



## **EHF Event Guidelines**

**Edition 2009**

# EUROPEAN HANDCYCLING FEDERATION

TVA n° : 0475212995



## EHC Event Guidelines and Procedures Information for organizers

Dear Sirs,

you are promoter or organizer and intend to apply for EHC or NHC competition. Please fill in completely the attached contract and send it to the EHF office.

The EHF is a European non-profit organization setting targets for cross national development in handcycling. The EHF offers handcycling events on regional (NHC) or international (EHC) level for both handicapped and able-bodied athletes and publishes consecutively an actual overall ranking list to determine the best athletes of the year.

The EHF as principal concludes an agreement with appropriate applicants. In recent years the EHC events have had a significant rise of members and participants. A race event under the patronage of EHC ensures a great number of participants of the best athletes and teams.

To continue the positive trend the selection of the best promoter is an important requirement. Particularly the program of a EHC event as well as the victory ceremony are regarded as identification of EHC, which will become more important in future.

Please read the enclosed event guidelines. Your EHF country representative handles your application and is at your's disposal in EHC relevant queries.

European Handcycling Federation  
Executive Committee  
(updated in December 2008)

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**To  
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A-1140 Wien**

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

**Application to arrange an EHC/NHC competition**

**Herewith I apply in behalf of \_\_\_\_\_**

**for admission to EHC as international  national  promoter**

**for the event(s) \_\_\_\_\_**

**to carry out on \_\_\_\_\_**

**at location \_\_\_\_\_**

**My name \_\_\_\_\_**

**My role \_\_\_\_\_**

**Address \_\_\_\_\_**

**Code \_\_\_\_\_**

**Tel. / Fax \_\_\_\_\_**

**E-Mail \_\_\_\_\_**

**I am autorised to make an agreement with the EHF on behalf of**

**\_\_\_\_\_**  
**for the above statet event in compliance with the guidelines.**

**In case of beeing prevented my substitute \_\_\_\_\_**

**reachable under tel.: \_\_\_\_\_ will fulfill this contract.**

**Signature \_\_\_\_\_ Signature substitute \_\_\_\_\_**

**Stamp**

## **Guidelines**

### **Application to Arrange an EHC Competition**

#### General:

Please make application for your upcoming event until 31. October of the year before in sending documentation to EHF office or EHF representative.

The documentation should include information about date of event, location, program, description and length of course, entry fee, prize money, accommodation, infopoint, supporting program.

Able-bodied athletes have equal rights as disabled athletes concerning ranking and getting prize money according to their division.

The applicant body confirms to take all steps to make safeguards to prevent accidents. The race organizer must supply sufficient volunteers to run a safe and well-ordered event and must arrange for qualified first aid services. The event must be covered by liability insurance. The roads must be free from individual car traffic and must be rideable for tetraplegics (maximum slope 8%).

Adequate parking should be provided. Wheelchair accessible sanitary facilities nearby and a list of wheelchair accessible accommodation shall be available.

The registration form has to contain following datas: EHF member code, prename, surname, sex, date of birth, nationality, division, team, address, telephone number, e-mail address.

The registration form, invitation letter, hotel list and other informations should be possible to download from internet or sent by mail order. It is advisable to offer the possibility of online registration. A regularly updated start list should exist too.

Up to 200 participants for EHC races and up to 100 participants for NHC races should be accepted. A list of participants should be sent to EHF office or country representative one week before event the latest. Athlete's data must also be available to issue the membercards.

## Classification:

Able-bodied athletes have equal rights as disabled athletes concerning ranking and getting prize money according to their division. Male athletes are classified in Division HCA (subdivision A1/A2), HCB, HCC, Open and female athletes in Division HCA, HCB, HCC, Open according to EHC rules. A room should be available to do the classifications for newcomers.

<i>Men</i>		
<i>Division</i>	<i>Subdivision</i>	<i>Profile</i>
<i>A</i>	<i>A1</i>	<i>tetraplegics according to T51 in wheelchair racing</i>
	<i>A2</i>	<i>tetraplegics according to T52 in wheelchair racing</i>
<i>B</i>		<i>paraplegics from Th1 to Th 9/10</i>
<i>C</i>		<i>all other disabled athletes</i>
<i>Open</i>		<i>ablebodied athletes</i>
<i>Women</i>		
<i>Division</i>		<i>Profile</i>
<i>A</i>		<i>tetraplegics</i>
<i>B</i>		<i>paraplegics from Th1 to Th 9/10</i>
<i>C</i>		<i>all other disabled athletes</i>
<i>Open</i>		<i>ablebodied athletes</i>

## Start Procedure:

Starting order in each division depends on the EHC overall ranking list until place 10. The riders are obliged to be present at the starting area 15 minutes before, otherwise they have to start at the end of the division. The start procedure is to be made in blocks in following order: Open, HCC, HCB, HCA mixed, F mixed. The blocks should be started one after another at intervals of at least 60 seconds.

## Race director Authority

The race director is nominated by the organizer and shall be responsible for the conduct of the race. He may cancel or shorten any race for reasons of safety.

## Arbitration Board:

The organizer has to offer a trouble desk or info point and to hang out all necessary information for the athletes. A telephone number must be published to get in contact with the Referee Panel.

The EHF Committee appoints a Referee Panel consisting of a chief referee and at least 2 judges before race. The Panel meets on a predetermined location after race to decide about the protest.

A protest in written form must be dropped within 30 minutes after publishing the provisional result list. The protest fee is 50 Euros. When the protest is honoured the fee will be refunded.

### Checkup of Bike Equipment:

The organizer has to offer a checkpoint to check special parts of the handbikes: 2 fully functional brakes, safety bar, chainwheels guard. Endangering parts on frame, backrest and foot rests are objectionable. Furthermore the organizer has to pay attention if all athletes wear a protective helmet in the correct division colour. Athletes who infringe the provisions get suspension.

A1	blue + yellow 5cm stripe in the middle of the helmet in lengthwise
A2	blue
B	white
C	red
Open m	black
FA	blue
FB	white
FC	red
Open f	black

### Time-keeping Equipment:

It only counts the brutto-time, which should be based on professional electronical time-keeping measurement. Any other ways of time-keeping are not permitted. Photo finish capability is an obligatory requirement for all EHC race organisers. The chip of the electronic time keeping must be fixed in the left area of front axle on condition to be vertical in line with the front axle.

### Results and protest time:

Within 15 minutes after race the race director and the country representative must get an overall-ranking list and a division-splitted ranking list for checking purposes. After clearing procedure this provisional list must be hung out 30 minutes after the race finish. From now on the athletes have 30 minutes time to submit protests. After the protest time and final decision of

the Referee Panel the official result list can be published. In support of the organizer in this important phase and in order to make the ranking of the teams an assistant of EHF, who knows all athletes and the mechanism of counting, will help.

### Victory Ceremony:

The victory ceremony should be celebrated after 120 minutes after competition in front of the EHC wall either open-air or in adequate accommodation. (Exception multiple events: the organiser will time the ceremony).

The EHC wall will be assembled in collaboration with an assistant of EHF. It is obligatory to embed the ceremony in the event program in order to get as many spectators and athletes as possible. The yellow jerseys for the leading athletes are provided by EHF before ceremony.

The organizer should appoint two assistants for the ceremony dressed in EHC clothes.

The victory ceremony takes place under attendance of the president and the country representative of EHF. The organizer should include some VIPs of his choice such as politicians, sport officials and sponsors.

The distinction of the athletes is carried out block by block division HCA – division Open beginning with the women in ascending order. Each division leader gets the yellow jersey. The presentation of flowers, gifts and prize money is carried out in the fields of responsibility of the organizer.

### Prize money:

Every organizer of EHC events assures to distribute a minimum of total prize money of at least 3500 Euros for each EHC race (Road Combined event at least 5250 Euros). The prize money must be directly paid during victory ceremony. Prize money (more details see EHC-rules point 10) for individual and team ranking shall be distributed according to the distributing lists.

### Sanction:

Awards ceremony and assigned prize money must be provided in a reasonable time, directly after each stage. If an OC of a single stage doesn't provide for award ceremony and/or prize money distribution, it will be automatically excluded from EHC the next two years; in the same time, no EHC stage can be assigned in the respective country for the same period of two years.

After this period, the EHF Committee will decide for a new admission of the sanctioned country. An extra fee can be requested as penalty.

## Sponsors:

Logos (size: 19 x 61 cm) of maximum 5 event sponsors may be fixed on EHC wall in addition to the main sponsors of the EHC.

The organizer has to pay attention to sponsor contracts in order to avoid conflicts.

In case of discrepancies the interests of EHC have priority.

## EHC and EHF Logo:

EHF - EHC – NHC name and logo are property of EHF Organization.

They have to appear on all the documentation, brochure, web site, etc provided by the organizer to promote his race and must not be modified in colours, orientation, etc.

This use must to be approved by national representative before documentation distribution and/or publication.

Logos and names similar to EHF-EHC-NHC ones, that can create confusion to the athletes and spectators, are not permitted.

## Event fee and athletes fee:

The organizer has to pay the event fee into account of EHF (EHC 1000 Euros / NHC 250 Euros) within 30 days after acceptance of the bid. Furthermore the organizer has to pay athletes fee of 6 Euros for each EHC participant which shall be paid within 2 weeks after the race the latest.

## Accommodation

The organizer has to bear the expenses for accommodation for the President, the country representative and the classifier of EHF (if demanded).

## Amendments

Changes and amendments must be in written form.

Executive Committee  
European Handcycling Federation  
(updated in December 2008)