



REAL FEDERACIÓN ESPAÑOLA DE FÚTBOL

TEMPORADA 2022/2023

CIRCULAR N.º 115

Información relevante sobre la UEFA Futsal Champions League 2023/2024

Por medio de la presente, la RFEF comunica a todos sus afiliados el contenido de la Circular UEFA N.º. 22/2023, publicada en fecha 9 de mayo de 2023, en la que se informa sobre distintos detalles relativos a la próxima edición de la UEFA Futsal Champions League, así como del procedimiento para la inscripción de los clubes con derecho a participar en dicha competición la temporada 2023/2024.

Se adjunta el texto de la citada circular junto con los siguientes documentos que, igualmente, pueden encontrarse en la plataforma TIME de la UEFA:

- Anexo 1: Procedimiento de inscripción.
- Anexo 2: Vestimenta de juego.
- Anexo 3: Elegibilidad de los jugadores.
- Anexo 4: Plataforma TIME de la UEFA.
- Anexo 5: Plazos.
- Anexo 6: Formulario de inscripción.

En caso de necesitar cualquier otro tipo de información complementaria al respecto, no duden en contactar con el Comité Nacional de Fútbol Sala, que se encuentra a disposición de todos los clubes para esclarecer las dudas que la presente información pudiera generar.

Las Rozas de Madrid, 12 de mayo de 2022.

Andreu Camps Povill
Secretario General



No. 22/2023

TO UEFA MEMBER ASSOCIATIONS

For the attention of
the President and the General Secretary

Your reference

Your correspondence of

Our reference
Y&F/KLL/NEG

Date
9 May 2023

**2023/24 UEFA Futsal Champions League
Registration procedure, playing attire and player eligibility**

Dear Sir or Madam,

We are pleased to invite all UEFA member associations to submit the entry form of the clubs that are entitled to enter the 2023/24 UEFA Futsal Champions League.

1. Entry information

To assist you and your clubs with the preparations for the competition, the following documents are enclosed and can also be found on UEFA's TIME platform:

- Registration procedure (enclosure 1)
- Playing attire (enclosure 2)
- Player eligibility (enclosure 3)
- UEFA TIME platform (enclosure 4)
- Deadlines (enclosure 5)
- Entry form (enclosure 6)

Please note that on 4 April, the UEFA Executive Committee approved the competition regulations, which can be found on <https://documents.uefa.com>.

2. Hosting mini-tournaments

Hosting a UEFA Futsal Champions League mini-tournament is a good way to develop and promote futsal in Europe and a great opportunity to promote the game in the country and in particular, the region where the matches are held. In addition, hosting gives your club(s) the opportunity to promote themselves and gain experience in organising international matches. Associations whose clubs are interested in hosting a mini-tournament should fill in the corresponding section on the entry form.

For the preliminary and main rounds, the UEFA administration will appoint the mini-tournament hosts before the corresponding draw. If too many clubs are interested in hosting a mini-tournament, the UEFA administration will apply the criteria set out in article 18.02 of the competition regulations. If no club is interested in hosting a mini-tournament in a given group, those clubs will have to agree which of them will host by a set deadline following the corresponding draw. If the clubs cannot reach an agreement, the UEFA

administration will conduct a draw for this purpose. All clubs must therefore be prepared to host a mini-tournament.

For the elite round, if more than four clubs wish to host a mini-tournament and fulfil the criteria set out in the application form which will be sent out at a later stage, the hosts will be decided during the elite round draw. The first four clubs drawn will host the mini-tournaments and the remaining clubs will be drawn and assigned as visiting teams according to their respective positions.

3. Financial provisions

Please refer to Chapter XI of the regulations for the details of the financial provisions for the competition.

The €20,000 HatTrick incentive payment, to which each participating member association is entitled, is to be used to cover the board and lodging of the referee team, the UEFA match delegate, the UEFA referee observer, and any other appointed officials, together with their transport costs within the association's territory. The international travel expenses and daily allowances of these persons are borne by UEFA. In addition, host association appoints a timekeeper and covers the cost for travel, board and lodging as well as the daily allowances. Any remaining amount should be used to assist the club organising a mini-tournament or cover travel costs.

The categorisation of UEFA member associations for mini-tournament financing will be available on UEFA's TIME platform as from beginning of July.

4. International match calendar

The international match calendar can be found in the online UEFA calendar, a very user-friendly tool that enables the user to filter the search by dates, competitions, etc.

You may access it via the following link:

<https://calendar.uefa.ch/Calendar.cshtml>

5. Club name

The deadline to confirm the club name(s) is 26 June 2023.

With regards to the club name, the following requirements must be satisfied:

- Club name is mentioned in its statutes
- If required by national law, it is registered with the chamber of commerce or equivalent body
- It is registered at the national association and used in domestic competitions
- **Name and logo do not refer to a commercial partner**; exceptions to this rule may be granted by the UEFA administration on the reasoned request of the club concerned.

If requested to do so, the club must provide the UEFA administration with the necessary evidence.

This rule should help the futsal community and the public to associate your club and city with the best of European futsal, promote your cities and regions through the media and also help your clubs to strengthen

their brand equity. We emphasise that all other opportunities to display club sponsors' names and logos remain open, e.g., team playing attire, hall advertising, etc.

6. Club logo

We would like to insert your clubs' logos on our website www.uefa.com. For all newcomers or clubs who have changed logos, please send us a **high-resolution** electronic version (adobe illustrator) to futsal@uefa.ch when you send in the official entry form.

7. 2024/25 UEFA Futsal Champions League – second club access

Under article 3.03 of the 2023/24 UEFA Futsal Champions League regulations, please note that in accordance with the national team coefficient (at end of April 2023), the following three associations may enter two clubs in the 2024/25 UEFA Futsal Champions League:

- Portugal
- Spain
- Kazakhstan

Thank you in advance for giving your fullest attention to the information in this letter and its enclosures, and for your valuable cooperation.

Yours faithfully,

U E F A



Theodore Theodoridis
General Secretary

Enclosures

- Enclosure 1: Registration procedure
- Enclosure 2: Playing attire
- Enclosure 3: Player eligibility
- Enclosure 4: UEFA TIME platform
- Enclosure 5: Deadlines
- Enclosure 6: Entry form

cc (with enclosures)

- UEFA Executive Committee
- UEFA Futsal & Beach Soccer Committee
- European members of the FIFA Council
- FIFA, Zurich



Registration procedure for 2023/24 UEFA Futsal Champions League

Please find the following details about the registration procedure for clubs entering the 2023/24 UEFA Futsal Champions League.

Each association may enter the winner of their 2022/23 top domestic futsal league. With reference to articles 3.02 and 3.03 of the UEFA Futsal Champions League regulations and based on the Men's national futsal team coefficient ranking (April 2022), the following four associations may enter the runners-up of their respective top domestic futsal leagues.

Rank	Association	Coefficient (status 30/04/2022)	Qualified teams	Article
	Spain		Titleholder & domestic winner or runners-up	3.02
1.	Portugal	2693.76	Domestic winner & runners-up	3.03
4.	Kazakhstan	2367.19	Domestic winner & runners-up	3.03
5.	Croatia	2051.04	Domestic winner & runners-up	3.03

Following Circular letter N°21 send out on 2 May 2022, Russia (ranked #2) will have no affiliated clubs participating in the UEFA Futsal Champions league 2023/24.

1. Entry documents

Please refer to the criteria and procedures set out in Article 3 and 4 of the competition regulations.

Each association must send the **official entry form** (enclosure 6 - one per club) to UEFA, by **Friday 9 June**.

Even if the domestic league has not yet finished and the champion not decided by this deadline, the entry form must still be submitted by 9 June, indicating the date by which the champion will be known. Then, for such case, associations must resubmit the completed entry document with the club(s) name(s) by **Monday 26 June, 12:00 CET** at the latest.

All enclosures and guidelines for the competition are available on the TIME portal (documents section) and all regulations can be found on <https://documents.uefa.com>. Please ensure your club(s) have access to all these electronic documents. Further details can be found in enclosure 4 of this circular letter.

2. Doping controls

Please refer to the Article 7 of the competition regulations and the 2021 UEFA Anti-Doping Regulations. Clubs are requested to take note of the UEFA pre-season anti-doping information and share it with their medical staff and the players concerned.

Registration procedure for 2023/24 UEFA Futsal Champions League

3. Medical requirements

All players registered for the 2023/24 UEFA Futsal Champions League must undergo a pre-competition medical examination. Further details are provided in the enclosed player eligibility document.

To help clubs meet UEFA medical requirements, national associations should make resources available to their member clubs wherever possible. These may include access to examination and screening facilities at national association training centres, and lending them medical kit such as defibrillators, stretchers and emergency medical bags for matches and when MD-1 training sessions are at the same venue as the match.

Since the start of the UEFA Concussion campaign in 2019, the UEFA Medical Committee has drawn up the concussion charter to safeguard the players' health. The aim of this charter is to support all team and club doctors if they are faced with difficult situations in the event of a head injury/concussion incident. As the team manager, head coach and team doctor, we are requesting to sign the charter and send it back to medical@uefa.ch before the 15 August for teams playing in the Preliminary round and 30th of September for those seeded in the Main round. By signing this concussion charter, you will not only be supporting UEFA's awareness campaign but protecting the health of your players in the event of a concussion.

The chart will be sent after the entries are received to all clubs.

If there are any medical questions in the meantime, please send them to medical@uefa.ch.

4. Draws

Enclosure 5 Deadlines gives details of all UEFA Futsal Champions League draws: dates, times, venues and competition stages.

- Draw 1, at UEFA on 5 July 2023 will allocate the registered teams to the groups of the preliminary round and main round path A and path B.
- Draw 2, at UEFA on 2 November 2023, will allocate the qualified teams to the groups of the elite round.
- Finally, a third draw will be held in the city hosting the finals in February/March 2024 to determine the fixtures of the semi-finals.



Enclosure 2

Playing attire for 2023/24 UEFA Futsal Champions League

Playing attire for 2023/24 UEFA Futsal Champions League

Please find below some information regarding equipment used in UEFA club competition matches.

This enclosure explains some of the principles of the *UEFA Equipment Regulations* that we feel warrant clarification, as well as some of the key provisions of the regulations.

Note that 'playing attire' as used in this letter comprises the playing shirt, shorts and socks of players and the goalkeeper.

1. New KIT (Kit Information Tool) platform for playing attire approvals for teams participating in UEFA competitions

This new digital platform introduced last season, is aimed to facilitate the current playing attire selection and approval.

STATUS	TEAM	SEASON	COMPETITION	ACTIONS
Submitted	Team A	2021/2022	UEFA Champions League	
Approved	Team A, Youth	2021/2022	UEFA Champions League	

NB – If you do not have access to TIME, or do not see the KIT module in the menu bar, please contact your club's TIME user manager to ensure you have the correct access. Please see Enclosure 4 of this circular letter for more details.

Enclosure 2

Playing attire for 2023/24 UEFA Futsal Champions League

The KIT tool has two functions:

1.1 Playing attire registration

The new process moves the registration of playing attire from the previous paper form to the KIT online tool, where the attires must be entered directly online by the club and must then be validated by the relevant National Association. This Playing Attire Registration section enables clubs to view all their teams' registered playing attires and add any new playing attires for approval.

TIME KIT

Register playing attire Select match attire

Attire registration

You have 2 attires registered with UEFA

Seasons Competitions

Select Select Search More filters New attire

STATUS	TEAM	SEASON	COMPETITION	ACTIONS
Submitted	Team A	2021/2022	UEFA Champions League	
Approved	Youth	2021/2022	UEFA Champions League	

1.2 Match kit selection

The KIT tool contains a **Select match attire** section for teams to enter their match playing attire agreements for each match.

TIME KIT

Register playing attire Select match attire

Select match attire

7 matches

Season Competition Rounds Match date

Select Select Select DD/MM/YYYY Search

STATUS	SEASON	COMPETITION	ROUND	HOME TEAM	AWAY TEAM	MATCH DATE	COMMENTS
Pending	2022	UEFA Women's Champions League	Group Stage	Wolfsburg	Chelsea FC Women	16/12/2021	--
Submitted	2022	UEFA Champions League 2021/2022	Round of 16	Chelsea	Lille	22/02/2022	--
Pending	2022	UEFA Champions League 2021/2022	Round of 16	Lille	Chelsea	16/03/2022	--
Pending	2022	UEFA Champions League 2021/2022	Round of 16	Lille	Chelsea	16/03/2022	--
Pending	2022	UEFA Youth League 2021/2022	Knockout Round	KRC Genk Youth	Chelsea Youth	09/02/2022	--
Pending	2022	UEFA Champions League 2021/2022	Quarter-finals	Chelsea	Real Madrid	06/04/2022	--
Pending	2022	UEFA Champions League 2021/2022	Quarter-finals	Real Madrid	Chelsea	12/04/2022	--

A full KIT platform user guide is available in TIME Documents in the "TIME User Guides" section.

Playing attire for 2023/24 UEFA Futsal Champions League

2. Approval process

As a reminder, teams participating in matches up to and including the Elite round are permitted to use their domestically approved playing attire in these rounds, provided that any sponsor advertising is also worn for domestic matches and complies with the relevant provisions of the *UEFA Equipment Regulations*. This means that for these rounds of the UEFA competition, there are no restrictions (other than those mentioned in the *UEFA Equipment Regulations* relating to use of sponsor advertising) on the number or size of sponsor logos or manufacturer identifications on playing attire.

However, for the finals, teams must only use playing attire that is in compliance with the *UEFA Equipment Regulations* and has been approved by UEFA.

1) Pre-approval process

To limit the risk of having to make changes once attire has already been produced, we encourage teams and manufacturers to submit designs or samples for pre-approval during the design and production process. Physical attire is always subject to final approval, as specified in point 4) below. Requests for pre-approval can be sent to KitApproval@uefa.ch.

2) Playing attire registration

For the 2023/24 season, teams must register all the details related to their playing attire (outfield player and goalkeeper colours, manufacturer, sponsor(s), charity logos, etc.) on the KIT platform, and upload front and back pictures of their range of outfield player and goalkeeper attires. If available, website/merchandising photos of the playing attires provide the best opportunity for an initial review.

3) Initial review on the KIT tool in TIME

On the basis of the information and photos, the UEFA administration will, when possible and time permitting, review to see if there are any obvious concerns in relation to compliance with the *Equipment Regulations*. You may be contacted in case any further information is needed or if it is already clear that changes may be required.

4) Playing attire review for the finals on the KIT tool in TIME

Irrespective of any pre-approval of items, or no negative feedback being received following the initial check described above, teams qualified for the finals must update if needed, their KIT registration information including all playing attire pictures (i.e. first and second-choice outfield player shirts, shorts and socks, first and second-choice goalkeeper shirts, shorts and socks, any supplementary outfield player and goalkeeper attire or attire items) by the **16 February 2024**.

Each club must register their playing attires on the KIT platform by the following deadlines:

- **3 July 2023** for all participating clubs
- **16 February 2024** for clubs in the finals

To limit the risk of having to make changes once playing attires have already been produced, we encourage clubs and manufacturers to submit designs or samples at intervals during the production process. Requests for pre-approval can be submitted by email to FutsalMatchOps@uefa.ch and KitApproval@uefa.ch.

Playing attire for 2023/24 UEFA Futsal Champions League

3. Playing attire colours

Clear identification of the players and goalkeepers of both teams is a requirement of Law 4 of the FIFA Futsal Laws of the Game. This is essential for the match officials and players, as well as for spectators in the hall and at home, and we consider it a fundamental requirement.

Each team must therefore have at least two outfield player attires in sufficiently contrasting colours that could be worn by opposing teams in a match. For example, if one outfield player attire is made up of predominantly light colours, the other outfield player attire should comprise predominantly dark colours.

Teams with striped shirts (especially ones made up of light and dark stripes) or shirts in two colours (e.g. sleeves of a different colour to the body) must pay particular attention to the contrast requirements. For example, a first choice of blue/white stripes with a second choice of an all-white shirt is not sufficient. The second choice must contrast strongly with both colours of the first-choice shirt. If this is not the case, a third option outfield player attire will be required.

Additionally, teams must have, at least two goalkeeper attires that must not only contrast fully with each other (shirts, shorts and socks), but that must each also contrast fully with the outfield player attires. The goalkeeper attires must not, therefore, contain any of the colours contained in either outfield player attires, or be of similar shades (e.g. white outfield playing attire and light-grey goalkeeper attire). This also applies to any additional player attires submitted. In other words, teams must ensure that for every outfield player attire submitted, they submit a minimum of two fully contrasting goalkeeper attires. If goalkeeper attires are submitted that contain the colours of the playing attires (e.g. same colour shorts and socks) then additional goalkeeper colours will be requested.

4. Playing attire colour selection

When selecting colours for the 2023/24 season, particularly goalkeeper colours, please bear in mind that there is a limited number of colours available to referees, for which the following colours will be used in the 2023/24 UEFA Futsal Champions League:

- Black, blue, yellow, red

In order to facilitate the planning of match playing attire agreements, we strongly recommend teams avoid selecting goalkeeper attires that include more than one of the referee colours.

5. Combinations of playing attire options

Teams must be prepared to combine elements of their approved outfield playing attires, or approved goalkeeper attires if necessary. The primary objective must be the clear distinction of the teams on the pitch. Commercial or aesthetic objections to combining attire items **will not** be taken into account by UEFA to achieve the required contrast between different match participants.

Playing attire for 2023/24 UEFA Futsal Champions League

6. Definition of colours by match

For the **qualifying stage**, teams are expected to agree on their colours between themselves. If they cannot do so, however, the matter must be referred to the UEFA administration in order to avoid an issue on the day of the match. However, the referee is always entitled to take a final decision.

For subsequent rounds, the process for defining the match colours will be reviewed within the new platform referred to in section 2 of this enclosure, however the priority order for the choice of colours will be as set out in the 'Colour choices and combinations' section of the *UEFA Equipment Regulations*.

7. Tape (on socks – on skin)

If tape or similar material is applied to the arm or leg, it must be the same colour as the relevant part of the sleeve or stocking it is applied to.

For goalkeeper bandages, it is strongly recommended to use the same colour as the shirt or cover the bandages with tape to avoid any clash with the opposing team's colours.

8. Protective equipment

Please note that any protective equipment used by players (e.g. elbow and knee pads, helmets, face masks, soft casts, etc.) must be of a single colour. Items worn on legs and arms must not protrude excessively and should be the same colour as the corresponding playing attire item, e.g. elbow pads must be the same colour as shirt sleeves and kneepads the same colour as shorts. If it is not possible for colours to be the same as playing attire, protective items must be black or white.

Exceptionally for Futsal competitions, one manufacturer identification not exceeding 20cm² is allowed on each elbow and knee pad. No sponsor logos, or any other written messages, names or images are permitted on protective equipment.

Should you have any questions about these subjects, please contact the UEFA Football Operations Unit (FutsalMatchOps@uefa.ch).



Enclosure 3

Player eligibility for the 2023/24 UEFA Futsal Champions League

Player eligibility for the 2023/24 UEFA Futsal Champions League

This enclosure provides additional information about the rules on player eligibility. As for the current season, UEFA will continue using the TIME platform for player registrations and match sheets.

All references relate to the chapter VII of the competition regulations, articles 37 and 38.

1. Responsibility

In all UEFA club competitions, the national associations and clubs are wholly responsible for adhering to the player eligibility requirements. Each player must be duly registered with their national association as playing for the club concerned, in accordance with the national association's own rules and the *FIFA Regulations on the Status and Transfer of Players*. Neither the referee nor the UEFA match delegate is responsible for verifying the eligibility of players.

2. Medical examination

Players must undergo a medical examination in accordance with the mandatory criteria set out in the UEFA Medical Regulations (2023 edition). Confirmation that every player has undergone this examination must be recorded on the official player lists, which must be signed by the club doctor. This includes any players subsequently registered. The club doctor is solely responsible for ensuring that each player's medical examination has been duly performed.

The medical examination is an eligibility criterion, so a player may only play in the competition if the club doctor has confirmed that he has undergone the required medical examination. Provided that the player is included on the relevant official player list by the set deadline, confirmation of the medical examination may be sent after the registration deadline, but the player will only be eligible to play a match if the UEFA administration has received this confirmation at least 24 hours before the match in question. For clarification, in the absence of such confirmation, the player concerned may not be replaced on the player list.

Should you have any questions concerning these medical examinations, please contact medical@uefa.ch.

3. Player registration

For each round of the competition, a club may register a list of no more than 25 players. Three of these players must be goalkeepers. The club must complete the list of 25 players online by 24.00 CET seven days prior to the start of a mini-tournament or the finals at the latest. By 12:00 CET on the working day immediately after the submission deadline, a printout version signed by the club and the association must be uploaded in TIME.

Only 14 of these 25 players will be eligible to play in each round. The shortlist of 14 players must contain two goalkeepers. This list must be submitted online by 15.00 CET the day before the first match of the

Player eligibility for the 2023/24 UEFA Futsal Champions League

team in each round of the qualifying stage and two days before the first match in the finals. A signed copy of this list must be handed to the UEFA match delegate at the mini-tournament organisational meeting and to the UEFA administration upon arrival for the finals.

The deadlines for registering players and submitting player lists have been aligned with the match calendar of the 2023/24 season and can be found in the enclosure 5.

4. Player list registration - TIME

The club TIME player list registration managers access the player registration portal and receive player registration notifications and reminders.

(**NB** – If you are responsible for player registration in your club and do not have access to TIME, or do not see the player registration module in the TIME menu bar, please contact the TIME user manager of your club to ensure you have the right access. Please see Enclosure 4 of this circular letter for further details of the user management process).

4.1. Submitting player lists to the UEFA administration

For the UEFA Futsal Champions League, the process is as follows:

List of 25:

1. Each club compiles its player list in TIME and submits it online to its national association.
2. The national association receives a notification and validates the list in TIME.
3. The player list is considered as having been officially submitted in accordance with the competition regulations once the national association has validated it, as this automatically submits the list to UEFA. The national association must therefore validate the list by the registration deadline.
4. A PDF copy of the player list is automatically emailed to the club concerned once the list has been validated by the national association and submitted to UEFA.
5. The club must check, print, and have this PDF copy of the player list signed by both the authorised club representative and the club doctor, then scan it and email it back to the national association. It is important to sign the correct version of the list, i.e. the one generated on validation by the national association, to ensure the information is accurate.
6. The national association countersigns the list and uploads the scanned document in TIME by 12:00 CET on the working day following the deadline.
7. UEFA checks and validates the list.

A list of 25 players that does not bear all these 3 signatures will be deemed invalid.

List of 14:

1. Each club compiles its player list in TIME and submits it online to its national association.
2. The national association receives a notification and validates the list in TIME.

Player eligibility for the 2023/24 UEFA Futsal Champions League

3. The player list is considered as having been officially submitted in accordance with the competition regulations once the national association validates it, as this automatically submits the list to UEFA. The national association must therefore validate the list by the registration deadline.
4. A PDF copy of the player list is automatically emailed to the club concerned once the list has been validated by the national association and submitted to UEFA.
5. The club representative and the club doctor must check, print, and sign the PDF copy of the player list. It is important to sign the correct version of the list, i.e. the one generated on validation by the national association, to ensure the information is accurate. The national association does not need to sign the list of 14 players, as the same information will already have been verified on the list of 25 players.
6. The club uploads the scanned document in TIME by 12:00 CET on the working day following the deadline.
7. UEFA checks and validates the list.

A list of 14 players that does not bear both signatures (see point 5 above) will be deemed invalid.

NB – Signed lists must no longer be sent by email to UEFA but **must be uploaded in TIME**. More information can be found in the TIME player registration user guide.

4.2. Technical staff section of the player lists

To avoid having to manually enter staff on the match sheet for every match, clubs can also use the player list in TIME to register all technical staff who will have a function during a match. This should be done in the same way as for registering players, indicating their first name(s), surname(s), date of birth and function at the club.

Please note that a maximum of one assistant coach must be registered with this role in the player list. Anyone else in the staff carrying out a similar role may be registered as 2nd assistant coach.

Entries for technical staff may be updated at any time by clubs or national associations. This new feature applies to all staff except head coaches and assistant coaches. In the event of a head coach or assistant coach change, the club (or the national association) must immediately inform UEFA.

The names of all technical staff will appear on every match sheet downloaded from TIME and can then be indicated as being on the substitutes' bench. However, in the event of any late changes, the names and date of birth of additional staff not registered in advance in TIME can always be added manually to the match sheet in TIME. Although there is no limit to the number of staff that can be registered in TIME, only the first 6 will appear in the match sheet excerpt; so, please be sure that you register only staff who are likely to take a seat on the substitutes' bench.

5. Participation for different clubs

Paragraph 37.06 of the 2023/24 UEFA Futsal Champions League regulations states that a player is only eligible to play for one single futsal club in this competition, in the course of the season. However, if he has changed clubs and has been registered with the UEFA administration by the set deadlines and has

Player eligibility for the 2023/24 UEFA Futsal Champions League

not already been fielded by his former club during the current season (the fact that his name may have appeared on a match sheet is taken to mean that he was fielded in the match), he is eligible to play for his new club.

6. Injured or ill outfield players

Under Article 38.04 of the competition regulations, an outfield player named on the list of 14 may be replaced by another outfield player from the list of 25 upon submission of written medical evidence by no later than 09:00 CET on the day of the match. The replaced player can take no further part in the mini-tournament, or the finals and no other outfield player may be replaced.

7. Injured or ill goalkeepers

If a club cannot count on the services of at least two goalkeepers registered on the list of 14 players because of injury or illness, the injured or ill goalkeeper may be replaced on the player list in accordance with the conditions set out in Article 38.05 of the competition regulations.

8. Duty to notify the UEFA administration

During the course of the season, the national associations are required to notify UEFA **immediately** in writing of the departure (i.e. as a result of a transfer or loan) of any players from clubs taking part in the 2023/24 UEFA Futsal Champions League. They must indicate the date of the transfer or loan and the club to which the player has been transferred or loaned. Any player who is transferred or loaned from a participating club must be removed from the player list, and a new player may only be added at the next registration date and provided he meets the conditions of article 37.

UEFA must also be notified as soon as possible about any change of head or assistant coach.

9. Suspended players

Before the start of the season, the UEFA administration will send each national association a list of players and coaches who have pending suspensions to be served during the 2023/24 season. The national association is responsible for forwarding this list to its participating clubs. The list should be consulted if players or coaches are transferred, and UEFA's disciplinary services will be happy to provide you with additional information on this matter, if required. As a reminder, UEFA suspensions can only be served by players who are duly registered with UEFA (see article 37.01 of the competition regulations).

10. Contact information

For any questions regarding player eligibility or the player registration system in TIME, please contact the UEFA Football Operations Unit players@uefa.ch.

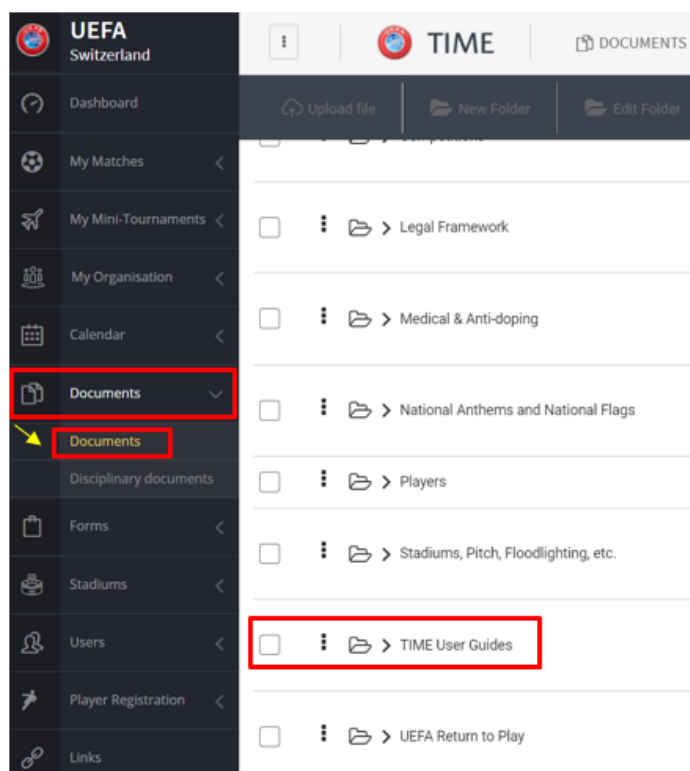


Enclosure 4

UEFA TIME Platform

Using the UEFA Team Information Exchange (TIME) platform

TIME is a platform for preparing and organising UEFA matches. It must be used by all clubs during the club competition season for a range of tasks, which are set out below together with the process for creating access and user profiles. Additional information on each of the sections below can be found in the relevant user guides available in the TIME Documents section:



The TIME platform address is: <https://time.uefa.com>

1. TIME User Management

Your national association (NA) is responsible for appointing a Club TIME User Manager for each of its clubs that has qualified for the first time, or could potentially qualify, for the UEFA Futsal Champions League. This must be done by the national association's own TIME User Manager, so in case of issues please contact your national association. Any TIME User access questions UEFA receives from clubs will be referred to the relevant NA.

The Club TIME User Managers are responsible for managing staff access to TIME within their club, including giving access to the TIME Documents page and giving access rights as "Managers" (with edit



Enclosure 4

UEFA TIME Platform

rights) and “Viewers” (read-only access) for TIME Player List Registration, TIME Online Match Sheets, TIME MT Preparation Forms and TIME Kit for all their club’s participating teams.

EDIT USER'S DETAILS Status ●

DETAILS

Identity email*
[Redacted]

Organisation *
UEFA [Dropdown] [Dropdown]

Surname *
[Redacted]

First Name *
[Redacted]

Email *
[Redacted]

Gender *
☒ M ☐ F

Date of birth *
[Redacted]

Nationality *
[Redacted]

TEAMS NA Clubs (2) Select all

☐ Team A ☐ Team B ☐ Youth ☐ Women ☒ Futsal ☐ Amateur ☐ Futsal Women

PROFILES Edit (7) View (1) Select all

<input checked="" type="checkbox"/> TIME User Manager M	<input type="checkbox"/> UEFA Assist Admin	<input checked="" type="checkbox"/> Stadium Admin	<input type="checkbox"/> Stadium Operators
<input type="checkbox"/> UEFA Assist Consultant	<input checked="" type="checkbox"/> Match Preparation Manager	<input checked="" type="checkbox"/> Player List Registration Manager	<input checked="" type="checkbox"/> Match Sheets Manager
<input type="checkbox"/> Club Collection Info Manager	<input type="checkbox"/> Stadium Venue Announcement Manager	<input checked="" type="checkbox"/> Documents and Links Admin	<input type="checkbox"/> TIME Venue Announcement Manager
<input type="checkbox"/> TIME MT Preparation Manager	<input type="checkbox"/> HatPro Admin	<input type="checkbox"/> HatPro Consultant	<input type="checkbox"/> PNA Calendar Manager
<input type="checkbox"/> Doping Tests Admin	<input checked="" type="checkbox"/> Forms Manager	<input type="checkbox"/> UEFA GROW Admin	

Update **Cancel**

(Club TIME User Managers are responsible for managing staff access to TIME within their club)

Once you have entered your TIME login, you will be taken to the dashboard page, which gives you access to all the relevant sections of TIME for your user profile. If you want to make any changes to your user profile, please contact your Club TIME User Manager



Enclosure 4

UEFA TIME Platform

2. TIME documents

The TIME Documents section is used as the main platform to share documents with clubs and contains the relevant entry forms and documents, including:

- Reasoning for key amendments to the Regulations of the 2023/24 UEFA Futsal Champions League
- Categorisation of UEFA member associations for mini-tournament financing

It is the club's TIME User Manager responsibility to give access to any users that need TIME Documents access within their club.

The screenshot displays the UEFA TIME Platform interface. On the left sidebar, the 'Documents' menu item is highlighted with a red box and the number 4, and the 'Users' menu item is highlighted with a red box and the number 1. The main content area shows the 'Documents' section with a 'View (1)' button highlighted by a red box and the number 2. Below this, the 'PROFILES' section is visible, with the 'Documents Viewer' profile highlighted by a red box and the number 3. On the right sidebar, the 'COMPETITION DOCUMENTS' section is highlighted with a red box and the number 5, showing a list of folders including 'Bid regulations' (6), 'Circular Letters', 'Competitions', 'Legal Framework', and 'Medical & Anti-doping'.

(How to access TIME documents once the necessary access is provided by the Club TIME User Managers)

As a reminder, please note that all UEFA regulations and guidelines can now be found in the [UEFA Documents portal](#).

3. TIME Organisation Passport

UEFA has expanded the existing TIME Platform to allow users to update key information related to their organisation quickly and efficiently. For example, clubs can now easily update the names and contact details for the various persons in key management and operational roles within their organisation, as well as to identify who should receive various UEFA notifications.

Each club participating in the coming club competition season is asked to complete their TIME Organisation Passport by **30 June 2023** and keep it up-to-date in accordance with the instructions set out in the TIME Organisation Passport User Guide. This ensures that everyone using the TIME platform will always see recent and accurate information.



Enclosure 4

UEFA TIME Platform

4. TIME Player List Registration

UEFA's TIME online platform must be used to register players and complete online match sheets **for all matches** in the UEFA Futsal Champions League.

As mentioned above, player lists have to be submitted using the TIME platform, which enables clubs to enter their player lists directly for validation by their National Association.

The Club TIME Player List Registration Managers access the player registration portal within the TIME platform and receive player registration notifications and reminders.

The player and staff members registration process through TIME is detailed in the Enclosure 3 - Player Eligibility of this circular letter.

5. TIME Match Sheets

UEFA's TIME platform allows users to complete match sheets both online and offline. Clubs must submit match sheets in TIME for all matches.

The Club TIME Online Match Sheets Managers will have access to the match sheet portal in TIME and will receive match sheet notifications and reminders.

The match sheet must be completed by indicating which players make up the starting five and which are substitutes. Technical staff who will be seated on the substitutes' bench must also be indicated.

The match sheets are shared electronically only when both teams have submitted their match sheets and no earlier than 75 minutes before kick-off. This tool can be used offline and the match sheet submission is synchronised once an internet connection has been established.

6. TIME Mini-Tournament Preparation Form

As soon as a mini-tournament fixture is confirmed, the TIME Mini-Tournament Preparation Form will become available for teams to share information and help prepare the mini-tournaments, replacing the email exchanges that were used in the lead-up to mini-tournaments. In addition, the names of the UEFA delegate for the match, as well as the names and nationalities of the UEFA referees will be published on the TIME Mini-Tournament Preparation Form of the relevant match.



Enclosure 5

Deadlines for 2023/24 UEFA Futsal Champions League

Month	Deadline	Objects	Competition stage / clubs concerned	Matches
June	Friday, 9 June 2023	Entry deadline <ul style="list-style-type: none">▪ Entry document		
	Monday 26 June 2023 (12:00CET)	Confirmation of club(s) <ul style="list-style-type: none">▪ If not known at time of entry		
July	Friday 30 June 2023	TIME Organisation Passport	Clubs playing in the PR, MR	
	Monday 3 July 2023	Playing attire <ul style="list-style-type: none">▪ Kits in the KIT tool	Clubs playing in the PR, MR	
	Wednesday 5 July 2023	★ DRAW 1 in Nyon	14:00CET: PR & MR	PR: 22 – 27 August 2023 MR: 24 – 29 October 2023
	Monday 10 July 2023 (12:00CET)	MT Details Announcement <ul style="list-style-type: none">▪ Match dates▪ Match venue	Clubs playing in the PR	
Aug	Tuesday 28 August 2023 (12:00CET)	MT Details Announcement <ul style="list-style-type: none">▪ Match dates▪ Match venue	Clubs playing in the MR	
Nov	Thursday 2 November 2023	▪ DRAW 2 in Nyon	14:00CET: ER	ER: 28 November – 3 December 2023
	Wednesday 8 November 2023 (12:00CET)	MT Details Announcement <ul style="list-style-type: none">▪ Match dates▪ Match venue▪ Kick-off times	Clubs playing in the ER	
Feb	Monday 16 February 2024	Player attire <ul style="list-style-type: none">▪ Kits in the KIT tool	Clubs playing in F4	
Mar	TBC	★ DRAW 3 in city of F4		Semi-finals: 2 or 3 May 2024 Third place match & Final 4 or 5 May 2024

PR: preliminary round

MR: main round

ER: elite round

F4: Finals

MT: mini-tournament

- List of 25 players must be submitted by 24.00 CET seven days before the start of a mini-tournament or the finals.
- List of 14 players must be submitted by 15.00 CET the day before the first match of the team in each round of the qualifying stage and two days before the first match in the finals.
- Kick-off times for PR & MR must be fixed and entered online by the host association at least 30 days before the start of a mini-tournament.



Enclosure 6

ENTRY FORM for 2023/24 UEFA Futsal Champions League

National Association _____

Full Name of Participating Club _____

Has this club already participated in UEFA's futsal club competition Yes ☐ No ☐

If applicable, former name which was used

Does the name refer to a commercial partner? Yes ☐ No ☐

If yes, in order to comply with paragraph 5.02d of the competition regulations (club's name free of commercial advertising), please give an alternative name for use in the 2023/24 UEFA Futsal Champions League (preferably with the name of the city):

[Only if long club name] Club short name (used for draws, uefa.com, etc.) _____

Domestic Competition Information:

Winner ☐ Runner-up* ☐ Championship not finished ☐

*Only for Portugal, Spain and Kazakhstan

If not finished, champion to be known on (date) _____

deadline to send an updated entry form is 12.00 CET 26 June 2023

Club Information

Club address

Post Code

City



Enclosure 6

ENTRY FORM for 2023/24 UEFA Futsal Champions League

Key contact person in the **Club**

Name:

Surname:

Mobile number

+

Mobile phone number

+

Email (in capitals)

Key Contact person in **FOOTBALL Association**

Name:

Surname:

Mobile number

+

Mobile phone number

+

Email (in capitals)

Key Contact person in **FUTSAL Association (if applicable)**

Name:

Surname:

Mobile number

+

Mobile phone number

+

Email (in capitals)

Other Key persons in the **Club**

Function	Name	Email	Mobile Phone
President			+
Team Manager			+
Head Coach			+
Press Officer			+

Hosting a Mini-Tournament

Depending on ranking and qualification, we would be willing to host a mini-tournament(s) in:

Preliminary Round

YES ☐

NO ☐

Main Round (Path A or Path B)

YES ☐

NO ☐

NB. Elite Round application form will be sent before the main round



Enclosure 6

ENTRY FORM for 2023/24 UEFA Futsal Champions League

If yes, venue information:

City: _____	Budget: _____ EUR (incl. UEFA contribution 50-55,000€)
Nearest International Airport _____	Distance airport – city: _____ km
Match hall name: _____	Seating capacity: _____
Used previously for a UEFA event: yes <input type="checkbox"/> no <input type="checkbox"/>	Street: _____
When: _____	Post code: _____
	City: _____
Hotel for Teams: _____	Team hotel to match hall: _____ mins
Category: _____ stars	
Hotel for Referees: _____	Referees hotel to match hall: _____ mins
Category: _____ stars	
Promotional concept:	

The undersigned, for and on behalf of the above-mentioned club or the corresponding member association, hereby:

- agrees to comply with the *FIFA Futsal Laws of the Game* and to respect the UEFA Statutes (including the principles of fair play as defined therein), regulations (including the UEFA Disciplinary Regulations and the regulations of the above-mentioned competition), directives and decisions taken by the competent UEFA bodies regarding this competition;
- agrees to recognise the jurisdiction of the Court of Arbitration for Sport (hereinafter: the CAS) at 2, avenue de Beaumont, 1012 Lausanne, Switzerland (phone: +41 21 613 50 00; fax: +41 21 613 50 01), as defined in the relevant provisions of the UEFA Statutes;
- agrees that any proceedings before the CAS concerning admission to, participation in or exclusion from the above-mentioned competition will be held in an expedited manner in accordance with the *CAS Code of Sports-related Arbitration* and with the directions issued by the CAS, including for provisional or super-provisional measures, to the explicit exclusion of any state court;
- confirms that its players and officials agree to respect the obligations stated above under points a) to c).



Enclosure 6

ENTRY FORM for 2023/24 UEFA Futsal Champions League

Signatures

**On behalf of the national football
association**

Signature

Surname, First Name (in block capitals)

On behalf of the club

Signature

Surname, First Name (in block capitals)

Place and Date:

*Please return this completed form by **9 June 2023** (one per club)*

*For clubs not known at the time of entry, please resend completed form by **12.00 CET 26 June 2023**.*

For newcomers or clubs who have changed logo, please include a high-resolution electronic version of your club logo (adobe illustrator).

email: futsal@uefa.ch