-League Handball and the Host Club(s) and those communicated by the BENE-League Handball Board accordingly.

### **BENE-League Handball**

5. The Member Federation(s) is/are responsible for the civil liability, accident and health insurance of their nominated BENE-League Handball Officials for the duration of their assignment.

### **Further requirements**

6. All insurances must cover the full period of the BENE-League Handball, including the preparation and post-competition phase.
7. Claims for damages against the BENE-League Handball are expressly excluded. Anyone involved must safeguard the BENE LEAGUE from any and all claims for liability arising in relation to the BENE-League Handball.

## **Article 16 - Entrance fee**

1. During the BENE-League Handball Competition the Host Club has the right to lift entrance from the spectators. During the BENE-League Handball Final Four, the Organizing Club has the right to lift entrance from the spectators.
2. Persons availing of an official BENE-League Handball pass (Officials/press/people on a mission) shall be granted free access
3. Persons availing of an official press card shall be granted free access



## **Article 17 - Mandatory free access**

The Host Club(s) for the BENE-League Handball Competition and the organizing club of the BENE-League Handball Final Four are obliged to grant free access to:

- a. Persons availing of an official BENE-League Handball pass (Officials/Press/people on a mission assigned to them by the Board or the Office)
- b. Persons availing of an official press card, issued by a competent national authority
- c. An example of the identity card will be announced by the BENE-LEAGUE HANDBALL Office to the clubs before start of the BENE LEAGUE.
- d. each visiting and participating team up to a maximum of twenty (22) persons per team. (sixteen (16) players and six (6) officials)
- e. The clubs will be provided with an example of the BENE-League Handball Pass before the start of the season

## **Article 18 - Rules of the game**

### **Specifications**

1. BENE-League Handball matches are played in conformity with the applicable Rules of the Game promulgated by the IHF subject to the following specifications:
  - a. Teams can play with up to sixteen (16) players.

### **Secretary/timekeeper**

2. The certified secretary and the timekeeper are appointed by the home club and are under authority of the BENE-League Handball Delegate.
3. The secretary and the timekeeper must have the diploma as a federal referee of the NHV or KBHB or have attended the workshop secretary / timekeeper at the NHV or the KBHB prior to the start of the competition (current competition year).
4. The secretary and the timekeeper have the duties and powers which are assigned to them by the rules of the game.



## **Article 19 – Team kits**

### **Team kits requirements**

1. Each team is required to have at least one (1) full team kit in light colours and one full team kit (2) in dark colours for the matches of the BENE-League Handball. Blue and red are considered dark colours. In case of multi-coloured shirts in any of the full team kits, only one of the colours – and not the main colour – can be repeated in the other full team kit.
2. Goalkeepers' kit must differ from court players' kit, in both dark colour and light colour kit options.
3. The colours and the photos of the full team kits (at least one (1) light colour option and one (1) dark colour option) must be provided to the BENE-League Handball Office before the beginning of the BENE-League Handball within the deadline set by the latter and communicated in due course to the participating clubs. "Style guide" illustrations of the full team kits are not accepted as photos.
4. Any modifications requested by the BENE-League Handball Office after communication of the full team kits colours and photos by the clubs in order to comply with the requirements defined herein must be implemented by the clubs concerned within the deadline set forth by the BENE-League Handball Office and communicated in due course to the respective clubs.
5. The full team kits approved by the BENE-League Handball Office are the only ones allowed during the entire BENE-League Handball.
6. The BENE-League Handball Delegate of each match is allowed to request any of the team to play with another approved full team kit than the one specified in the Kit Plan if the BENE-League Handball Delegate considers that the colours of the team's pre-defined kits are likely to cause confusion.

### **Players numbers – Officials letters**

7. Each players number announced during the technical meeting must be affixed on the back and front of the shirt of the respective player. The number must be clearly legible, must range from 1 to 99 and be at least 20 cm high on the back and at least 10 cm high on the front. The colour of the number must contrast clearly with the colour of the shirt.

### **Additional requirements**

8. During the team line-up, the entire team must wear identical clothing either the approved full team kit to be worn during the match or tracksuits (except goalkeepers).
9. During BENE-League Handball matches:
  - a. The court players and the goalkeepers must wear the approved full team kit specified in the respective Kit Plan or requested by the BENE-League Handball Delegate. The surname and number of each player must appear on their shirts.
  - b. Players are allowed to wear thermo-trousers as long as the colour is the same as the one of the short.
  - c. The team officials on the bench must wear clothing having clearly distinct colour(s) from the colour(s) of the opposing team's playing kit.



### **Advertising on players' kits**

10. Subject to the restrictions mentioned hereunder, advertising on players' kits is allowed.
11. Advertising related to drugs, pornography or spirits is strictly forbidden on the players' kits.
12. For any advertising on kits during a BENE-League Handball games, the provisions and restrictions laid down in the regulations on advertising on clothing of the Member Federation to which the club belongs must be respected.
13. Each delegation member must comply with any further advertising restrictions communicated by the BENE-League Handball Board to the participating clubs in due time prior to the beginning of the BENE-League Handball.
14. The Host Federation must inform the BENE-League Handball Board on any local restriction or ban regarding advertising in due time before the BENE-League Handball.

### **Sleeves advertising**

15. Badges/BENE-League Handball logos to be fixed on the players right shirt sleeves are provided to the participating clubs in due time prior to the beginning of the BENE-League Handball.
16. The participating clubs are responsible for the fixing of the badges/BENE-League Handball logos provided on the sleeves of their team players' shirts.
17. The team official(s) in charge must ensure that the sleeves badges/BENE-League Handball logos are properly fixed on each player's shirt in due time prior to each match.

### **Non-obedience of the applicable points**

18. Non-obedience of one or more of the provisions stated here above, and/or of the national regulations on advertising on clothing, may be sanctioned in accordance with the legal regulations of the Member Federation to which the team belongs. In addition the respective club may be required to reimburse all damages occurred.
19. Non-compliance with BENE-League Handball sleeve advertisement will be sanctioned with a fine, and the fine will be applied for each following game after the first official notification as long as the non-compliance lasts.



## **Article 20 - BENE-League Handball venues/playing halls**

### **General provisions**

1. The Host Club(s) staging and organising a BENE-League Handball game is responsible for the availability of the venue/playing hall and the set-up in accordance with the requirements defined by the BENE-League Handball Board.

### **Adhesive resources**

2. The Home Club(s) and BENE-League Handball playing venues have to allow the use of adhesive resources, including resin. In case only one type of glue is allowed, the home club is obliged to put sufficient quantity of the allowed product at the disposal of the visiting team.

### **Choice venues/playing halls**

3. BENE-League Handball playing venues are proposed by the Host Club(s) to the BENE-League Handball Office.
4. The BENE-League Handball Board has the right, on proposal of the Office, to refuse a venues/playing hall.
5. Subject to the foregoing, the following basic equipment and infrastructure must be prepared and set-up by the Host Club(s) for each BENE-League Handball match:

### **Judges table – Support table**

6. A judges table for four (4) persons (Delegate, score keeper, time keeper and speaker) must be set-up and installed in the playing hall.
7. The provisions of the IHF Rules of the Game regarding the position and other requirements concerning the judges tables are applicable to BENE-League Handball matches.

### **Time-keeping and score-taking apparatus**

8. For all BENE-League Handball matches, the playing halls must be equipped with an electric timekeeping (Counting 0 to 30 minutes for each half) and score taking apparatus which can be read without difficulty and be operated from the judges' table. It is the official timekeeping apparatus and must be in full working order prior to and during matches.

### **Reserve clock**

### **Match cards**

9.
  - a. A sufficient number of cards (size A4) matching BENE-League Handball sample design must be at the disposal of the time/score-keeper for noting the numbers of the suspended players and the end of the suspension period. These cards must be placed on the judges' table, where visible and in a vertical position, clearly readable for both playing teams.
  - b. A sufficient number of cards (size A4) for "injured player" must be at the disposal of the time/scorekeeper for noting the number of the injured player which must keep off the playing



ground during three attacks of his team.

10. Two sets of three green cards showing the capital letters "T1, T2 and T3" must be at the disposal of the timekeeper for the team time-outs. They are handed over to the responsible members of the respective playing teams at the beginning of each half-time of the regular playing time.

#### **Playing floor**

11. For TV broadcasting purposes, a specific handball floor can be required by de BENE-League Handball Office.

#### **Anti-doping facility**

12. In all BENE-League Handball playing halls, an anti-doping infrastructure complying with the WADA Anti-Doping Code applicable at the date of the beginning must be set-up.

#### **Others**

13. The Host Club(s) must comply with and/or implement any other requirements related to the staging and organisation of the BENE-League Handball matches defined and/or communicated by the BENE-League Handball Board.

### **Article 21 - BENE-League Handball Officials**

#### **Definition**

1. BENE-League Handball Officials are
  - a. members of the BENE-League Handball Board
  - b. BENE-League Handball Representatives
  - c. BENE-League Handball Delegates
  - d. BENE-League Handball Referees
  - e. BENE-League Handball Office staff-members as well as
  - f. any other persons appointed by the BENE-League Handball Board or the BENE-League Handball Office in relation with the BENE-League Handball.
2. The duties and competence of those officials are to be defined by these regulations or with each individual appointment by the Board of Office.

#### **Code of Conduct**

3. Any BENE-League Handball Official nominated to participate in a BENE-League Handball must sign the BENE-League Handball Code of Conduct. During their assignment, the BENE-League Handball Officials are bound by the obligations of the BENE-League Handball Code of Conduct and the applicable BENE-League Handball Regulations.





## **Article 22 - BENE-League Handball referees**

### **Appointing**

1. For each BENE-League Handball match one (1) referee couple will be appointed.
2. The BENE-League Handball referees are appointed by the Chief referees of the BENE-League Handball Office.
3. In principle the BENE-League Handball referees of the NHV are appointed for the matches in Belgium and the BENE-League Handball referees of the KBHB are appointed to the matches in Holland.

### **Unavailable**

4. If any of the referees becomes unfit or is by circumstances not available before or during a match and is unable to officiate, the Chief referee of the BENE-League Handball Office decides about the replacement. Such a decision is final and no complaint against the person or nationality of the referee is allowed.
5. When a match is not started or cannot be continued, due to the absence, or injury of a referee appointed by the BENE-League Handball Board, the cost of the clubs cannot be claimed to the BENE-League Handball.

### **Special report**

6. In case of direct disqualifications or any major incidents, the referees have to write an additional detailed report and send it to the BENE-League Handball Office immediately after the end of the match.
7. In their report, the referees report in as much detail as possible on any incidents before, during and after the match, such as:
  - misconduct of players leading to direct disqualification;
  - unsportsmanlike behaviour by officials, members, supporters or anyone carrying out a function at a match on behalf of a club or Member Federation;
  - any other incidents.
8. Notwithstanding the foregoing, the absence of report on an incident does not prevent the initiation of proceedings by the Member Federations or the BENE-League Handball Board.



## **Article 23 - BENE-League Handball Delegates**

### **Appointing**

1. For each BENE-League Handball match, in due course prior to the match, the BENE-League Handball Office Chief Referees appoint at least one (1) delegate.
2. In principle the BENE-League Handball delegates of the NHV are appointed for the matches in Holland and the BENE-League Handball delegates of the KBHB are appointed to the matches in Belgium.
3. If no BENE-League Handball Delegate is appointed, available or present the Member Federation to which the BENE-League Handball Delegate belongs will pay a fine to the BENE-League Handball of € 500, unless established proof of force majeure.
4. The appointment of BENE-League Handball Delegates for the BENE-League Handball can be withdrawn at BENE-League Handball Board's sole discretion.
5. The BENE-League Handball Board decisions in matters of delegates for the BENE-League Handball are final.

### **Unavailable**

6. The appointed BENE-League Handball Delegates must inform the BENE-League Handball Office Chief referee of any cause for unavailability without delay.
7. In this case, the BENE-League Handball Office Chief referee appoints alternative delegates.

### **General responsibility**

8. The BENE-League Handball Delegate acts on behalf of the BENE-League Handball Board.
9. When on duty, the BENE-League Handball Delegate must always carry a copy of the relevant BENE-League Handball Regulations as well as the IHF Rules of the Game.
10. The BENE-League Handball Delegate supervises the conduct of the match and prevents any occurrences that may lead to a complaint or a replay of a match following BENE-League Handball requirements. If necessary, the BENE-League Handball Delegate acts as mediator.
11. The BENE-League Handball Delegate guides and supports the referees and observes and assesses their performance. However, the BENE-League Handball Delegate is not a chief referee. Responsibility on the playing area rests solely with the BENE-League Handball referees.
12. Nonetheless, the BENE-League Handball Delegate must interrupt the match if necessary and bring errors that may lead to a complaint to the BENE-League Handball referees attention. Errors in this context do not refer to decisions made by the referees on the basis of their observation of facts. The delegates must not make decisions but only make recommendations.
13. The BENE-League Handball Delegate must always sit at the judge's table to have a good view of the substitution area at any time and to be able to intervene if necessary.



### **Special report**

14. The BENE-League Handball Delegate must supervise the respect by all participating entities and persons of the BENE-League Handball rules and regulations and any other rules applicable to the BENE-League Handball.
15. If any violation of the BENE-League Handball rules and regulations or a major incident is observed the BENE-League Handball Delegates must:
  - write a specific remark on the match report and cross the box "report follows";
  - report such violation and/or incident in writing to the BENE-League Handball Office immediately after the match.
16. In their reports, the delegates report in as much detail as possible on any violation/incidents before, during and after the match, such as:
  - incorrect teams line-up;
  - incorrect player clothing (number, advertisements...);
  - delay in the match throw-offs;
  - unsportsmanlike behaviour by officials, members, supporters or anyone carrying out a function at a match on behalf of a club or Member Federation;
  - any other incidents.
17. Notwithstanding the foregoing, the absence of remark on the match report or of report on an incident does not prevent the initiation of legal proceedings by the Member Federations.

### **Match report/Official Delegation Form**

18. The BENE-League Handball Delegate is the final responsible for the match report and the Official Delegation Form. With the start of the BENE-League season 2016-2017 only the digital form is used, Sportlinked, which is as app available.
19. Before the throw-off, The BENE-League Handball Delegate must take care that the Official Delegation Form is confirmed and signed by an official of each playing team.



## **Article 24 - BENE-League Handball playing system**

### **BENE-League Handball Competition group formation**

1. The BENE-League Handball competition is played for the season 2015/2016 in one (1) group consisting of eight (8) teams. Starting from the season 2016/2017, it will be played in one (1) group consisting of twelve (12) teams.

### **Match system for the BENE-League Handball Competition**

2. The matches of the round are played with each team playing all opponents in the group (round robin system).
3. All matches of the BENE-League Handball Competition are played in two times thirty (2 x 30) minutes with a half-time break of ten (10) minutes (or fifteen (15) minutes upon a respective BENE-League Handball Board decision). There shall be no extra time.
4. Two points are awarded for a win, one point for a draw and no point for a defeat.

### **Equality of points during and after the BENE-League Handball Competition matches**

5. If two or more teams are equal on points in the BENE-League Handball Competition, their ranking is determined as follows:

During the BENE-League Handball Competition matches:

- a) superior points difference in all matches;
- b) Goal difference in all matches (best ranked team has the highest result of number of goals scored (minus) number of goals against);
- c) higher number of plus goals scored in all matches (best ranked team has the higher number of goals scored);
- d) The lot shall be carried out by the BENE-League Handball Office, if possible in the presence of the responsible team officials.



#### **Final Four tournament information (places 1 to 4)**

6. The teams ranked first, second, third and fourth in the BENE-League Handball Competition qualify automatically for the BENE-League Handball Final Four tournament.
7. The semi-finals team ranked 1 plays against 4 and team ranked 2 plays against 3.
8. On Saturday start time first semi-final (2 vs. 3). at 13.30 Hrs. The second semi-final ( 1 vs. 4) starts at 16.00 Hrs. with the exception, when matches are Broadcast Live on National TV, start times can be changed.
9. On Sunday match for place 3 and 4 starts at 13.30 Hrs. and the final starts at 16.00 Hrs. with the exception, when matches are Broadcast Live on National TV, start times can be changed.
10. The BENE-League Handball Final Four tournament take place at;
  - a. the location which is decided by the Board or;
  - b. the location of the team first ranked in the BENE-League Handball Competition, unless this team resigned to the organisation right prior to the official start of the BENE-League Handball Competition (September 1<sup>st</sup>). Teams resigning after the date of 1st September, they will be fined and held liable for possible damages resulting from their late withdrawal.If none of the teams ranked 1 to 4 after the BENE-League Handball competition have confirmed they would organise the Final4, the participation right of the team ranked n°4 forfeits to the profit of the first ranked team having indicated they are ready to organise the Final4.

#### **Same number of goals in the Final Four tournament**

11. The BENE-League Handball Final Four matches are played in two times thirty (2 x 30) minutes with a half-time break of ten (10) minutes (or fifteen (15) minutes upon a respective BENE- League Handball Board decision or decision by the delegate for TV purposes).
12. If the result stands as a draw at the end of the normal period time in the semi-final or final, an extra time of two times five (2 x 5) minutes with a half-time break of one (1) minute and a changeover is played after a five (5) minutes break.
13. If the result stands as a draw at the end of the first extra time in the final, an additional extra time of two times five (2 x 5) minutes with a half-time break of one (1) minute and a changeover is played after a five (5) minutes break.
14. If the two teams are still equal after the second period of extra time, the winners are determined by penalty throws.

#### **Penalty throws rules**

15. The rules on the execution of penalty throws are in conformity with the applicable Rules of the Game promulgated by the International Handball Federation (IHF).



## **Article 25 - Technical meeting**

1. A technical meeting is carried out one (1) hour before the beginning of each BENE-League Handball match in the BENE-League Handball Competition at the location announced by the BENE-League Handball Delegate.
2. A technical meeting is carried out one and a half hour (1,5) hour before the beginning of the first match in the BENE-League Handball Final Four at the location announced by the BENE-League Handball Delegate.
3. Technical meetings must be attended by at least one (1) team official of each delegation participating in the respective round.
4. In the technical meeting each delegation must:
  - b. Nominate its Team composed of a maximum of sixteen (16) players from the twenty-eight (28) players of the Official Squad List and four (4) team officials. The team official in charge must complete all fields of the Official Delegation Form, must sign it and must hand it over.
  - c. Present a valid passport or national identity card or valid players license for each of the players nominated as part of the Team.
  - d. Show the full team kits. One piece of each full team kit (dark colour option and light colour option) must be brought along. The full team kits colours of each participating team must be the ones announced at an earlier stage to the BENE-League Handball Board (with the required modifications implemented, if any).
5. The full team kits of each team must be checked by the BENE-League Handball Delegate during the technical meeting.
6. The Official Delegation forms presenting the lists of players and team officials nominated as Team must be checked with the players passports or national identity cards, and be approved and signed by at least one (1) BENE-League Handball Delegate at the match report.
7. The Host Club(s) is/are responsible to distribute the completed and finalised Official Delegation Form to the press and press agents before the match.
8. The BENE-League Handball Delegate coordinates and is responsible for the Official Delegation Form procedure assisted by the BENE-League Handball Office.



## **Article 26 - Match procedures**

### **Pre-match procedure Warm up**

1. Approximately forty-five (45) minutes before the start of a BENE-League Handball match, the playing court is made available to the players of the two playing teams for warm-up and play practice.

### **Before teams line-up**

2. Each player being on the playing court for the warm-up must immediately leave the playing court upon BENE-League Handball referees instructions to do so (ten (10) minutes before the match throw-off at the latest).

### **Teams line-up**

3. Each player of the playing teams must be ready for the official teams line-up ten (10) minutes prior to the official throw-off of the matches (ten (10) minutes prior to the official throw-off for the matches of the final week-end)
4. Before entering the playing court for the official teams line-up, ten (10) minutes before the match throw-off, the players have to follow both the BENE-League Handball referees and floor managers' instructions and gather at the defined collection point (pre-defined corner of the playing court surrounding area.
5. Once the BENE-League Handball referees have given the playing teams the instruction to gather, none of the player is allowed to leave the playing court area.
6. The players must enter the playing court following the respective BENE-League Handball referee as well as the path made by children if any. They must, in case, slap hands (high-five) with the children on either side simultaneously with both hands. The players of the team entering second on the playing court must also slap hands with the other team players before taking their line-up position.

### **Pre-match procedure schedule**

7. The detailed pre-match procedure schedule of the BENE-League Handball Competition and Final Four matches is the following:
  - 08:00 Flag, mascots, referees, teams ready at the entry meeting point. Player escorts (children) form tunnel
  - 07:00 Line-up of Team A
  - 06:30 Line-up of Team B
  - 06:00 Introduction of Team A – players and officials
  - 06:00 Introduction of Team B – players and officials
  - 03:00 Introduction of the BENE LEAGUE referees, BENE-League Handball officials
  - No anthems will be played.
  - 02:00 Final match preparations of the teams
  - 00:00 Throw-off/Order by BENE-League Handball Delegate



8. Further details and information about the pre-match procedure is provided to the delegations before the beginning of the BENE-League Handball and before each match at the technical meeting. The provided information may contain modifications to the schedule mentioned under article 19.7 due to the practicalities of each venue and each match.
9. Instructions regarding pre-match procedure given by the floor manager and/or the BENE- League Handball Delegate in the playing hall before each match prevail and must in any case be followed by any person involved in the pre-match procedure.
10. Any playing team and individual causing a delay in the throw-offs (start/half-time/timeout) of a BENE-League Handball match is liable for any damage incurred and may be sanctioned by the BENE League Office accordingly.
11. The speaker ensures the presentation of the teams happens in a neutral way and bans all disproportion from the way both clubs are presented.

#### **Post-match procedures Handshake and line up**

12. Immediately after the end of a BENE-League Handball match, the players must carry out an informal handshake with the opposing team players and the team officials shall carry out an informal handshake with the team officials of the opposing team.

#### **Journalism match report**

13. Each club is required to send a journalism match report on the time and manner, determined by the BENE-League Handball Office. The journalism report mentions at least the run of play and the goal scorers from both teams.

#### **Media and promotion**

14. After the final match, the winner of the BENE-League Handball must be available for media and promotion purposes upon BENE-League Handball request.

#### **Club-photographer**

15. Each club has a club photographer.
16. The photos of each BENE-League Handball match should be placed at a specific club website.

#### **Article 27 – Trophy**

1. The winner of the BENE-League Handball receives from the BENE-League Handball a trophy. The trophy remains at the winner, who keeps ownership at all times.
2. The other finalist of the BENE-League Handball receives from the BENE-League Handball a trophy in different shape than the winner's trophy. The trophy remains in the respective clubs keeping ownership at all times.





## **Article 28 - Withdrawal, failure to play and similar cases**

1. A team withdrawing from the BENE-League Handball Competition or failing to play a BENE- League Handball match (except for cases of force majeure) will be fined according to the table of sanctions and can be suspended for the next BENE-League Handball Competition including the respective BENE-League Handball Qualification. Moreover the team shall be liable to pay compensation to the BENE-League Handball for extra expenses resulting from the withdrawal and from any nomination from a substitute team.
2. Moreover in case a team withdraw from the BENE-League Handball Competition or fail to play a match, the entry fee and the lump-sum advance payment must be forfeit to the credit of the BENE-League Handball, notwithstanding further action from the Member Federation to which the team belongs.
3. If a team withdraws or is disqualified during the BENE-League Handball Competition, the results of all of its matches are declared null and void and the points awarded are forfeited.
4. If a team that has qualified for the BENE-League Handball Competition withdraws or is disqualified, the BENE-League Handball may replace it and if so, decides which team is to take its place, according to the results achieved by the team previously eliminated. No draw has to take place. If the withdrawal happens after July 1st, the explicit consent of the concerned federation is needed.
5. A team which withdraws, refuses to play or is responsible for a match not taking place or not being played in full loses all rights to payments from BENE-League Handball. Besides, the entry fee is forfeited to the credit of the BENE-League Handball.



## **Article 29 - complaints, violations and legal procedures**

### **Definitions**

1. Under the present chapter "complaints, violations and legal procedures", "complaint" shall mean: any match-related claim which may have an impact on the result of a BENE-League Handball match.
2. Under the present chapter, a "PROTEST" shall mean: an official request for reconsideration of an administrative decision (with no direct influence on the result of a played game) of the BENE-League Handball Office by the BENE-League Handball Board.

### **Exclusion of liability**

3. The BENE-League Handball shall not be liable for any third-party liability claims arising from the execution of single matches or any other events in connection with the BENE-League Handball.

### **Exclusion of complaints**

4. With regard to all and any BENE-League Handball matches, complaints shall not be permitted when relating to:
  - a) Date, time, venue and draw of the matches
  - b) Nomination of referees and delegates
  - c) Referee's decisions on facts in accordance with the Rules of the Game

### **Complaints-procedure**

5. Complaints related to BENE-League Handball matches shall be settled in first instance by the BENE-League Handball Board.
6. The basic reason for a complaint to follow shall be handed over in writing to the BENE-League Handball Delegate of the match within one (1) hour after the end of the relevant match.
7. Moreover, a complaint fee of € 500 shall be paid by the claimant to the BENE-League Handball Office account. This amount shall be paid directly to the BENE-League Handball Delegate or shall be transferred to the BENE-League Handball bank account within 24 hours after the throw-off time of the game. A written proof, sent within the aforementioned deadline, of payment of the complaint fee, shall be deemed sufficient.
8. If the complaint is fully granted, the complaint fee is refunded to the claimant; otherwise it is forfeited to the credit of the BENE-League Handball. In case the claim is partially granted, the Board shall decide on the percentage of the fee to be refunded, taking into account the administrative cost of the claim.
9. The full grounds for the complaint, as well as any relevant statement on those grounds, shall be submitted to the BENE-League Handball Office by the claimant no later than 24 hours after the throw off time of the game in question. During the Final4, complaints have to be submitted fully within 1 hour after the end of the game in question.



10. The BENE-League Handball Board takes the necessary statements from all concerned by and directly involved in the complaint, and takes a decision by simple majority on the complaint which may include international suspension of players or teams, forfeit score (10-0), replay, if necessary within 24h after the reception of the complaint. The BENE-League Handball board is free to take the necessary info or advice from any person considered relevant. The decision is announced to the relevant parties by e-mail.
11. In principle the actual costs for personnel and material arising from the activities of the BENE-League Handball Board shall be appointed and charged by the BENE-League Handball Board.
12. Failure to comply with the formal procedural requirements shall entail that the complaint will be inadmissible.

### **Protest-procedure**

13. Protests against administrative decisions by the BENE-League Handball Office have to be submitted in writing by the claimant, together with the proof of the payment of a protest fee of 500 € to the BENE-League Handball account, to the BENE-League Handball Office with a copy to the chairman of the BENE-League Handball Board. The protest has to contain all necessary info to enable the BENE-League Handball Board to take a decision.
14. Protests against the formal procedure of a disciplinary case ('Cassation') have to be submitted within 48h after the communication of the verdict by the BENE-League Office. The proof of payment of 500 € within the deadline is a precondition for the protest to be receivable.
15. The BENE-League Handball Board shall hear the BENE-League Handball Office responsible and if necessary any other relevant person, and communicate its decision, taken by simple majority and duly motivated, under written form to the involved parties. The decision shall indicate the allocation of the costs.

### **Eligibility to play**

16. The submission of complaints concerning eligibility to play is not subject to any mandatory deadline. Replays on the basis of the fact that a non-eligible player has been aligned in a game are excluded.

### **BENE-League Handball regulations infringements**

17. If deemed appropriate by the BENE-League Handball to ensure the proper running of the BENE-League Handball and/or the respect of the applicable regulations during the BENE-League Handball, violations of the present regulations and/or any other regulations applicable to the BENE-League Handball by any team, individual and/or BENE-League Handball Official are examined, decided upon and sanctioned by the BENE-League Handball Board following an express procedure.



18. Clubs, individuals, Member Federations and/or the BENE-League Handball Officials against whom the proceedings are initiated before the BENE-League Handball Board must have the possibility to provide a statement of defence.
19. In those cases, the deadlines defined here above are not applicable.
20. The carrying out of legal/disciplinary proceedings as defined herein is independent of any reporting obligations.
21. The BENE-League Handball Board decides on sanctions and maximum fines in accordance with the Guideline list of sanctions and maximum fines specific to the BENE-League Handball, unless the BENE-League Handball regulations provide specific measures.

#### **EHF Court of Arbitration (ECA)**

22. Any issue decided upon by BENE-League Handball Board may be brought by any of the relevant parties before the EHF Court of Arbitration.
23. The initiation of proceedings before the EHF Court of Arbitration on a specific issue does not suspend the implementation of the decision taken by BENE-League Handball Board on such an issue, unless decided otherwise by the EHF Court of Arbitration in accordance with the Rules of Arbitration for the ECA.
24. The claimant shall send a written request in duplicate to the EHF Court of Arbitration Office that shall receive it no later than twenty-one (21) days after the delivery, announcement or communication of the Jury ruling to the parties.
25. The proceedings are governed by the Rules of Arbitration for the ECA.
26. Decisions of the EHF Court of Arbitration are communicated in writing to the parties.

#### **Article 30 – Final**

1. All enclosures form an integral part of these regulations.
2. In case a French version of these regulations is available and there is any discrepancy in the interpretation between the English or French versions, the English version prevails.
3. The basic version of these regulations was adopted by all participants to by the BENE-League Handball and come into force on August 20th 2014. They can be amended by decision of the BENE-League Handball Board, as long as they are not in contradiction with the contract establishing the BENE-League between the Federations, and all modifications shall be properly communicated.
4. In all cases where the regulations do not provide, the Board may additional decide.
5. In case of unforeseen circumstances, the final decision is to the Board or to an assigned employee.



**ENCLOSURE 1: Example registration**

**BENE-League Handball OFFICE**

Mr. D. van Dorpe  
BENE-League Handball Office  
Dr. Vanderhoeydonckstraat 48  
3560 LUMMEN BELGIE



Date .....

Dear sir,

In this report we have come to participate in the BENE-League

We, the club itself, its team players and officials and each and every delegation member agree to respect the regulations of the BENE-League Handball Competition document, Code of Conduct Agreement and decisions of the BENE-League Handball Board.

Our postal address, email address and name point of contact for all matters in the BENE-League Handball is .....

**Name of Club:**

**Federation:**

**Date:** \_\_\_\_\_

**Club's stamp and signature (signature by a person having authority to commit the club) :**



## **ENCLOSURE 2: BENE-League Handball Code of conduct agreement**

### **BENE-League Handball CODE OF CONDUCT AGREEMENT**

This Code of Conduct Agreement (Code) applies for all clubs, club officials, club related players, and club related persons (all four groups subsequently summarized as clubs) regarding BENE- League Handball.

#### **Participation in BENE-League Handball:**

1. Clubs shall compete with an honest effort to follow the rules and the spirit of fairness and sportsmanlike conduct. The goal of the BENE-League Handball Competition is to give one's best effort while displaying honesty, integrity, and sportsmanship.
2. Clubs shall display courtesy and respect toward the opposing team, the BENE-League Handball and its officials as well as BENE-League Handball Partners and other BENE-League Handball related organizations and persons.
3. Clubs shall take all necessary personnel and organizational measures to ensure these requirements.

#### **Contact to BENE-League Handball / BENE-League Handball officials:**

4. Contact of a Club or a Member Federation concerned to BENE-League Handball officials appointed for a match shall be carried out only by clearly identified persons which have high standards of integrity and honesty. The responsibility of such conduct is with the home/organizing club.
5. Persons who are supposed to be in contact with appointed BENE-League Handball officials shall be informed on this code of conduct agreement, including its principles and consequences of offences.

#### **Due Conduct - Financial and Organizational Integrity:**

6. Clubs are obliged to guarantee the integrity of the BENE-League Handball Competition in every respect - this including an independent ownership, leadership/management, administration and/or sporting performance from all other handball clubs in the respective competition or a competition which is linked to the respective competition. No individual or legal entity of the club may have control or influence over any other club participating in the respective competition or a competition which is linked to the respective competition – this including ownership, leadership/management, administration and/or sporting performance.
7. Clubs are obliged to ensure that all parties involved, especially all BENE-League Handball officials are treated in an utmost neutral way and not exposed to any endangering situation as undue contacts.
8. Due conduct avoids any words or actions before, during or after a match which may mislead an BENE-League Handball official. This includes any information which is likely to influence the acting of an BENE-League Handball official on a long term basis.



9. No services shall be offered to any BENE-League Handball official beyond the necessary guest hospitality concerning board, lodging and transport.
10. No presents or gifts shall be offered or promised to any BENE-League Handball official before, during or after a match, except small items of remembrance.
11. No money or anything of value shall be given to any third party, where there is reason to believe it will be passed on to anyone involved in the purpose of influencing decisions or results.
12. Clubs shall comply with all applicable international, national and local anti-bribery standards.
13. Clubs must not, directly or indirectly, make or offer bribes, kickbacks, or other payments of money or anything of value to anyone, including officials, employees, or representatives of the BENE-League Handball, any club, company, or public or international organization, or to any other third party, for the purpose of wrongfully obtaining or retaining in any way undue advantages in connection with a match or a match result.

**Communication:**

14. The club shall ensure that this Code (and other relevant information) is provided to all club related persons.
15. The club shall ensure that the disclosure of secret information on the nomination of BENE-League Handball officials is limited to those persons being absolutely necessary for a correct preparation of the game or event.

**Obligation to report:**

16. All club officials and other persons and organization accountable to the club are obliged to immediately report any observations in connection with and violations of this code of conduct agreement to the BENE-League Handball.
17. All BENE-League Handball officials are obliged to immediately report any observations in connection with and violations of this Code of Conduct Agreement to the BENE-League Handball.
18. Based on such reports proceedings at the responsible legal bodies within the BENE-League Handball will be initiated accordingly.

**Handling and Follow-up:**

19. Any communication, verbal and non-verbal, which could influence the acting of an BENE-League Handball official in connection with a match or an BENE-League Handball event is a violation of this code of conduct agreement.
20. Clubs have to guarantee their utmost protection for nominated BENE-League Handball officials during their stay in the host country. This includes a security service during the entire stay in order to make sure that no undue influence or approach by third parties is possible without recognition, if necessary.
21. Any approach of a third party can be regarded as a lack in the required protection and directly accountable to the home/organizing club.
22. Depending on the seriousness of the violation of this agreement, warnings and punishments according to the National Member's legal regulations may be awarded by the responsible legal body of the National Member. Legal remedy can be used accordingly.



23. Violations of this code of conduct agreement as well as comparable actions against basic principles of fairness and sport can result in a suspension of the club from current and future international competitions in accordance with the applicable National Member's statutes and regulations.

**Declaration:**

24. The signatory club confirms that it will participate in BENE-League Handball in a correct, fair and sportsmanlike way and it guarantees that it will not influence any competitions and officials in an undue way or try to manipulate any result. This includes undue influence, gifts and presents, bribe and acceptance of offers for manipulation and/or respective attempts in connection with the perspective of certain betting or lottery achievements.

25. With the signature below the signing club acknowledges that the Code of Conduct Agreement and the related penalties in case of violations are understood and confirmed. In addition it confirms that it will pass on the code of conduct agreement at hand to all parties being in contact with BENE-League Handball officials.

26. The mutual consent regarding the code of conduct agreement is a basic condition for the participation in the BENE-League Handball.

By signing below, I affirm that I have read and agree to abide by the Code of Conduct. I thus honour the letter and spirit of this Agreement.

THE SUBMISSION OF THIS DOCUMENT (ALLTOGETHER THREE PAGES) CONSTITUTES AN INTEGRATED PART OF A VALID REGISTRATION FOR THE BENE-League Handball SEASON 2016/2017

**Name of Club:** \_\_\_\_\_ **Federation:** \_\_

**Date:** \_\_\_\_\_

**Club's stamp and signature (signature by a person having authority to commit the club):**

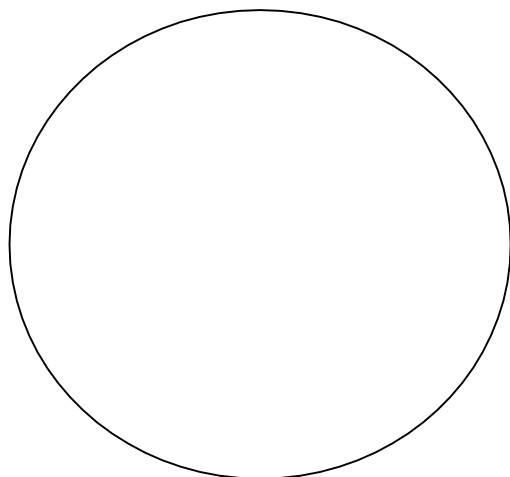


ENCLOSURE 3: Example BENE-LEAUGE Match cards

**2 MINUTEN TIJDSTRAF/ 2 MINUTE SUSPENSION**

**PLAYER N°**

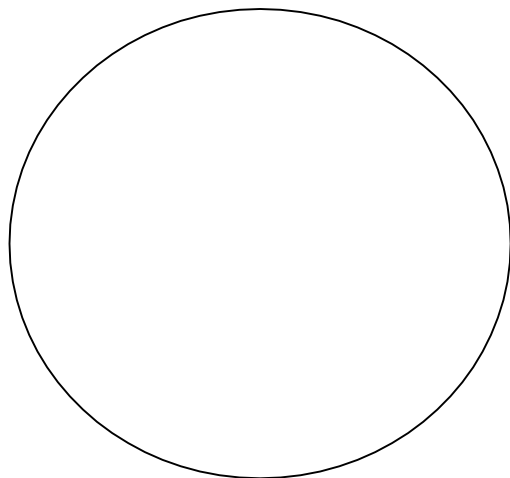
**END**



**2 MINUTEN TIJDSTRAF/ 2 MINUTE SUSPENSION**

**PLAYER N°**

**END**





#### **ENCLOSURE 4: Bad weather procedure**

Teams have the responsibility to organise themselves to be able to reach the playing venue in time, and therefore take the necessary precautions, especially taking into account the weather forecast.

Last minute postponing of games is to be avoided at the maximum, taking into account the organisational part of games, TV transmissions, VIP activities.

Clubs deciding on their own motion not to go to play a game will be declared forfeit and will be fined accordingly.

The BENE-League Handball Board will evaluate whether a no-show/late arrival at a game is a consequence of force majeure or a consequence of lack of precaution, and will decide about the sportive and financial consequences accordingly.

Only in extreme weather conditions, the BENE-League Handball Office can decide to postpone a game. The game will be fixed on another moment immediately, if necessary or desirable on a weekday during the following week.



## ENCLOSURE 5: Example BENE-League Handball Identity-card

**BENE  
LEAGUE  
HAND  
BALL**

Voornaam  
Naam

**Legitimatie 2014 – 2015**

Deze kaart geeft vrije toegang tot alle BENE-League wedstrijden voor de houder.  
Een identiteitsbewijs in combinatie met de kaart dient vertoond te worden op aanvraag.





## **ENCLOSURE 6: Guideline list of sanctions and maximum fines specific to the BENE-League Handball**

1. Administrative shortcomings/Failure or delay to provide required information and/or document(s) to the BENE-League Handball Office: Fine max € 250.
2. Any delay or failure in making reports to the BENE-League Handball Office: Fine up to max € 250.
3. Failure to make payments to the BENE-League Handball Office by the due dates (of amounts not exceeding € 2.500): Fine up to max € 250.
4. First recurrence of infringement: Fine up to max € 250/Any further recurrences: Fine up to max € 1.000 and exclusion from BENE-League Handball competition.
5. Provision of incorrect information about a player by the player himself/herself or by a club: Fine up to max € 750/Suspension/Exclusion of up to 2 years.
6. The participation of a player who has been suspended and/or is not eligible to play during a match of a competition organised by the BENE-League Handball shall result in the match being scored as lost with the same result and in any case with 0:10 goals and 0:2 points.
7. If this infringement is seen as a severe unsportsmanlike conduct: Suspension until end of the running season may be imposed/fine: max € 1.000.
8. Abandonment of a match through a fault attributable to a team: Exclusion from the rest of the competition/Suspension/Exclusion up to 2 seasons/ max fine: max € 2.500/Payment of all damages and costs arising to its opponents, the BENE-League Handball, and/or their contractual partners.
9. Failure to play a match through a fault attributable to a team: Exclusion from the rest of the competition/Suspension up to 2 seasons/Fine: max € 2.500/Payment of all damages and costs arising to its opponents, the BENE-League Handball, and/or their contractual partners.
10. Late arrival at the venue by a team: Fine: max € 500/Payment of all damages and costs arising to its opponents, the BENE-League Handball and/or their contractual partners.
11. Any withdrawal from the BENE-League Handball competition by a registered team shall be regarded as a forfeit and shall carry the following sanctions, additionally to the forfeit of the entry fee to the credit of the BENE-League Handball: Fine max € 5.000.
12. Marketing/advertisement/media. Violation of the applicable Regulations, manuals, BENE-League Handball directives regarding:
  - a. Advertisement set-up and use in the playing hall and related areas: Fine max € 1.000.
  - b. Advertisement/badges on the team players kits/ BENE-League Handball exclusive advertisement rights on sleeves: Fine max € 1.000/Suspension of the player until correct implementation may be required.
  - c. (Inter)national TV signal production: Fine max € 2.500.
  - d. Admission of media representatives (TV, radio, etc.): Fine max € 500 per person.



13. Venue set-up. Violation of the applicable Regulations, manuals, BENE-League Handball directives regarding:
  - a. Availability of the playing hall/Availability of the required facilities, equipment and/or venue infrastructure in the playing hall and related areas: Fine max 1.000.
  - b. Facilities, equipment and/or venue infrastructure requirements in the playing hall and related areas: Fine max € 1.000.
  - c. Handball floor requirements: Fine max € 1.000/Ban on the venue may be imposed.
  - d. Placement of competition banners, competition logos, panels, table and/or mike flags in the playing hall and related areas: Fine max € 1.000.
  - e. Availability of the required court personnel including time/score keeper and personnel for floor/advertisement set-up and removal: Fine max € 500.
  - f. Professional requirements of court personnel: Fine max € 500.
14. Incorrect conduct of the public announcer during an official match: Fine max € 1.000.
15. Match protocol, official ceremony procedures and/or BENE-League Handball delegate instructions not followed or incorrectly implemented by any team or individual involved in an official match and/or in an official ceremony: Fine max € 500. If causing a delay in the start of the match (first half time /second half time): Fine max € 500.
16. Forgery of documents by a Member Federation, a club, a player: Fine max € 2.500/Suspension/Exclusion for up to 3 years.
17. Withdrawal from the organisation of the Final4 between September – 1st and December 1st – € 1.000, after December 1st – € 2.000
18. Participation of suspended and/or players not eligible to participate in a game Fine max € 1.000.
19. Failure to livestream a home match on the Internet and/ or to make this match not available for the next 12 months on the internet: Fine max per match € 250



**ENCLOSURE 7: Procedure afhandeling aangifte (UK Version below this one)**

**Inhoud**

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## **Artikel 1 – Procedure –algemeen–**

1. Indien en voor zover op de BENE-League van toepassing, kan tegen een uitspraak van de Commissie van Beroep, beroep worden ingesteld bij het Court of Arbitration of Sports (CAS) te Lausanne, op welk beroep niet het Tuchtreglement BENE-League maar de reglementen van het CAS van toepassing zijn.
2. Voor een tijdige ontvangst van een per e-mailbericht verzonden stuk, is bepalend de datum van verzending van het e-mailbericht aan de ambtelijk secretaris Tuchtrect BENE-League. Emailadres [tuchtrect@handbal.nl](mailto:tuchtrect@handbal.nl).
3. De tuchtrechtspraak wordt in eerste aanleg uitgeoefend door de Tuchtcommissie.
4. De tuchtrechtspraak wordt in hoger beroep uitgeoefend door de Commissie van Beroep.
5. De Tuchtcommissie en de Commissie van Beroep zijn bevoegd gezamenlijk, voor aanvang van het seizoen, richtlijnen voor de bestraffing van overtredingen vast te stellen, alsmede te bepalen in welke vorm de richtlijnen aan de verenigingen, spelend in de BENE-League, worden medegedeeld.

## **Artikel 2 – De aangifte**

### **Artikel 2a Aanhangig maken van een overtreding algemeen**

1. Een overtreding wordt aanhangig gemaakt bij de Tuchtcommissie door:
  - a) een aantekening op het (digitale) wedstrijdformulier door de scheidsrechters wanneer het een overtreding van een wedstrijbepaling (spelregel) betreft;
  - b) een schriftelijke aangifte door de scheidsrechters, wanneer het een overtreding van een wedstrijbepaling (spelregel) betreft;
  - c) door binnen één uur na afloop van de wedstrijd aan de waarnemer bekend te maken en vervolgens het protest bij de ambtelijk secretaris Tuchtrect in te dienen;
  - d) een schriftelijke aangifte door de Board van de BENE-League, of lid van het NHV, VHV of LFH, wanneer het een overtreding van de BENE-League reglementen betreft;
  - e) een beslissing van de Tuchtcommissie, wanneer het een overtreding betreft van een wedstrijbepaling waartegen de scheidsrechters niet hebben opgetreden of niet hebben kunnen optreden, van een overtreding van de reglementen.
2. De aangifte met eventuele bijlagen wordt, via de email, ingediend bij de ambtelijk secretaris Tuchtrect.
3. De Tuchtcommissie neemt een aangifte pas in behandeling indien de aangifte voldoet aan de daaraan gestelde eisen. Bij twijfel over de identiteit van de verzender, kan de ambtelijk secretaris Tuchtrect nazending van een getekend exemplaar per gewone post gelasten.
4. Indien de aangifte niet volledig is of wanneer er ter zake van de aangifte sprake is van onvolkomenheden, retourneert de ambtelijk secretaris Tuchtrect de aangifte aan de aangever met het verzoek voor correctie en/of aanvulling zorg te dragen en de aangifte binnen vier dagen na de datum van verzending aan de ambtelijk secretaris Tuchtrect te retourneren. Indien de aangifte nadien wordt ontvangen, beslist de voorzitter van de Tuchtcommissie of de aangifte als tijdig gedaan wordt aangemerkt.
5. De Tuchtcommissie neemt een aangifte niet in behandeling, indien deze betrekking heeft op een overtreding die meer dan zes maanden vóór de datum van ontvangst van de aangifte is begaan, tenzij de aangever naar het oordeel van de voorzitter van de Tuchtcommissie voldoende aannemelijk maakt dat niet eerder aangifte kon worden gedaan en de aangifte zo spoedig mogelijk nadien is gedaan.
6. Een anoniem gedane aangifte wordt niet in behandeling genomen.
7. De in de aangifte geformuleerde overtreding vormt de grondslag voor de behandeling van een zaak door de Tuchtcommissie en door de Commissie van Beroep. Een aangifte kan door de aangever nadien alleen met toestemming van de voorzitter van de Tuchtcommissie worden gewijzigd, welke wijziging kan worden geweigerd indien naar het oordeel van de voorzitter reeds bij het doen van de aangifte met de verzochte wijziging van de aangifte rekening had kunnen worden gehouden of wanneer de betrokkene daardoor in zijn verdediging aanzienlijk wordt geschaad. Slechts de Tuchtcommissie of de Commissie van Beroep kunnen een aangifte wijzigen.
8. Het doen van een aangifte van een overtreding wetende dat deze niet gepleegd is, levert een overtreding van het Tuchtreglement BENE-League op, die, met inachtneming van dit reglement, wordt bestraft.

#### **Artikel 2b Aanhangig maken door een aantekening op het (digitaal) wedstrijdformulier**

1. Bij het aanhangig maken door een aantekening op het (digitale) wedstrijdformulier is de scheidsrechter verplicht op het (digitale) wedstrijdformulier te vermelden:
  - a) de naam, voorletter(s) en relatiecode van de betrokkene;
  - b) de aard van de voor, tijdens of na de wedstrijd gepleegde overtreding.
2. De scheidsrechter is bovendien verplicht:
  - a) conform de wedstrijdbepalingen van de geconstateerde overtreding een rapport op te maken met een vermelding van de feiten en omstandigheden waaronder het feit is gepleegd;
  - b) dat rapport binnen één werkdag na de dag van de wedstrijd in het bezit te doen zijn van de ambtelijk secretaris Tuchtrecht.

#### **Artikel 2c Aanhangig maken door een schriftelijke aangifte**

1. Bij het aanhangig maken door een schriftelijke aangifte is de aangever verplicht zo nauwkeurig mogelijk te vermelden en te omschrijven:
  - a) zijn naam, voorletter(s), adres en relatiecode;
  - b) bron van zijn wetenschap;
  - c) de overtreding;
  - d) waar, wanneer en bij welke gelegenheid de overtreding is begaan;
  - e) naam, voorletter(s), relatiecode en vereniging van betrokkene;
  - f) naam, voorletter(s), adres en relatiecode van elk van de eventuele getuigen.

#### **Artikel 2d Aanhangig maken door een beslissing van de Tuchtcommissie**

1. Wanneer bij de Tuchtcommissie een redelijk vermoeden ontstaat, dat een overtreding heeft plaatsgevonden van de wedstrijdbepalingen of reglementen waartegen de scheidsrechter niet heeft opgetreden of niet heeft kunnen optreden, kan die overtreding aanhangig gemaakt worden door een daartoe strekkende beslissing van de Tuchtcommissie.

#### **Artikel 2e Informeren betrokkene**

1. De ambtelijk secretaris Tuchtrecht zendt de schriftelijke aangifte en eventueel overige ontvangen documenten binnen **vijf** werkdagen na ontvangst aan de betrokkene.

#### **Artikel 2f Bijzondere vormen van tenlastelegging**

1. De Tuchtcommissie wordt geacht een overtreding aan een betrokkene ten laste te hebben gelegd, indien een zaak in behandeling wordt genomen, die aanhangig is gemaakt door:
  - a) de scheidsrechter middels een aantekening op het wedstrijdformulier;
  - b) de Tuchtcommissie middels een mondelinge aanzegging tijdens een behandeling.
2. De betrokkene en de teamverantwoordelijke official van het team worden geacht kennis te hebben genomen van de tenlastelegging door de aantekening op het (digitale) wedstrijdformulier.

#### **Artikel 2g Schriftelijke mededeling**

1. In andere gevallen als vermeld in artikel 2f van dit reglement legt de Tuchtcommissie een overtreding ten laste door middel van een schriftelijke mededeling aan betrokkene.
2. De schriftelijke mededeling dient te vermelden:
  - a) de overtreding die betrokkene ten laste wordt gelegd;
  - b) de aanduiding van het tijdstip waarop en de plaats waar de overtreding zou zijn begaan;
  - c) opgave van de termijn waarbinnen betrokkene een verweerschrift kan indienen.
3. Indien betrokkene lid is van een vereniging ontvangt die vereniging een afschrift van de schriftelijke mededeling.

#### **Artikel 2h Wijziging van de tenlastelegging**

1. Een door de Tuchtcommissie noodzakelijk geachte wijziging van de tenlastelegging wordt aan betrokkene medegedeeld.
2. Door de mededeling van de gewijzigde tenlastelegging komt de oorspronkelijke te vervallen.
3. Indien de wijziging tijdens een mondeling onderzoek wordt aangezegd, wordt de inhoud van de wijziging vastgelegd in het verslag van het mondeling onderzoek.

## Artikel 3 – Rechten van de betrokkene

### Artikel 3a Betrokkene

1. Als betrokkene worden aangemerkt:
  - a) natuurlijke personen en verenigingen die een overtreding plegen;
  - b) verenigingen die een verzuim plegen.
2. Een vereniging kan ook als betrokkene worden aangemerkt indien een overtreding of een verzuim wordt begaan door een team van een vereniging, dan wel door een of meer natuurlijke personen die, in welke hoedanigheid dan ook, namens die vereniging optreden.
3. Ter zake dezelfde overtreding kan zowel de vereniging als het lid van de vereniging aansprakelijk worden gesteld en bestraft.

### Artikel 3b Schriftelijk verweer

1. Betrokkene is bevoegd schriftelijk verweer te voeren. Toezending kan per e-mail plaatsvinden. Bij twijfel over de identiteit van de afzender, kan de ambtelijk secretaris Tuchtrect nazending van een getekend exemplaar per gewone post gelasten.
2. Het verweerschrift dient, eventueel voorzien van beeldmateriaal, in het bezit van de ambtelijk secretaris Tuchtrect te zijn:
  - a) binnen **drie werkdagen** na de dag van de wedstrijd, indien betrokkene een overtreding door een aantekening op het (digitale) wedstrijdformulier ten laste is gelegd;
  - b) binnen **vier werkdagen** na dagtekening van de schriftelijke mededeling, indien betrokkene een overtreding schriftelijk ten laste is gelegd.
3. Indien **niet** binnen de gestelde termijn een verweerschrift is ontvangen, kan de Tuchtcommissie aannemen, dat betrokkene afstand doet van zijn recht op verweer.

### Artikel 3c Bijstand

1. De betrokkene kan zich in elke fase van de behandeling van zijn zaak bij zowel de Tuchtcommissie als de Commissie van Beroep laten bijstaan door een raadsman of laten vertegenwoordigen door een schriftelijke gemachtigde. Een minderjarige of wilsonbekwame moet zich laten vertegenwoordigen door diens wettelijke vertegenwoordiger.

### Artikel 3d Oproeping getuigen

1. Betrokkene is bevoegd voor de aanvang van een mondeling onderzoek:
  - a) maximaal drie getuigen op te roepen onder vermelding van naam, voorletters, adres en relatienummer van de getuigen en onder opgave van de feiten waarover elk van de getuigen kan verklaren. Ook natuurlijke personen die geen lid zijn van het NHV, VHV of LFH kunnen als getuigen worden opgeroepen.
2. De namen van de maximaal drie getuigen dienen **uiterlijk** drie werkdagen voor de zittingsdatum in het bezit van de ambtelijk secretaris Tuchtrect te zijn.

### Artikel 3e Meebrengen getuigen

1. Betrokkene is bevoegd voor de aanvang van een mondeling onderzoek de commissie te verzoeken maximaal drie door hem meegebrachte getuigen bij het mondeling onderzoek te horen.

### Artikel 3f Overige bevoegdheden bij een mondelinge behandeling

1. Betrokkene is bevoegd tijdens de gehele mondelinge behandeling aanwezig te zijn, tenzij nadrukkelijk anders is bepaald.
2. Betrokkene is bevoegd tijdens de verhoren van getuigen aanwezig te zijn en aan de getuigen vragen te stellen, tenzij de commissie daartoe gegronde redenen aanwezig acht om dat niet toe te staan.
3. Betrokkene kan zich bij een mondeling onderzoek en bij de verhoren als bedoeld in het vorige lid doen vergezellen van een tolk.

## Artikel 4 – Behandeling

### Artikel 4a Schikkingsvoorstel

1. Indien een overtreding aanhangig is gemaakt bij de Tuchtcommissie door een aantekening van de scheidsrechter op het (digitale) wedstrijdformulier en/of een schriftelijke aangifte, heeft de Tuchtcommissie de bevoegdheid betrokkene een schikkingsvoorstel aan te bieden.
2. De Tuchtcommissie doet het schikkingsvoorstel op basis van het (digitale) wedstrijdformulier en/of het rapport van de scheidsrechter alsmede, indien aanwezig, de rapporten van de door de Board van de BENE-League aangestelde waarnemer(s).
3. Een schikkingsvoorstel wordt aan betrokkene per e-mail verzonden, indien de ambtelijk secretaris Tuchtrect van de BENE-League in het bezit is van een e-mailadres van betrokkene.
4. Indien betrokkene lid is van een vereniging en niet over e-mail beschikt, wordt het schikkingsvoorstel via de email, aan de vereniging van betrokkene beschikbaar gesteld, waarna de vereniging betrokkene onverwijld hierover dient te informeren.
5. Indien betrokkene de ambtelijk secretaris Tuchtrect niet binnen de in het schikkingsvoorstel genoemde termijn schriftelijk heeft bericht dat betrokkene het schikkingsvoorstel niet aanvaardt, wordt het schikkingsvoorstel door betrokkene geacht te zijn aanvaard.
6. Indien betrokkene het schikkingsvoorstel van de Tuchtcommissie aanvaardt, wordt de in het schikkingsvoorstel vervatte straf geacht onherroepelijk te zijn opgelegd door de Tuchtcommissie en staat hiertegen geen beroep meer open.
7. Indien betrokkene het schikkingsvoorstel niet aanvaardt, dient hij dit de ambtelijk secretaris Tuchtrect persoonlijk en schriftelijk te berichten door middel van het indienen van een gemotiveerd verweerschrift. Dit verweerschrift is beschikbaar op de site van het NHV onder:  
[http://www.handbal.nl/competitie/tuchtrect en dan formulier "verweerschrift"](http://www.handbal.nl/competitie/tuchtrect en dan formulier )  
Bij twijfel over de identiteit van de afzender, kan door de ambtelijk secretaris Tuchtrect de nazending van een getekend exemplaar per post worden gelast.
8. In de gevallen waarin het gemotiveerde schriftelijke verweerschrift van betrokkene tijdig is ontvangen door de ambtelijk secretaris Tuchtrect, wordt de tuchtprocedure gevolgd conform het gestelde in het Tuchtreglement.
9. Indien het gemotiveerde schriftelijke verweerschrift van betrokkene binnen de in het schikkingsvoorstel genoemde termijn is ontvangen door de ambtelijk secretaris Tuchtrect, dient deze de scheidsrechter, voor zover dit nog niet heeft plaatsgevonden, te verzoeken een rapport van de geconstateerde overtreding op te maken indien de scheidsrechter dit nog niet heeft gedaan. De scheidsrechter is verplicht het rapport binnen **twee** werkdagen na de dag van het verzoek in het bezit te stellen van de ambtelijk secretaris Tuchtrect.

#### **Artikel 4b Inhoudelijke behandeling**

1. De Tuchtcommissie kan van de inhoudelijke behandeling van een zaak afzien, indien reeds uit de aangifte blijkt dat de Tuchtcommissie niet bevoegd is de zaak te behandelen. In dat geval wordt door de voorzitter van de Tuchtcommissie schriftelijk uitspraak gedaan. Voorts kan een Tuchtcommissie een aangever op grond van dit reglement niet-ontvankelijk verklaren waarvan schriftelijk mededeling wordt gedaan.
2. De betrokkene kan bij de behandeling van zijn zaak bij zowel de Tuchtcommissie als de Commissie van Beroep om een mondelinge behandeling verzoeken. Het verzoek wordt schriftelijk gedaan bij de ambtelijk secretaris Tuchtrecht. De Tuchtcommissie en de Commissie van Beroep kunnen het verzoek weigeren indien een mondelinge behandeling niet kan bijdragen aan een betere beoordeling van de zaak. De Commissie van Beroep is niet tot een mondelinge behandeling gehouden indien de Tuchtcommissie geen mondelinge behandeling noodzakelijk heeft geoordeeld.
3. De Tuchtcommissie en de Commissie van Beroep kunnen ook zelf een mondelinge behandeling gelasten.
4. Ingeval van een mondelinge behandeling stelt de ambtelijk secretaris Tuchtrecht plaats, datum en tijdstip van behandeling vast en deelt hij dit de betrokkene ten minste vijf dagen vóór de dag van de zitting per email mede, behoudens in spoedgevallen ter beoordeling van de commissie.
5. De ambtelijk secretaris Tuchtrecht roept ook andere personen, waarvan de Tuchtcommissie of Commissie van Beroep de verschijning gewenst acht, per email op.
6. Wanneer geen mondelinge behandeling is vastgesteld, wordt de zaak schriftelijk afgedaan.
7. De Tuchtcommissie en Commissie van Beroep kunnen voor bepaalde aangewezen categorieën de verkorte procedure van toepassing verklaren.

#### **Artikel 5 – Zitting**

1. De zitting van de Tuchtcommissie en van de Commissie van Beroep is openbaar. De Tuchtcommissie of de Commissie van Beroep kan anders beslissen wanneer naar haar oordeel het belang van de zaak hiertoe noodzaakt.
2. Indien de betrokkene niet ter zitting is verschenen, gaan de Tuchtcommissie en de Commissie van Beroep na of de betrokkene behoorlijk is opgeroepen. Heeft geen behoorlijke oproeping plaatsgevonden of meent de Tuchtcommissie of de Commissie van Beroep om een andere reden dat uitstel van de behandeling gewenst is, dan stelt zij de behandeling tot een nader te bepalen datum uit. De betrokkene wordt hiervan door de ambtelijk secretaris Tuchtrecht schriftelijk in kennis gesteld.
3. Indien een getuige of deskundige niet ter zitting is verschenen, kan de Tuchtcommissie of de Commissie van Beroep besluiten de zitting uit te stellen, dan wel de zaak voor zover mogelijk te behandelen en voor de niet-verschenen getuige of deskundige de zitting op een andere datum voort te zetten.
4. De betrokkene en diens raadsman mogen de gehele zitting bijwonen, tenzij het bepaalde in het vijfde lid van dit artikel toepassing vindt.
5. De voorzitter is verantwoordelijk voor de orde. De voorzitter kan een ieder, wiens gedrag hiertoe aanleiding geeft, het verder bijwonen van de zitting ontzeggen.

6. De leden van de Tuchtcommissie en de Commissie van Beroep stellen de betrokkene en andere te horen personen zo nodig vragen. De betrokkene kan verzoeken aanvullende vragen te mogen stellen. Aan dit verzoek wordt voldaan, tenzij de vragen naar het oordeel van de voorzitter niet ter zaak dienende zijn.
7. Indien de Tuchtcommissie of de Commissie van Beroep meent dat er wellicht sprake is van een andere soortgelijke overtreding dan waarvan aangifte is gedaan, deelt de voorzitter dit de betrokkene mee. De voorzitter stelt betrokkene, al dan niet na een schorsing, in de gelegenheid daartegen verweer te voeren, hetzij ter zitting, hetzij nadien ter zitting of op andere wijze.

#### **Artikel 6 – Getuigen en deskundigen**

1. De Tuchtcommissie en de Commissie van Beroep zijn bevoegd voor een zitting getuigen en deskundigen op te roepen. De ambtelijk secretaris Tuchtrecht doet hiervan alsmede van hun namen en van hun deskundigheid mededeling aan betrokkene.
2. Betrokkene kan ook zelf voor een zitting ten hoogste drie getuigen of deskundigen oproepen en doet hiervan uiterlijk vijf werkdagen voor de zitting schriftelijk mededeling aan de ambtelijk secretaris Tuchtrecht onder opgave van hun namen en adressen. Van de deskundige wordt bovendien opgave gedaan van zijn deskundigheid. Alleen met voorafgaande schriftelijke toestemming van de voorzitter kan de betrokkene meer dan drie getuigen of deskundigen oproepen.
3. Leden van het NHV, KBHB, VHV of LFH, die als getuige of deskundige worden opgeroepen, zijn verplicht te verschijnen.
4. Getuigen en deskundigen kunnen in beginsel alleen ter zitting worden gehoord. Indien een getuige of deskundige ter zitting redelijkerwijs niet aanwezig kan zijn, kan hij met toestemming van de voorzitter een door hem ondertekende schriftelijke verklaring overleggen, welke aan de betrokkene ter inzage wordt gegeven.
5. Getuigen zijn verplicht naar waarheid te verklaren. Deskundigen zijn verplicht te antwoorden naar hetgeen de wetenschap hen leert. De voorzitter kan hen verzoeken een zakelijke samenvatting van hun verklaring te ondertekenen.
6. Het niet naar waarheid verklaren levert een overtreding op die met inachtneming van deze procedure kan worden bestraft.

#### **Artikel 7 – Uitspraak**

1. Een uitspraak van de Tuchtcommissie en van de Commissie van Beroep komt tot stand door een met gewone meerderheid genomen besluit. De commissieleden hebben elk één stem. De ambtelijk secretaris Tuchtrecht woont het beraad in de raadkamer bij maar neemt niet deel aan de stemming.
2. Indien de Tuchtcommissie van oordeel is dat de in de aangifte bedoelde overtreding noch enige andere soortgelijke overtreding is begaan, spreekt zij de betrokkene vrij.
3. Indien de Tuchtcommissie van oordeel is dat de in de aangifte bedoelde overtreding of een andere soortgelijke overtreding is begaan, deelt zij aan de betrokkene mee voor welke overtreding welke straf wordt opgelegd.
4. Indien de Commissie van Beroep van oordeel is dat de uitspraak van de Tuchtcommissie in stand kan blijven, bevestigt zij die uitspraak.



5. Indien de Commissie van Beroep van oordeel is dat de uitspraak van de Tuchtcommissie niet in stand kan blijven, wijzigt zij deze uitspraak en bepaalt zij of betrokkene wordt vrijgesproken, dan wel ter zake van welke overtreding welke straf aan betrokkene wordt opgelegd.
6. In geval van een schriftelijke behandeling doet de Tuchtcommissie en de Commissie van Beroep binnen tien werkdagen uitspraak. Heeft een mondelinge behandeling plaatsgevonden, dan doen de Tuchtcommissie en de Commissie van Beroep uiterlijk tien dagen na de datum van de zitting uitspraak, tenzij meer tijd voor beraadslaging nodig is. In het laatste geval doet de Tuchtcommissie en de Commissie van Beroep uiterlijk één maand na de zittingsdatum uitspraak.
7. Een uitspraak van zowel de Tuchtcommissie als de Commissie van Beroep wordt ondertekend door de voorzitter, of namens deze door de ambtelijk secretaris Tuchtrecht.
8. In de uitspraak wordt bepaald of en in welke mate de aan de behandeling van een zaak verbonden kosten ten laste van de betrokkene komen. Die kosten betreffen de kosten van de huur van de zittingsruimte, de kosten van bijstand van de ambtelijk secretaris Tuchtrecht, de kosten van getuigen, van deskundigen en/of van een deskundigenonderzoek. Het bedrag van de kosten waartoe betrokkene kan worden veroordeeld, wordt jaarlijks door de Board van de BENE-League vastgesteld, maar bedraagt ten hoogste € 500,-.
9. Indien een aangifte vanwege onbevoegdheid niet tot een verdere behandeling leidt, kan de aangever worden veroordeeld in de door de Board van de BENE-League ter zake van die aangifte gemaakte kosten.
10. De ambtelijk secretaris Tuchtrecht zendt een uitspraak van de Tuchtcommissie en van de Commissie van Beroep aan betrokkene en zendt een afschrift van de uitspraak aan de Board van de BENE-League en het bestuur van de vereniging waar betrokkene lid van is. Indien de Tuchtcommissie of de Commissie van Beroep zich onbevoegd heeft verklaard en betrokkene nog geen verweerschrift heeft ingediend, zendt de ambtelijk secretaris Tuchtrecht de uitspraak alleen aan de aangever en de Board van de BENE-League.
11. Door een uitspraak van de Tuchtcommissie of de Commissie van Beroep kan geen wijziging worden gebracht in een door de scheidrechter genomen spelbeslissing.
12. De uitspraken van de Commissie van Beroep en van de Tuchtcommissie - indien hiervan niet tijdig beroep is ingesteld - zijn onherroepelijk en voor de betrokkene en alle leden van het NHV, VHV of LFH bindend, tenzij, na de behandeling door de Commissie van Beroep, beroep bij het CAS wordt ingesteld. In dat geval zijn de reglementen van het CAS op dat beroep van toepassing en is de uitspraak van het CAS bindend.

## Artikel 8 – Beroep

1. Met uitzondering van een vrijspraak, een waarschuwing en een schuldigverklaring zonder oplegging van straf, kan de betrokkene van elke andere uitspraak van de Tuchtcommissie beroep instellen bij de Commissie van Beroep
2. Het beroep wordt ingediend bij de ambtelijk secretaris Tuchtrecht, gericht aan de algemeen voorzitter van de Commissie van Beroep, door wie ter zake een schriftelijke uitspraak wordt gedaan. Van de beslissing van de algemeen voorzitter staat geen beroep open bij de Commissie van Beroep.
3. Indien de Board van de BENE-League een uitspraak van de Tuchtcommissie, waaronder begrepen een vrijspraak en een waarschuwing, in strijd acht met het algemeen belang van de BENE-League, kan de Board namens de BENE-League beroep instellen.
4. De Commissie van Beroep neemt een beroepschrift pas in behandeling indien het beroepschrift voldoet aan de daaraan gestelde eisen.
5. Het beroep dient schriftelijk, ondertekend en met redenen omkleed binnen zes werkdagen na de verzending van de uitspraak van de Tuchtcommissie in het bezit te zijn van de ambtelijk secretaris Tuchtrecht. Een werkdag is een dag van maandag tot en met vrijdag, uitgezonderd de algemeen erkende feestdagen als genoemd in artikel 3 van de Algemene Termijnenwet.
6. Op verzoek van betrokkene kan de Commissie van Beroep een nadere termijn stellen waarbinnen aanvullende gronden voor het beroep kunnen worden ingediend.
7. Voor de behandeling van het beroep is degene die beroep instelt het jaarlijks door de Board van de BENE-League vastgestelde bedrag aan administratiekosten verschuldigd, welk bedrag tegelijk met het indienen van het beroepschrift dient te worden overgemaakt. Het beroep wordt niet eerder in behandeling genomen dan na ontvangst van bedoelde administratiekosten. Dit bedrag dient uiterlijk binnen de beroepstermijn te zijn voldaan door bijschrijving op de door de ambtelijk secretaris Tuchtrecht opgegeven bankrekening van de BENE-League (zijnde de bankrekening van het NHV).

8. Wanneer betrokkene door de Commissie van Beroep wordt vrijgesproken, vindt terugbetaling van de administratiekosten plaats.

### **Artikel 9 – Tenuitvoerlegging**

1. De Board van de BENE-League ziet toe op de tenuitvoerlegging van straffen. De controle op de ten uitvoering van de straffen, vindt (gemandateerd) plaats door de medewerkers van het NHV, VHV en LFH.
2. De betrokkene, de Board van de BENE-League en de medewerkers van het NHV, VHV en LFH, zijn verplicht hun medewerking aan de tenuitvoerlegging van een straf te verlenen. Het daarmee in gebreke blijven levert een overtreding op.
3. De tenuitvoerlegging van een door de Tuchtcommissie opgelegde straf vangt aan op de datum waarop zij uitspraak doet, tenzij in de uitspraak anders is bepaald. Een termijn van een straf die naar aanleiding van een wedstrijd of toernooi is opgelegd, vangt niet aan en loopt niet door gedurende de periode van 15 juni tot 15 augustus.
4. Het instellen van beroep schort de tenuitvoerlegging van een straf niet op. Op verzoek van de betrokkene kan de algemeen voorzitter van de Commissie van Beroep de tenuitvoerlegging van een straf tijdens de behandeling van het beroep opschorten. Het verzoek tot het opschorten van de straf kan tegelijk worden gedaan met het indienen van een beroepschrift maar niet eerder. Het verzoek wordt niet eerder in behandeling genomen dan nadat voldaan is aan het betalen van een voorschot in de administratiekosten. De algemeen voorzitter van de Commissie van Beroep doet op het verzoek schriftelijk uitspraak, welke uitspraak de Commissie van Beroep niet bindt bij haar eindoordeel.
5. Indien beroep wordt ingesteld bij het CAS oordeelt het hiertoe bevoegde orgaan van het CAS overeenkomstig de reglementen van het CAS over een opschorting van de tenuitvoerlegging van een door de Commissie van Beroep opgelegde straf. Zolang het CAS zich niet heeft uitgelaten over een opschorting van de tenuitvoerlegging van een door de Commissie van Beroep opgelegde straf wordt een door de Commissie van Beroep opgelegde straf ten uitvoer gelegd.
6. De Board van de BENE-League kan de tenuitvoerlegging van een straf opschorten, indien ten aanzien van de opgelegde straf nieuwe feiten of omstandigheden blijken, die - waren deze tijdens de behandeling van de zaak door de Tuchtcommissie of de Commissie van Beroep bekend geweest - met een grote mate van zekerheid tot een vrijspraak of een veel lichtere straf zouden hebben geleid. Een dergelijk verzoek tot herziening moet schriftelijk door de betrokkene zijn gedaan met een uitvoerige motivering van die feiten en omstandigheden. De Board van de BENE-League kan het verzoek alleen in behandeling nemen, indien op dat moment geen mogelijkheid tot beroep openstaat.
7. Indien de Board van de BENE-League het verzoek tot herziening inwilligt en de tenuitvoerlegging opschort, stelt deze het verzoek aan de Tuchtcommissie ter hand, die het verzoek als ware het een aangifte behandelt. De Tuchtcommissie behandelt de zaak dan opnieuw, van welke uitspraak beroep kan worden ingesteld.
8. Het verzoek tot kwijtschelding en tot herziening kan slechts éénmaal worden gedaan.

### **Artikel 10 – Verzuimen**

1. Indien een verzuim aanhangig is gemaakt, is de Tuchtcommissie bevoegd zonder voorafgaande tenlastelegging de zaak te behandelen.
2. Indien de Tuchtcommissie het verzuim bewezen acht, wordt de uitspraak aan de vereniging bekend gemaakt onder vermelding van:
  - a) het bewezenverklaarde verzuim;
  - b) de opgelegde boete en de hoogte van de kostenvergoeding.
3. Tegen een uitspraak ingevolge dit artikel staat geen beroep open.



## DE VERKORTE PROCEDURE

### Artikel 11 - Indiening schriftelijk verweer en verzoek om oproeping getuigen

1. Het verweerschrift van de betrokkene, die gebruik wenst te maken van de verkorte procedure, dient in het bezit van de ambtelijk secretaris Tuchtrect te zijn:
  - a) op de eerstvolgende werkdag na de wedstrijd, indien de overtreding door een aantekening op het (digitale) wedstrijdformulier aan betrokkene ten laste is gelegd;
  - b) de tweede werkdag na de dagtekening van de schriftelijke mededeling, indien de overtreding schriftelijk aan betrokkene ten laste is gelegd.
2. Tegelijk met het verweerschrift dient betrokkene aan te geven welke getuigen door de Tuchtcommissie in geval van een mondelinge behandeling opgeroepen kunnen worden, onder vermelding van naam, voorletters, adres en relatiecode, en onder opgave van de feiten waarover elk van de getuigen kan verklaren.
3. Geen schriftelijk verweer is mogelijk:
  - a) indien aan betrokkene tijdens een mondelinge behandeling middels een mondelinge aanzegging door de Tuchtcommissie een overtreding ten laste wordt gelegd;
  - b) indien aan betrokkene tijdens een mondelinge behandeling door de Tuchtcommissie een wijziging van de tenlastelegging wordt aangezegd.In deze gevallen kan betrokkene uitsluitend mondeling verweer voeren. Op diens verzoek kan de Tuchtcommissie de behandeling korte tijd schorsen om betrokkene in de gelegenheid te stellen zijn verweer voor te bereiden.
4. Indien niet binnen de in eerste lid van dit artikel gestelde termijn een verweerschrift is ontvangen, wordt aangenomen dat betrokkene afstand doet van zijn recht op verweer.

### Artikel 12 – Inzagerecht

1. Betrokkene kan een afspraak maken met de ambtelijk secretaris Tuchtrect, uitsluitend op het bondsbureau NHV, voor de behandeling van zijn zaak de stukken inzien.
2. Het uitoefenen van deze bevoegdheid schort de termijn voor het indienen van een verweerschrift, getuigenverklaring of beroepschrift niet op.

### Artikel 13 – Schriftelijke behandeling van de zaak

1. De behandeling van de zaak vindt schriftelijk plaats, tenzij de Tuchtcommissie op grond van eerste kennisneming van het (digitale) wedstrijdformulier en/of de rapportages vaststelt dat aanvullende informatie voor de behandeling van de zaak noodzakelijk is. In dat geval gaat de Tuchtcommissie onmiddellijk over tot mondelinge behandeling van de zaak.
2. In geval van schriftelijke behandeling kan de Tuchtcommissie de zaak afdoen als zij voldoende is geïnformeerd, maar in ieder geval zodra de termijnen voor het indienen van het verweerschrift, de rapporten en de verklaringen zijn verstreken.
3. In geval van schriftelijke behandeling wordt de zaak zo mogelijk binnen drie doch uiterlijk vijf werkdagen na de wedstriiddag door de Tuchtcommissie behandeld.

### Artikel 14 – Mondelinge behandeling van de zaak

1. Indien de Tuchtcommissie tot mondelinge behandeling overgaat, roept de Tuchtcommissie betrokkene en alle andere personen, van wie de commissie de verschijning wenselijk acht, zo spoedig mogelijk op.
2. De oproeping geschiedt per telefoon of e-mail. Bij oproeping per telefoon volgt een schriftelijke bevestiging per e-mail.
3. Tussen de oproeping en het tijdstip van de mondelinge behandeling liggen in ieder geval 24 uur.
4. In geval van verhindering:
5. In het geval een getuige verhinderd is om de behandeling bij te wonen, dient hij direct bij kennisneming van de oproeping, maar niet later dan de dag voor de mondelinge behandeling, telefonisch of e-mail zijn verhindering aan de ambtelijk secretaris Tuchtrect onder opgave van redenen door te geven.

6. Degene die verhinderd is, dient zijn verklaring op schrift te stellen. De verklaring dient uiterlijk op de dag van de mondelinge behandeling in het bezit van de ambtelijk secretaris Tuchtrecht te zijn.
7. De Tuchtcommissie kan te allen tijde met de behandeling van de zaak doorgaan, tenzij blijkt dat betrokkene niet is verschenen, omdat hij niet behoorlijk is opgeroepen.

#### **Artikel 15 – Uitspraak en mededeling daarvan**

1. De Tuchtcommissie doet zo spoedig mogelijk uitspraak, doch uiterlijk:
  - a) in geval van een schriftelijke behandeling: binnen 24 uur na het sluiten van de behandeling;
  - b) in geval van een mondelinge behandeling: direct na de beraadslaging die plaatsvindt na afloop van de mondelinge behandeling.
2. In geval van schriftelijke behandeling wordt de uitspraak spoedeshalve aan betrokkene gedaan per telefoon of e-mail.
3. In geval van mondelinge behandeling wordt de schriftelijke bevestiging van de uitspraak binnen twee werkdagen per e-mail aan betrokkene verzonden.

#### **Artikel 16 – Beroep en administratiekosten**

1. Het beroep dient schriftelijk en met redenen omkleed binnen drie werkdagen na de verzending van de uitspraak van de Tuchtcommissie in het bezit van de ambtelijk secretaris Tuchtrecht te zijn.
2. Het beroepschrift kan per e-mail aan de ambtelijk secretaris Tuchtrecht worden gezonden. Bij twijfel over de identiteit van de afzender, kan de ambtelijk secretaris Tuchtrecht alsnog nazending van een getekend exemplaar per gewone post gelasten.
3. De administratiekosten dient binnen 24 uur na het instellen van het beroep te zijn bijgeschreven op de rekening van de Board van de BENE-League, zijnde de bankrekening van het NHV, tenzij:
  - a) de vereniging de Commissie van Beroep schriftelijk in kennis heeft gesteld het ingestelde beroep te steunen
  - b) de vereniging als schriftelijk gemachtigde van betrokkene het beroep heeft ingesteld.

#### **Artikel 17 - Bijzondere bepaling inzake uitspraak Commissie van Beroep**

1. Indien de Commissie van Beroep de uitspraak van de Tuchtcommissie vernietigt, zal zij de zaak zelf afdoen.

#### **Slot**

In het geval dat er een Franse of Engelse versie van deze voorschriften beschikbaar is en er een discrepantie bestaat in de interpretatie tussen de Engelse of Franse versie t.o.v. de Nederlandse, dan is de Nederlandse versie leidend.

**ENCLOSURE 7: CONCEPT UK VERSION Procedure handling declaration**

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## **Article 1 - Procedure - General-**

1. *If and to the extent applicable to the BENE-League, a decision of the Appeals Committee may be brought before the Court of Arbitration of Sports (CAS) in Lausanne, which profession does not apply to the BENE-League Rules The rules of the CAS apply.*
2. *For the timely receipt of an item sent by e-mail, the date of dispatch of the e-mail message is determined by the official secretary of the BENE-League. Email address tuchtrecht@handbal.nl.*
3. *The disciplinary proceedings shall be exercised at first instance by the Disciplinary Board.*
4. *The disciplinary proceedings are appealed by the Appeals Committee.*
5. *The Disciplinary Board and the Appeals Committee shall jointly determine, before the start of the season, guidelines for penalizing offenses and determine the form in which the directives are communicated to the associations, acting in the BENE-League. .*

## **Article 2 - The declaration**

### **Article 2a Appeal of a violation generally**

1. *An infringement is brought before the Disciplinary Commission by:*
  - a) *a note on the (digital) contest form by the referees when it concerns a contravention of a contest (game rule);*
  - b) *a written declaration by the referees when it is a violation of a contest provision (game rule);*
  - c) *To announce to the observer within one hour after the conclusion of the contest and then submit the protest to the official secretary of the right to tuition;*
  - d) *a written declaration by the Board of the BENE-League, or member of the NHV, VHV or LFH, in case of violation of the BENE-League rules;*
  - e) *a decision of the Disciplinary Commission, in the case of violation of a contest decision against which the referees have not acted or have not been able to act, a violation of the rules.*
2. *The declaration of possible attachments will be submitted to the secretary of the law in the field of tuition by email.*
3. *The Disciplinary Commission will only take a declaration if the declaration complies with the requirements. In case of doubt about the sender's identity, the official secretary of tuition may order posting of a signed copy by ordinary mail.*
4. *If the declaration is not complete or when there is an error in the declaration, the official secretary Disciplinary law returns the declaration to the declarant with the request for correction and / or supplementation and return the declaration to the official secretary of tuition within four days of the date of dispatch. If the declaration is subsequently received, the chairman of the Board of Appeal shall decide whether the declaration is deemed to be timely.*
5. *The Disciplinary Commission shall not consider a declaration if it relates to an offense committed more than six months before the date of receipt of the declaration unless the declarant considers it sufficient in the opinion of the chairman of the Disciplinary Commission that No declaration could be made earlier and the declaration was made as soon as possible.*
6. *An anonymous declaration will not be processed.*
7. *The violation stated in the declaration forms the basis for the handling of a case by the Disciplinary Commission and by the Appeals Committee. A declaration may subsequently be amended by the declarant only with the permission of the chairman of the Board of Appeal, which amendment may be refused if, in the opinion of the chairman, the declaration of the requested change could already have been taken into account. Or if the person concerned is significantly damaged in his defense. Only the Disciplinary Commission or the Appeals Committee may amend a declaration.*
8. *Making a statement of an offense knowing that this has not been committed results in an infringement of the BENE-League, League Regulations, which is punished, subject to these regulations.*

### **Article 2b Make a note of the contest form**

1. *When making a note on the (digital) contest form, the referee is obliged to state on the (digital) contest form:*
  - a) *the name, initial letter (s) and relationship of the person concerned;*
  - b) *the nature of the offense committed before, during or after the match.*
2. *The referee is also required:*
  - a) *In accordance with the contingency provisions of the alleged infringement, a report stating the facts and circumstances under which the fact has been committed;*
  - b) *The report must be held by the official secretary of the law within one working days after the*

day of the contest.

#### **Article 2c By making a written declaration**

1. When making a written declaration, the declarant is required to state and describe as accurately as possible:
  - a) his name, initials (s), address and relationship code;
  - b) source of his science;
  - c) the violation;
  - d) where, when and on what occasion, the violation has been committed;
  - e) name, initials (s), relationship code and association of the person concerned;
  - f) name, initials (s), address and relationship code of each of the witnesses.

#### **Article 2d Appeal by a decision of the Disciplinary Commission**

1. If a reasonable suspicion arises in the Disciplinary Commission that an offense has been committed against the rules or rules against which the referee has not acted or has not been able to act, that violation may be instituted by a decision of the Disciplinary Commission.

#### **Article 2e Inform the person concerned**

1. The official secretary of tuition law shall send the written declaration and any other documents received within five working days of receipt to the person concerned.

#### **Article 2f Special forms of imprisonment**

1. The Disciplinary Commission shall be deemed to have committed an offense to a person concerned if a case is pending by:
  - a) the referee through a note on the contest form;
  - b) The Disciplinary Commission by a verbal appointment during treatment.
2. The team member and team official are deemed to have taken note of the imprisonment by the note on the (digital) contest form.

#### **Article 2g Written notice**

1. In other cases as mentioned in article 2f of these regulations, the Disciplinary Commission shall charge an infringement by means of a written notice to the person concerned.
2. The written notice must state:
  - a) the offense charged to the person concerned;
  - b) the indication of the time at which and the place where the violation was committed;
  - c) specification of the period within which the person concerned may file a defense.
3. If the person concerned is a member of an association, that association receives a copy of the written notice.

#### **Article 2h Modification of imputation**

1. A change of imputation deemed necessary by the Disciplinary Commission shall be communicated to the person concerned.
2. The notification of the amended imposition will expire.
3. If the amendment is submitted during an oral examination, the content of the amendment is recorded in the oral examination report.

#### **Article 3 - Rights of the person concerned**

##### **Article 3a Concerning**

1. If the person concerned is considered:
  - a) natural persons and associations who commit an offense;
  - b) associations who are in default.
2. An association may also be considered as a person if an offense or omission is committed by a team of an association or by one or more natural persons acting in any capacity on behalf of that association.
3. The same violation can be held and punished by both the association and the member of the association.

##### **Article 3b Written defense**

1. The person concerned is authorized to file a written defense. Transmission can be by e-mail. In case of doubt about the sender's identity, the official secretary may direct a copy of a signed copy by ordinary mail.
2. The defense must, if any, be provided with footage, be in possession of the Secretary of State for Tuition:



- a) *within three working days after the day of the contest, if the person concerned has been charged by a note on the (digital) contest form;*
  - b) *within four working days of the date of the written notice, if the person concerned has been charged in writing with a breach.*
3. *If a defense has not been received within the prescribed period, the Disciplinary Commission may assume that the person concerned waives his right of defense.*

#### **Article 3c Assistance**

1. *The person concerned may be assisted by a counselor or represented by a written representative at any stage of the examination of his case at both the Board of Appeal and the Appeals Committee. A minor or malicious person must be represented by his legal representative.*

#### **Article 3d testify witness**

1. *The participant is authorized to commence an oral examination:*
  - a) *to raise up to three witnesses, stating the names, initials, address and relationship number of the witnesses, and giving details of the facts which each of the witnesses can declare. Also natural persons who are not members of the NHV, VHV or LFH can be called as witnesses.*
2. *The names of the maximum three witnesses must be in the possession of the official secretary of the discipline at least three working days before the date of the meeting.*

#### **Article 3e Include witnesses**

1. *The perpetrator is entitled to request the committee to hear up to three witnesses brought to him in the oral examination before the commencement of an oral examination.*

#### **Article 3f Other powers in oral proceedings**

1. *The person concerned is authorized to be present throughout the oral procedure unless explicitly stated otherwise.*
2. *The perpetrator is authorized to be present at the hearing of witnesses and to ask the witnesses, unless the committee considers that there are reasonable reasons for not allowing it.*
3. *The participant may accompany an interpreter in an oral examination and at the hearing as referred to in the previous paragraph.*

#### **Article 4 - Treatment**

##### **Article 4a Settlement proposal**

1. *If an infringement has been brought before the Disciplinary Commission by a referee's note on the (digital) contest and / or a written declaration, the Disciplinary Commission has the power to submit a settlement proposal.*
2. *The Disciplinary Commission makes the settlement proposal based on the (digital) contest form and / or the referee's report and, if any, the reports of the observer appointed by the Board of the BENE-League.*
3. *A settlement proposal will be sent to the person concerned by e-mail, if the official secretary of the BENE-League tuition right has an e-mail address of the person concerned.*
4. *If the person concerned is a member of an association and does not have e-mail, the settlement proposal is made available via the email, to the association of the person concerned, after which the association must inform the person concerned without delay.*
5. *If the person concerned has not informed the official secretary of the disciplinary act within the time limit set in the settlement proposal in writing that the person does not accept the settlement proposal, the settlement proposal shall be deemed to have been accepted by the person concerned.*
6. *If the respondent accepts the proposal of the Disciplinary Commission, the sentence contained in the settlement proposal shall be deemed to be irrevocably imposed by the Disciplinary Commission and is no longer open to appeal.*
7. *If the person concerned does not accept the settlement proposal, he or she must inform the Office of Public Prosecutions in person and in writing by submitting a substantiated defense. This defense is available on the NHV site under <http://www.handbal.nl/competitie/tuchtrecht> and then form "defense". In case of doubt about the sender's identity, the secretary of the right to tuition may order the posting of a signed copy by mail.*
8. *In cases where the motivated written defense of the person concerned has been received by the official secretary of the law in due course, the disciplinary procedure shall be followed in accordance with the stipulations in the tuition regulations.*
9. *If the motivated written defense of the person concerned is received within the time limit set in the settlement proposal by the official secretary of disciplinary law, the referee shall, if it has not yet taken place, request a report of the alleged infringement if the Referee has not yet done so. The referee is*





*obliged to hold the report within two working days of the date of the request by the official secretary of the law.*

**Article 4b Substantial treatment**

- 1. The Disciplinary Commission may waive the substantive treatment of a case, if it appears from the declaration that the Disciplinary Commission is not authorized to handle the case. In that case, the chairman of the disciplinary committee will make a written decision. In addition, a Disciplinary Commission may declare a declarant inadmissible under this regulation, of which written notice is given.*
- 2. The person concerned may request a hearing in both the Board of Appeal and the Appeals Committee when examining his case. The request will be made in writing to the official secretary of tuition. The Disciplinary Commission and the Appeals Committee may refuse the request if an oral hearing cannot contribute to a better assessment of the case. The Board of Appeal was not held oral if the Disciplinary Commission had not considered an oral hearing necessary.*
- 3. The Disciplinary Commission and the Appeals Committee may also order an oral hearing.*
- 4. In the event of an oral hearing, the official secretary of the disciplinary office shall determine the date, date and time of treatment and shall inform the person concerned by e-mail at least five days before the date of the meeting, except in case of emergency by the committee.*
- 5. The official secretary of the disciplinary office also calls on other persons, the Board of Appeals or the Appeals Appointment Appeals Committee, by email.*
- 6. In the absence of an oral hearing, the case shall be settled in writing.*
- 7. The Disciplinary Commission and the Appeals Committee may declare the abridged procedure applicable to certain designated categories.*



## **Article 5 - Session**

1. *The Board of Appeals and the Appeals Committee shall be public. The Disciplinary Commission or the Appeals Committee may decide otherwise if, in its opinion, the importance of the matter is necessary.*
2. *If the person concerned has not appeared at the meeting, the Disciplinary Commission and the Commission of Appeal shall check whether the person has been properly summoned. If no proper call has been made or if the Disciplinary Commission or the Appeals Committee considers another reason for postponement of treatment, it will issue the treatment until a date to be determined. The person concerned will be notified in writing by the official secretary of tuition.*
3. *If a witness or expert has not appeared at the meeting, the Disciplinary Commission or the Appeals Committee may decide to postpone the meeting or to deal with the matter as far as possible and to hold the hearing on an unannounced witness or expert. To continue another date.*
4. *The person concerned and his counselor may attend the entire session unless the provisions of paragraph 5 of this article apply.*
5. *The chairman is responsible for the order. The chairman may deny anyone who conducts such conduct, deny further attendance of the session.*
6. *The members of the Disciplinary Commission and the Appeals Committee shall ask the person concerned and other persons to be heard if necessary. The person concerned may request additional questions set. This request is fulfilled unless the questions in the opinion of the chairman are unsuccessful.*
7. *If the Disciplinary Commission or the Appeals Committee considers that there may be a similar offense other than that of which the declaration has been made, the chairperson shall inform the person concerned. The chairman may, at the time of sitting or after sitting or otherwise, give the person concerned the opportunity, if not after a suspension, to appeal against it.*

## **Article 6 - Witnesses and experts**

1. *The Disciplinary Commission and the Appeals Committee are entitled to witness witnesses and experts. The official secretary of the right to tuition, and their names and their expertise, inform the person concerned.*
2. *The person concerned may also convene a maximum of three witnesses or experts for a meeting, and not later than five working days before the meeting, give written notice to the official secretary of the right to tuition, stating their names and addresses. In addition, the expert will state his expertise. Only with the prior written permission of the chairman may the person call for more than three witnesses or experts.*
3. *Members of the NHV, KBHB, VHV or LFH, who are called as witnesses or experts, are obliged to appear.*
4. *Witnesses and experts can in principle be heard only at the hearing. If a witness or expert at the meeting cannot reasonably be present, he may, with the permission of the chairman, give a written declaration signed by him, which is available to the person concerned.*
5. *Witnesses are required to declare truth. Experts are required to answer what science teaches them. The chairman may ask them to sign a business summary of their statement.*
6. *Incorrectly declaring an infringement that can be punished in accordance with this procedure.*



## **Article 7 - Judgment**

1. A decision of the Disciplinary Commission and the Appeals Committee shall be made by a simple majority. The members of the committee each have one vote. The official secretary Disciplinary law attends the deliberations in the board but does not participate in the vote.
2. If the Disciplinary Commission is of the opinion that the offense referred to in the declaration has been committed or any other similar offense committed, it shall release the person concerned.
3. If the Disciplinary Commission is of the opinion that the offense referred to in the declaration or other similar offense has been committed, it shall inform the person concerned of the offense which is imposed.
4. If the Appeals Committee is of the opinion that the decision of the Disciplinary Commission can be maintained, she confirms that verdict.
5. If the Appeals Committee is of the opinion that the decision of the Disciplinary Commission cannot be maintained, it changes this judgment and determines whether or not the person concerned is released or in respect of which offense punishment is imposed on the person concerned.
6. In the event of written treatment, the Disciplinary Commission and the Appeals Committee shall make a decision within ten working days. If an oral hearing has taken place, the Disciplinary Commission and the Appeals Committee shall give a ruling not later than ten days after the date of the meeting unless more time is required for deliberation. In the latter case, the Disciplinary Commission and the Appeals Committee shall make a ruling no later than one month after the date of the hearing.
7. A statement by both the Board of Appeals and the Appeals Committee shall be signed by the chairman, or on behalf of the Appointing Secretary of Appeal.
8. The ruling determines whether and to what extent the costs incurred in the handling of a case will be borne by the person concerned. These costs include the cost of renting the seat, the costs of assistance from the official secretary of disciplinary law, the costs of witnesses, experts and / or expert research. The amount of costs to which the person can be convicted is determined annually by the Board of the BENE-League, but does not exceed € 500, -.
9. If a declaration of incompetence does not lead to further treatment, the declarant may be convicted in the costs incurred by the Board of the BENE-League in respect of that declaration.
10. The official secretary Tuition Law sends a statement by the Disciplinary Commission and the Appeals Committee to the person concerned and sends a copy of the decision to the Board of the BENE-League and the board of the association in which the person concerned is a member. If the Disciplinary Commission or the Commission of Appeal has declared unsuccessful and the person concerned has not yet submitted a defense, the official secretary Disciplinary law sends the decision to the declarant and the Board of the BENE-League.
11. A decision by the Disciplinary Commission or the Appeals Committee cannot be amended in a court decision taken by the referee.
12. The statements of the Appeals and Appeals Committee, if not brought in time, are irrevocable and binding on the person concerned and all members of the NHV, VHV or LFH, unless, after examination by the Appeals Committee Appeal with the CAS is set. In that case, the rules of the CAS apply to that profession and the verdict of the CAS is binding.



## **Article 8 - Occupation**

- 1. With the exception of a waiver, a warning and a statement of imprisonment without imposition of punishment, the person concerned may lodge an appeal with the Appeals Committee of any other decision of the Appeals Board.*
- 2. The appeal shall be lodged with the Secretary of State for Tuition, addressed to the general chairman of the Appeals Committee, by whom a written verdict will be made. The decision of the general chairman does not appeal to the Appeals Committee.*
- 3. If the Board of the BENE-League has ruled a decision of the Disciplinary Commission, including a waiver and a warning, contrary to the general interest of the BENE-League, the Board may appoint a Board on behalf of the BENE-League.*
- 4. The Appeals Board shall not process an appeal unless the appeal meets the requirements set out therein.*
- 5. The appeal must be in writing, signed and substantiated within six working days of the transmission of the decision of the Disciplinary Commission to be in possession of the official secretary of disciplinary law. A working day is a Monday-Friday day, except for the public holidays as mentioned in Article 3 of the General Terms of Service.*
- 6. At the request of the person concerned, the Board of Appeal may set a further period within which additional grounds for appeal may be lodged.*
- 7. For the purpose of the appeal, the person who appeals shall pay the amount of administrative fees charged annually by the Board of the BENE-League, which amount must be paid at the same time as the application is lodged. The appeal will not be processed until after receiving such administrative costs. This amount must be paid within the time limit for appeal by subscription to the bank account of the BENE-League (which is the NHV's bank account) by the official secretary of the disciplinary office.*
- 8. When the person concerned is released by the Appeals Committee, reimbursement of the administrative expenses will take place.*

## **Article 9 - Implementation**

- 1. The Board of the BENE-League supervises the enforcement of penalties. The control of the execution of the sentences is (mandated) by the employees of the NHV, VHV and LFH.*
- 2. The person concerned, the BENE-League Board and the employees of the NHV, VHV and LFH are obliged to cooperate in the execution of a penalty. Failure to do so will result in a violation.*
- 3. The execution of a penalty imposed by the Disciplinary Commission commits on the date on which it makes a ruling, unless otherwise stated in the ruling. A term of a penalty imposed on a match or tournament does not take place and will not end during the period from 15 June to 15 August.*
- 4. The lodging of an appeal does not suspend the execution of a sentence. At the request of the person concerned, the general chairman of the Commission of Appeal may suspend the execution of a sentence during the proceedings. The request for suspension of the sentence can be done simultaneously with the submission of a notice but not earlier. The request will not be processed until after payment of an advance in the administration fee has been met. The general chairman of the Appeals Committee makes a written decision on the request, which decision does not bind the Appeals Committee to its final judgment.*
- 5. If an appeal is made to the CAS, the competent body of the CAS shall, in accordance with the CAS regulations, suspend the execution of a sentence imposed by the Commission of Appeal. As long as the CAS has not declared a suspension of the execution of a sentence imposed by the Commission of Appeal, a sentence imposed by the Commission of Appeal shall be implemented.*



6. *The Board of the BENE-League may suspend the execution of a penalty if any new facts or circumstances reveal to the imprisoned penalty that - they were known during the course of the case by the Disciplinary Commission or the Appeals Committee - would have led to a high degree of certainty or a much lighter punishment. Such a review request must be made in writing by the person concerned with a detailed justification of those facts and circumstances. The Board of the BENE-League may only consider the request if no appeal is available at that time.*

7. *If the Board of the BENE-League agrees with the request for review and suspends enforcement, it shall submit the request to the Disciplinary Commission, which shall treat the request as if it were submitting a declaration. The Disciplinary Commission then deals with the case again, from which ruling an appeal can be made.*

8. *The request for remission and review may only be done once.*

### **Article 10 - Neglect**

1. *If an omission has been instituted, the Disciplinary Commission is entitled to deal with the matter without prior negligence.*

2. *If the Disciplinary Commission considers the absence to be proven, the statement shall be announced to the association, stating:*

a. *the proven absence;*

b. *the fine imposed and the amount of the fee.*

3. *An appeal under this Article shall not be open to appeal.*

## **THE SIMPLIFIED PROCEDURE**

### **Article 11 - Submitting written defense and request for a call**

1. The defendant's defense, which wishes to use the abridged procedure, must be in the possession of the official secretary of the right to tuition:

- a. on the next working day after the match, if the violation has been charged to the person concerned by a note on the (digital) competition form;
- b. the second working day after the date of the written notice, if the offense has been charged to the person concerned in writing.

2. At the same time as the defense, the person concerned must indicate which witnesses may be called by the Disciplinary Commission in the event of an oral hearing, stating the name, initials, address and relationship code, and the fact that each of the witnesses can explain .

3. No written defense is possible:

- a) if a person is charged with an infringement by an oral hearing by the Disciplinary Commission during an oral procedure;
- b) If the person concerned is subjected to an amendment of the imprisonment during an oral hearing by the Disciplinary Commission.

In these cases, the person concerned can only use oral defense. At its request, the Disciplinary Commission may suspend the treatment for a short time to allow the person concerned to prepare his defense.

4. If a defendant has not received a defense within the time limit referred to in the first paragraph of this article, it is assumed that the person concerned waives his right to a defense.

### **Article 12 - Right of access**

1. The person concerned may make an appointment with the official secretary of the Disciplinary Commission, solely at the NHV federal agency, for examining his case.

2. Exercising this power does not suspend the time limit for filing a defense, testimony or appeal.

### **Article 13 - Written examination of the case**

1. The handling of the case shall take place in writing unless the Disciplinary Commission finds that additional information for the handling of the case is necessary on the basis of first notice of the (digital) contest and / or reports. In that case, the Disciplinary Commission will immediately proceed to the oral hearing of the case.

2. In case of written examination, the Disciplinary Commission may cancel the case if it is adequately informed, but at least once the deadlines for filing the defense, the reports and the statements have expired.

3. In case of written treatment, the case will be dealt with by the Board of Appeal within three but not later than five working days after the competition day.

#### **Article 14 - Oral treatment of the case**

1. *If the Disciplinary Commission passes for oral consideration, the Disciplinary Commission invites the person concerned and all other persons, whose committee considers the appearance desirable, as soon as possible.*
2. *The call is made by phone or e-mail. In case of telephone call, a written confirmation will be sent by e-mail.*
3. *At least 24 hours between the call and the time of the oral procedure.*
4. *In case of prevention:*
5. *In the event that a witness is prevented from attending the treatment, he shall immediately, upon notice of the appeal, but not later than the day before the oral hearing, by telephone or e-mail, be prevented from being given notice to the official secretary of the right to tuition. To give reasons.*
6. *The person who is prevented must submit his statement in writing. The statement must be in the possession of the official secretary for tuition by the day of the oral procedure.*
7. *The Disciplinary Commission may proceed with the proceedings at any time unless it appears that the person concerned has not appeared because he has not been properly called.*

#### **Article 15 - Declaration and notification thereof**

1. *The Board of Appeal shall issue a statement as soon as possible, but at the latest:*
  - a) *in case of written treatment: within 24 hours after the conclusion of the treatment;*
  - b) *in the event of an oral hearing: immediately following the deliberation which takes place after the oral procedure has ended.*
2. *In case of written treatment, the statement shall be made by the person concerned for the sake of urgency by phone or e-mail.*
3. *In the event of an oral hearing, the written confirmation of the decision shall be sent to the person concerned by e-mail within two working days.*

#### **Article 16 - Occupation and administrative expenses**

1. *The appeal must be in writing and reasoned within three working days of the transmission of the decision of the Disciplinary Commission to be in possession of the Secretary of State for Tuition.*
2. *The appeal may be sent by e-mail to the official secretary of the right to tuition. In case of doubt about the sender's identity, the official secretary of tuition may still order a signed copy by ordinary mail.*
3. *The administration fee must be credited to the account of the BENE-League, which is the NHV's bank account within 24 hours after the appeal has been lodged, unless:*
  - a) *the association has notified the Commission of Appeal in writing of the action brought*
  - b) *the association has lodged an appeal as the written representative of the person concerned.*

#### **FINAL**

6. *In case a French or English version of these regulations is available and there is any discrepancy in the interpretation between the English or the French versions against the Dutch version, the Dutch version is leading.*