



REAL FEDERACIÓN ESPAÑOLA DE FÚTBOL

TEMPORADA 2022/2023

CIRCULAR N.º 116

Información relevante sobre la UEFA Women's Champions League 2023/2024

Por medio de la presente, la RFEF comunica a todos sus afiliados el contenido de la Circular UEFA N.º. 23/2023, publicada en fecha 11 de mayo de 2023, en la que se informa sobre distintas cuestiones relativas a la próxima edición de la UEFA Women's 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:

- Anexo 1: Procedimiento de inscripción.
- Anexo 2: Vestimenta de juego.
- Anexo 3: Elegibilidad de las jugadoras.
- Anexo 4: Plazos
- Anexo 5: Uso de la plataforma UEFA TIME.

En caso de necesitar cualquier otro tipo de información complementaria al respecto, no duden en contactar con el Departamento de Fútbol Femenino de la RFEF, el cual se encuentra a disposición de 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. 23/2023

TO UEFA MEMBER ASSOCIATIONS

For the attention of
the President and the General Secretary

Your reference	Your correspondence of	Our reference F/WF/nke/nvig	Date 11 May 2023
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**2023/24 UEFA Women's Champions League:
Registration procedure, playing attire, and player eligibility**

Dear Sir or Madam,

To assist with your preparations for the 2023/24 UEFA Women's Champions League, please find enclosed information on the following:

- Registration procedure (Enclosure 1)
- Playing attire (Enclosure 2)
- Player eligibility (Enclosure 3)
- Deadlines (Enclosure 4)
- Use of the UEFA TIME platform (Enclosure 5)

As in previous years, details of the official registration procedure, playing attire and player eligibility have been combined in one circular letter. This will facilitate the handling of all processes regarding preparations for the 2023/24 UEFA Women's Champions League and give you a better overview of the important procedures and deadlines, as well as avoiding unnecessary communications.

In Enclosure 5 you will find detailed guidance and instructions on the different uses of the UEFA Time platform, which will help clubs to perform various tasks during the club competition season.

At its meeting in Lisbon on 4 April 2023, the UEFA Executive Committee approved the regulations governing the 2023/24 UEFA Women's Champions League. The electronic version of these regulations can be found in the [UEFA Documents portal](#).

As in previous years, we also enclose the deadlines for the 2023/24 UEFA Women's Champions League (Enclosure 4), in accordance with the 2023/24 match calendar and the above-mentioned regulations. This provides a clear overview of the documents that need to be submitted to UEFA over the course of the season.

In addition to the documents required for the entry procedure, please provide us with your domestic match calendars, including your domestic league and domestic cup competition dates for the next season. This will facilitate our coordination of the women's calendar and give us a complete picture of the dates already used for European football, which we will then be able to share with all associations upon request. Please email your domestic calendar for 2023/24 or 2024 to UWCLMatchOps@uefa.ch.

Thank you in advance for giving your fullest attention to the information contained 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: Deadlines
- Enclosure 5: UEFA TIME platform

cc (with enclosures)

- UEFA Executive Committee
- UEFA Women's Football Committee
- European Club Association, Nyon
- European members of the FIFA Council
- FIFA, Zurich



Enclosure 1

Registration procedure for the 2023/24 UEFA Women's Champions League

Registration procedure for the 2023/24 UEFA Women's Champions League

Please find below detailed information concerning the registration procedure for the 2023/24 UEFA Women's Champions League, which has not changed from last season and is the same for all associations and clubs.

With this correspondence, clubs are invited to participate in the 2023/24 season of the UEFA Women's Champions League¹. In order to check the eligibility of each participating club, a pre-registration procedure is applied, followed by the final registration. This means that, by the specified pre-registration deadline, each national association must send UEFA the admission criteria forms for all clubs that have qualified or could potentially still qualify for the competition by that date. Then by the final registration deadline, the other entry documents (i.e. official entry form) must then be sent to UEFA or completed online (i.e. playing attire) for all clubs that have actually qualified for the competition. The final registration deadline will be extended, exceptionally, for those associations whose domestic championships conclude in the first half of June.

All entry documents (official entry form and admission criteria form) and further information can be downloaded from the [Documents](#) section of UEFA TIME platform. Details of how to access TIME and give access to your clubs can be found in Enclosure 4 of this circular. For information on stadium announcement matters, please refer to the Club Competitions 2023/24 Stadium Venue Announcement communication that was sent to the stadium contacts of each national association by email on 20 February 2023.

The pre-registration and final registration procedures are explained in detail below. Please adhere to all the deadlines indicated.

1. Pre-registration – 19 May 2023

National associations must submit the following form as a **manually countersigned PDF** of the original document (*colour copy, if possible; signed by hand; no electronic signatures*) to UWCLMatchOps@uefa.ch by **19 May** at the latest:

- An **official admission criteria form** completed in full for each club that has qualified or could potentially still qualify for the UEFA Women's Champions League. This should include the name of the Club and of the women's team if different from the Club.

Regarding admission to the competition, please refer to the criteria and procedures set out in Articles 3 and 4 of the *Regulations of the UEFA Women's Champions League 2023/24*. The access list, which applies the coefficient ranking system to determine admission to the UEFA Women's Champions League, is included in Annex A to these regulations. In this regard, and in view of the ongoing suspension of all Russian teams and clubs from UEFA competitions until further notice, the UEFA Executive Committee, at its meeting on 4 April 2023, has approved the rebalanced access list for the 2023/24 UEFA Women's Champions League, which does not include any Russian clubs.

¹ The invitation to participate in the 2023/24 UEFA Women's Champions League does not apply to Russian clubs due to the ongoing suspension of all Russian teams and clubs from UEFA competitions until further notice, as decided by the UEFA Executive

Registration procedure for the 2023/24 UEFA Women's Champions League

Committee on 28 February 2022 (see Circular Letter No. 21/2022) and confirmed by the Court of Arbitration for Sport on 15 July 2022.

Please be aware that all submissions required for the pre-registration phase are to be regarded as provisional, until the admission criteria listed in the competition regulations have been fulfilled, at the latest by the final registration date. This also applies, for example, to clubs whose season is over, but which have not completed the licensing process (i.e. licences have not yet been granted).

In the case of any unforeseen events, that have a direct effect on the preparation or start of the 2023/24 UEFA Women's Champions League, please immediately inform UEFA (UWCLMatchOps@uefa.ch) of any impact, irregularity, change or delay to your domestic competitions.

2. Final registration – 2 June 2023 (exceptionally 19 June 2023)

The following must be submitted by the deadline of **2 June (exceptionally 19 June for associations whose domestic championships conclude in the first half of June)**:

- The **official competition entry form**, listing all the clubs that have qualified for the UEFA Women's Champions League. The national associations must submit the form as a **manually countersigned PDF** of the original document (*signed by hand; no electronic signatures*) to UWCLMatchOps@uefa.ch by **2 June** (or 19 June for the associations concerned) at the latest. Please make sure the club names are correct, as these will be used for all purposes relating to the competition. Please also note that national associations that are unable to send the results of their domestic league by 19 May must submit them by 2 June (or 19 June for the associations concerned) to confirm which clubs have qualified for the competition.
- Each team that has qualified for the competition must **register their playing attires** in the TIME KIT platform by the deadline, including the approval of their national association. For more information regarding playing attire registration and the TIME KIT platform, see Enclosures 2 and 5 of this circular letter.

In line with the final registration deadline of 2 June (or 19 June, if applicable), each club participating in the 2023/24 season is asked to compete its TIME Organisation Passport and Stadium Passport and keep them up to date in accordance with the instructions set out in the user guide. Further information can be found in the circular letter 06/2021.

3. Club contact registration

In order to ensure the proper administration and preparation of the competition, we need to be able to contact the relevant individuals at each club. Consequently, in conjunction with the pre-registration process mentioned above, it is important for each club to review the contact information of its key personnel. Therefore, each club must review the relevant positions in the TIME Organisation Passport and update as necessary by **19 May 2023**. More details are provided in Enclosure 5 of this circular.

4. Regulations and additional documents

Electronic versions of the competition regulations can be found on the [UEFA Documents portal](#). Details of how to access TIME and give access to your clubs can be found in Enclosure 5 of this circular.

Please make sure that all clubs concerned have the appropriate access.

Registration procedure for the 2023/24 UEFA Women's Champions League

5. Draws

The schedule of draws for the 2023/24 season is given below. Please also note that the 2023/24 fixture and draw list in the [Documents](#) section of TIME gives details of all draws: dates, times, venues, competition stages and dates of matches.

Round	Date
PR (if applicable) & round 1	30 June 2023, 13.00 CET
Round 2	15 September 2023, 13.00 CET
Group stage	20 October 2023, 13.00 CET
Quarter-finals, semi-finals and final	6 February 2024, 13.00 CET

This information will be confirmed in due course, and clubs will receive confirmation of all dates, times and venues prior to each draw.

Regardless of whether the draws are to be held in person or streamed live online, each club must appoint a competent representative to attend. They will be expected to sort out match arrangements (number of tickets available, safety, travel, hotels, etc.) with the opposing club directly, in person or virtually. If a club representative is not available, the club must authorise someone else (an association representative, a UEFA committee member or an authorised representative of another club from the same country) to liaise on its behalf. If an association representative has to represent one of its clubs, the UEFA administration must be informed accordingly, in writing, at least three days prior to the draw.

The draw invitations and further information regarding each draw, the set-up, attendance and whether physical presence is needed will be sent to the clubs in due course. In cases where club representatives are able to attend a draw in Nyon, they are requested to book their own hotel rooms. Club and association representatives who need invitations to obtain a visa for Switzerland should submit a written request to the UEFA administration (UWCLMatchOps@uefa.ch) at least two weeks before the draw in question, including the following information: name, function, date and place of birth, nationality, passport number, date of issue and expiry of the passport, and requested dates for the person's stay.

6. Stadium matters

For each venue proposed, all sections of the TIME Stadium Passport must be updated by the national association and club concerned. Each participating club has direct access and editing rights to their own Stadium Passport.

All venues must hold valid safety, floodlight and, when applicable, artificial turf certificates, covering the entire period of the competition. The information on certificates must be updated in the stadium passport by the following deadlines:

- Safety certificate
 - The national association is responsible for checking and confirming the validity of safety certificates in the 'Safety' section on later than one month before each draw involving the club concerned.

Registration procedure for the 2023/24 UEFA Women's Champions League

- Under Article 11.2 of the UEFA Safety and Security Regulations, UEFA may request the safety certificate (including a translation into an official UEFA language).
- Floodlighting certificate
 - The floodlight illuminance values must be clearly indicated in the stadium passport and a copy of the latest floodlighting certificate, issued within the previous 12 months, must be uploaded to the stadium passport no later than one month before the first draw involving the club concerned.
- Artificial turf certificate
 - A FIFA Quality Pro certificate must be provided no later than 2 June 2023.
 - Should the artificial turf certificate expire mid-season, please provide UEFA with the scheduled date of the renewal inspection and upload the new certificate once it has been received.

Failure to provide valid certificates will result in the venue not being approved.

7. Anti-Doping & Medical Matters

With regard to anti-doping matters, please refer to Article 8 of the *Regulations of the UEFA Women's Champions League 2023/24* and the *UEFA Anti-Doping Regulations, 2021 edition*.

Clubs are requested to take note of the information distributed in the pre-season anti-doping circular letter and share it with their medical staff and the players concerned.

Out-of-competition doping controls will be conducted, starting as from the knock-out stage. Further information on this will be sent to you in due course.

In 2019 UEFA launched a concussion awareness campaign to educate players, coaches, referees, doctors and the general public about the dangers of concussion in football. With this in mind, and as a further step towards protecting the health of players, the UEFA Medical Committee has prepared a Concussion Charter to be signed by a club representative, the head coach and the team doctor of each participating team. A medical pre-season circular letter will be sent out in due course, requesting that the signed charter is sent to medical@uefa.ch. Further information on the process, other medical issues, including medical regulations and minimum medical requirements will be provided in that same circular letter. If there are any medical questions in the meantime, please send them to medical@uefa.ch.



Enclosure 2

Playing attire for the 2023/24 UEFA Women's Champions League

Playing attire for the 2023/24 UEFA Women's 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.

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

This new digital platform, which was introduced last season, is aimed to facilitate 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 5 of this circular letter for more details.

The KIT tool has two functions:

a. 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.

Enclosure 2

Playing attire for the 2023/24 UEFA Women's Champions League

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	

b. 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 under the "TIME User Guides" section.

2. Approval process

As a reminder, teams participating in matches up to and including Round 2 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.

Enclosure 2

Playing attire for the 2023/24 UEFA Women's Champions League

However, as of the Group Stage, teams must only use playing attire that complies 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. This must be completed by **1 June**. 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 the information to see if there are any obvious concerns in relation to compliance with the *Equipment Regulations*, and you may be contacted in case any further information is needed or if it is already clear that changes may be required.

4) Physical sample review

Irrespective of any pre-approval of items, or no negative feedback being received following the initial check described above, teams must send in samples of all playing attire (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 following deadlines:

- **31 July 2023** for teams that qualify directly for the group stage
- **2 October 2023** for clubs that are participating in Round 2 for the playing attire to be used for the group stage in case of qualification

All shirts and shorts submitted to UEFA for approval must include an example of all team identification(s), badges, manufacturer logos, sponsor logos, numbers, player names, etc.

UEFA will inspect the playing attire and provide the teams and associations with a written decision as soon as possible after these deadlines.

Finally, when sending playing attire samples to UEFA for approval or pre-approval, we would ask you to indicate the **production costs** of the relevant items and **not** the retail costs on the shipping invoice, to ensure a smooth shipping and delivery process.

Playing attire for the 2023/24 UEFA Women's Champions League

3. Playing attire colours

Clear identification of the outfield players and goalkeepers of the two teams is a requirement of Law 4 of the *IFAB Laws of the Game*. This is essential for the match officials and players, as well as for spectators in the stadium 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-choice outfield player attire will be requested.

Additionally, teams must have, as a minimum, 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 Women's Champions League:

Black, Yellow, Red, Blue.

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

5. Combination 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.

6. Definition of colours by match

For the Preliminary Round, Round 1 and Round 2, 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.

Enclosure 2

Playing attire for the 2023/24 UEFA Women's Champions League

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. Playing attire designs

Apart from the name and number, each item of a set of outfield player attire (e.g. shirt, short, socks) worn for a match must be identical in design and colour application for each outfield player. The same applies to each set of goalkeeper attire.



Enclosure 3

Player eligibility for the 2023/24 UEFA Women's Champions League

Player eligibility for the 2023/24 UEFA Women's Champions League

Please find below some additional information with regards to the player eligibility for the UEFA Women's Champions League 2023/24.

Please note that all references to the competition regulations relate to Chapter VII, Articles 45 to 47 of the *Regulations of the UEFA Women's Champions League 2023/24*.

The only exception to this is in paragraphs 10 and 11 of this enclosure, where specific reference is made to the *FIFA Regulations on the Status and Transfer of Players*.

1. Responsibility

As a reminder, in all UEFA club competitions, the national associations and clubs are wholly responsible for observing the requirements set out in the above-mentioned provisions and as explained below. 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 those of FIFA, notably 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 (2022 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 List A, List B, and 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 she 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.

3. Player list quotas and guidelines

3.1. List A – goalkeepers and locally trained players

Each club may have a maximum of 25 players on List A at any point during the season. Clubs must respect the following rules when registering players on this list and may have to remove players if the requirements are not met:



Enclosure 3

Player eligibility for the 2023/24 UEFA Women's Champions League

- Clubs must include at least two goalkeepers on List A (and at least three in total across List A and List B).
- 6 places out of the total of 25 are reserved exclusively for "locally trained players" as defined below:
 - A 'locally trained player' is either a 'club-trained player' or an 'association-trained player'.
 - A 'club-trained player' ('ACT player') is a player who, between the ages of 15 (or the start of the season during which she turns 15) and 21 (or the end of the season during which she turns 21), and irrespective of her nationality and age, has been registered with her current club for a period, continuous or not, of three entire seasons (i.e. a period starting with the first official match of the relevant national championship and ending with the last official match of that national championship) or 36 months. In the context of this paragraph, the season immediately preceding a player's 15th birthday may be counted if her birthday is after the last match of the relevant national championship but before or on 30 June (winter championships) or 31 December (summer championships), and the season immediately following her 21st birthday may be counted if her birthday is on or after 1 July (winter championships) or 1 January (summer championships) but before the first match of the relevant national championship.
 - An 'association-trained player' ('AAT player') is a player who, between the age of 15 (or the start of the season during which the player turns 15) and 21 (or the end of the season during which the player turns 21), and irrespective of her nationality and age, has been registered with a club or with other clubs affiliated to the same national association as that of her current club for a period, continuous or not, of three entire seasons (i.e. a period starting with the first official match of the relevant national championship and ending with the last official match of that relevant national championship) or of 36 months. In the context of this paragraph, the season immediately preceding a player's 15th birthday may be counted if her birthday is after the last match of the relevant national championship but before or on 30 June (winter championships) or 31 December (summer championships), and the season immediately following her 21st birthday may be counted if her birthday is on or after 1 July (winter championships) or 1 January (summer championships) but before the first match of the relevant national championship.
- If a club has fewer than six locally trained players in its squad, the maximum number of players on List A is reduced accordingly. The possible combinations of club and association-trained players are listed in Annex H of the competition regulations.

The player registration system performs automatic checks on the quota of locally trained players and includes historical information on the status of each player.

- Players who were listed as 'ACT' or 'AAT' in the previous season's player lists and are still with the same club will appear with this option already ticked and will not be editable.
- Players who were listed as 'ACT' or 'AAT' in the previous season's player lists and are now with a different club in the same national association will be editable but the 'AAT' box will already be ticked.
- When listing a new player as 'ACT' or 'AAT', a pop-up window will appear asking you to enter the player's career details between the ages of 15 and 21, to allow us to check whether she qualifies as



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Player eligibility for the 2023/24 UEFA Women's Champions League

locally trained under paragraphs 46.04 and 46.05 of the UEFA Women's Champions League regulations as applicable.

On the basis of this information, the UEFA Football Operations Unit will be able to confirm that the player is considered as locally trained and will save her as such in the system for future registrations.

It is important to provide full career information on any new locally trained player, to avoid further correspondence after the submission of the player list.

If a player has been wrongly indicated as 'ACT' or 'AAT' by one of your clubs, please inform us by email and we will modify our records accordingly.

3.2. List B – youth players

An unlimited number of youth players who fulfil the conditions set out in the competition regulations may be registered on List B at any stage during the 2023/24 season. A national association must register these players with the UEFA administration by 24:00 CET on the day before the match in question. A player may be registered on List B if she was born on or after 1 January 2001 and, since her 15th birthday, has been eligible to play for the club concerned for any uninterrupted period of two years, or a total of three consecutive years with a maximum of one loan period to a club in the same association for a period not longer than one year by the time she is registered with UEFA. Players aged 16 may be registered on List B if they have been registered with the participating club for the previous two years without interruption.

For List B players who have spent a period of time away from the club (and therefore whose 'at club since' date is not sufficient to verify their eligibility to be registered on a B list), full career details, including the exact dates of each transfer and/or loan (dd/mm/yy), must be indicated in the 'notes' field of the player list.

By way of clarification, a player on List A who fulfils the conditions for List B, or who subsequently becomes eligible for inclusion on List B, may be added to List B in accordance with the above conditions. However, in such instances, the place vacated on List A can only be filled at the next registration date.

As a reminder from paragraph 3.1 above, if List A contains only two goalkeepers, at least one goalkeeper must be registered on List B at all times.

4. Player list registration – TIME

The club TIME player list registration managers access the player registration portal and receive player registration notifications and reminders. If different people are responsible for the player registration process for different club teams (e.g. the teams participating in the UEFA Champions League and the UEFA Women's Champions League), the club TIME user manager must create separate access profiles for them. A full user guide on the Player Registration platform is available in TIME Documents.



Enclosure 3

Player eligibility for the 2023/24 UEFA Women's Champions League

(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 5 of this circular letter for further details of the user management process)

The procedure is as follows:

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 (see Annex 1).
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.

Any list that does not bear all three signatures 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.

Additional players on List A for the preliminary round, round 1 and round 2 (as set out in paragraph 6 below) can only be registered by emailing the duly completed A2 form to players@uefa.ch. Once again, the form must be signed by the relevant club representative and club doctor and validated by the national association. These additional registrations cannot be carried out online.

List B, on the other hand, is always accessible online (in TIME under Player Registration > My Archive), and players can be added to/removed from this list up to 24:00 CET on the day before each match, including validation by the National Association by this deadline. This must always be done using the TIME platform.

4.1. 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 date of birth and function at the club.



Enclosure 3

Player eligibility for the 2023/24 UEFA Women's Champions League

Please note that a maximum of one assistant coach (who must hold the UEFA B licence, as laid down in paragraph 6.01 b. of the Regulations of the UEFA Women's Champions League 2023/24) must be registered with this role in the player list. Anyone else in the staff carrying out a similar role may be registered as second 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 or technical seats. However, in the event of any late changes, the names and dates 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 20 will appear on the match sheet excerpt; so, please make sure that you register only staff who are likely to take a seat on the substitutes' bench or additional technical seats.

5. 'At club since' date

The 'at club since' date on the player lists can be modified directly by the club or national association. Please note that this date is the most recent date on which the player was registered with the club (not the date on which she was first registered with the club if she has since left and returned).

For example, if a player was registered with Club A on 1 July 2022, then went on loan to Club B for six months, returning to Club A on 1 January 2023, her 'at club since' date on a player list for the 2023/24 season for Club A will be the date on which she returned from the loan – i.e. 1 January 2023.

For players who are registered on a club's B list and who temporarily left the club after the required two-year registration period, the exact dates of registration with the club in question must be provided in the 'notes' field of the player list, so that we can check that this player is eligible for List B.

6. Player registration deadlines

The deadlines for registering players and submitting player lists have been amended in line with the match calendar and can be found in Annex 1 at the end of this enclosure.

For the preliminary round, round 1 and round 2, a club may register a maximum of two new eligible players on List A for each round after the relevant round's player registration deadline. Such registrations have to be made by means of the A2 Excel form (and not through the TIME platform) and must be completed by 24:00 CET on the day before the start of the mini-tournament or relevant first-leg match. The club's national association must also have confirmed in writing that the new player is eligible to play at domestic level at that time.



Enclosure 3

Player eligibility for the 2023/24 UEFA Women's Champions League

7. Playing for different clubs

7.1 Preliminary round, round 1 or round 2

Application of paragraph 45.07 of the *Regulations of the UEFA Women's Champions League 2023/24*

- This paragraph applies to a player who is fielded in the preliminary round, round 1 or round 2 of the competition.
- A player who is fielded in these rounds is eligible to play for another club from the group stage as long as she is registered with her new club by the deadline laid down in the competition regulations (9 November 2023).

7.2 Registration of new players on 14 March 2024

Application of paragraphs 47.01 and 47.02 of the *Regulations of the UEFA Women's Champions League 2023/24*

Clubs are entitled to register a maximum of three new eligible players from the Quarter-finals. All three new players may have been fielded in the competition during the same season, i.e. in the preliminary round, round 1, round 2 or the group stage

Finally, please note that paragraph 47.01 of the regulations relates to the eligibility of players for the UEFA Women's Champions League, irrespective of whether the player was already registered with the club for domestic competitions. Any player who was already registered with a club domestically during the group stage matches but not registered with UEFA, and who will then be added to or will replace another player on List A for the knockout stages, will therefore have to be registered as one of the three new eligible players.

8. Replacement of injured or ill goalkeepers

An injured goalkeeper may be replaced on List A in accordance with the conditions set out in Article 47.04 of the *Regulations of the UEFA Women's Champions League 2023/24*. An illness or injury is considered long-term if, in the opinion of the UEFA Medical Committee, it is expected to last at least 30 days from the day it started/occurred. In the event that an injured goalkeeper is replaced on List A in accordance with this provision, but then subsequently recovers before the end of the 30-day period, she cannot be reinstated on the player list in place of her substitute until after the 30 days have elapsed.

9. January transfers and loan agreements

It has been observed that, on occasion, a player is transferred from one club to another in January and then immediately loaned back to the original club for the remainder of the season. For clarification, in such situations, UEFA must be notified of the player's movements. Given that she has officially left her original club, she must be removed from its player lists, and when she is loaned back she is regarded as one of the three new players who can be registered in March.



Enclosure 3

Player eligibility for the 2023/24 UEFA Women's Champions League

10. International transfer certificate

In recent years, UEFA has regularly received queries from clubs about how to interpret the rules governing player registration in the *Regulations of the UEFA Women's Champions League*, which actually refer to the national association's own rules and to the *FIFA Regulations on the Status and Transfer of Players* (more specifically to those laid down in Annexe 3 thereto). We would therefore like to inform you that the UEFA administration has adopted the following approach:

- a) The player lists to be submitted to the UEFA administration may include a player for whom an international transfer certificate (ITC) has not yet been delivered by her former association but for whom an ITC was requested during the new association's national registration period and, at the very latest, by the deadline set out in the *Regulations of the UEFA Women's Champions League 2023/24* for the submission of player lists (see paragraph 11.1 c) of Annexe 3 of the FIFA regulations).
- b) A player is not, however, eligible to participate for her new club in the UEFA Women's Champions League until the new association has confirmed receipt of the ITC, entered the player registration information in TMS and registered the player in its electronic registration system (see paragraph 11.9 a) of Annexe 3 of the FIFA regulations). UEFA may check in the FIFA Transfer Matching System (TMS) to see whether the ITC has been created by the former association.
- c) Additionally, a player, who is registered by her new association following no response to the ITC request by the former association within 7 days in accordance with paragraph 11.6 and 11.9 b) i. of Annex 3 to the FIFA regulations, is considered eligible to participate in a UEFA club competition for her new club.

Furthermore, if the FIFA Football Tribunal decides to authorise the new association to register the player with her new club (in accordance with paragraph 11.9 b) ii. of Annexe 3 to the FIFA regulations), the player in question is considered eligible to participate in the UEFA Women's Champions League for her new club as soon as written confirmation of the decision has been transmitted by the new club to the UEFA administration.

Finally, for clarification, if a club includes on its list – by the set deadline – a player for whom an ITC has been requested but not yet created, this player may not be replaced on the list in the event that the ITC is not subsequently created by the former association.

11. Registration periods

As an increasing number of women football players are becoming professionals, UEFA is observing a significant increase in the number of international transfers involving clubs participating in the UEFA Women's Champions League. All the rules governing these transfers can be found in the FIFA regulations and all international transfers are dealt with by FIFA. Article 45.02 of the *Regulations of the UEFA Women's Champions League 2023/24* stipulates that these FIFA regulations have to be respected if a player is to be registered for the UEFA Women's Champions League. To make sure every club and national association is aware of these rules, they are explained below.



Enclosure 3

Player eligibility for the 2023/24 UEFA Women's Champions League

The rules in the FIFA regulations apply to the registration of male and female professional and amateur players. However, associations are allowed to fix registration periods for women's football that are different from those for men's football. Should any association want to do so, the following conditions must be met:

- a) The association must comply with Article 6.1 of the FIFA regulations, i.e. two annual registration periods for women's football must be fixed and female players may only be registered during these two periods.
- b) The association must notify FIFA (via TMS) of the specific registration periods for women's football in advance, at least 12 months before they come into force (Article 6.2 of the FIFA Regulations).
- c) The registration periods fixed for women's football must also comply with the compulsory prerequisites under Article 6.2 of the FIFA regulations, i.e. the first registration period may not be shorter than eight weeks or longer than twelve weeks and the second registration period may not be shorter than four weeks or longer than eight weeks. The cumulative total of both registration periods may not exceed 16 weeks.

Furthermore, an association is allowed to fix different registration periods for amateur players, but only for competitions reserved exclusively for amateur players (see Article 8 of the FIFA regulations). Again, the association concerned must notify FIFA in advance (via TMS) of the specific registration periods for purely amateur competitions. However, when an amateur player is transferred from a club affiliated to one association to a club affiliated to another association (international transfer) and maintains the status of amateur player, the ITC for this player may only be requested during the relevant registration period of the new association as described below.

Consequently, when registering players for the UEFA Women's Champions League, bear in mind which registration periods apply.

Should you have a league with **only amateur players**:

1. If registration periods for amateur female players have been announced to FIFA, these registration periods apply.
2. If registration periods for amateur female players have not been announced to FIFA, as a general rule the registration periods for women's professional football apply (if any, and if announced to FIFA in due time); otherwise, the registration periods for men's professional football apply.

Article 2.2 of the FIFA regulations stipulates that a professional is a player who has a written contract with a club and is paid more for her footballing activity than the expenses she effectively incurs. Consequently, should you have a league comprising one or more clubs with **one or more professional players**, even if an amateur is transferred internationally into this league while keeping her amateur status:



Enclosure 3

Player eligibility for the 2023/24 UEFA Women's Champions League

1. If registration periods for women's professional football have been announced to FIFA, these registration periods apply.
2. If registration periods for women's professional football have not been announced to FIFA, the registration periods for men's professional football apply.

Finally, we would draw your attention to the provisions in the FIFA regulations relating to female players that have taken maternity leave. Specifically, as an exception to Article 6.1 of the FIFA regulations, a female player may be registered by an association outside of a registration period to temporarily replace a female player that has taken maternity leave (see Article 6.3 c)). Similarly, a female player may be registered by an association outside of a registration period upon completion of her maternity leave, subject to her contractual status (see Article 6.3 d)). Associations shall adapt their domestic rules accordingly in order to permit these exceptions.

12. 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 Women's Champions League. This notification 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 can only be added to the list at the next registration date.

Similarly, a player who has been removed from a player list because she has been loaned to another club can only be registered again on the player list at the next registration date.

UEFA must also be notified as soon as possible about any change of head coach or first assistant coach, including details of that person's coaching qualifications.

13. Squad list updates

As in the past, clubs are able to modify their squad lists directly in the player registration system. Any player who is no longer registered with a club can be removed from the squad list by the club player registration manager. The player's departure date from the club must be entered.

14. List of suspended players

Before the beginning 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. Each national association is responsible for forwarding this list to its participating clubs. This 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, for all UEFA club competitions, only players who are duly registered with UEFA can serve pending UEFA suspensions.



Enclosure 3

Player eligibility for the 2023/24 UEFA Women's Champions League

15. Contact information

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

– Annex 1: Player registration deadlines for the 2023/24 UEFA Women's Champions League



Enclosure 3 – Annex 1

Player eligibility for the 2022/23 UEFA Women's Champions League

Player registration deadlines for the 2023/24 UEFA Women's Champions League

Competition stage	Match dates	Deadline for player registration and submission of player list to UEFA
Preliminary round	26/27 July and 2/3 August 2023	20 July 2023 (24.00 CET)
Round 1	6 and 9 September 2023	31 August 2023 (24.00 CET)
Round 2	10/11 & 18/19 October 2023	5 October 2023 (24.00 CET)
Group stage onwards	From 14 November 2023	9 November 2023 (24.00 CET)
Quarter-finals onwards	From 19 March 2024	14 March 2024 (24.00 CET)



Enclosure 4

Deadlines for the 2023/24 UEFA Women's Champions League

Deadlines for the 2023/24 UEFA Women's Champions League

Month	Deadline	Purpose	Competition stage / teams concerned	Matches	
April 2023	Friday 28 April	▪ Stadium venue announcement	PR and R1		
May 2023	Friday 19 May	Pre-registration ▪ Admission criteria form	All		○
June 2023	Friday 2 June	Final registration ▪ Entry form ★ Registration of playing attire in TIME KIT platform ▪ TIME Organisation Passport ▪ Stadium Passport ▪ Domestic league and cup calendar	All		○
	Friday 16 June	Stadium clashes	PR and R1		
	Monday 19 June	Final registration ▪ Entry form ★ Registration of playing attire in TIME KIT platform ▪ TIME Organisation Passport	Associations whose domestic championships conclude in the first half of June		○
	Friday 30 June	★ DRAW in Nyon ▪ Stadium venue announcements	13:00 CET*: PR & R1 Teams that may qualify to R2 and GS	PR: 26/27 July & 2/3 August 2023 R1: 6 & 9 September 2023	◇
	Monday 3 July	▪ Exact match date ▪ Kick-off time	Teams playing in PR		
	Monday 10 July	▪ Venue(s) and kick-off time	Teams playing in R1* <i>*Except groups including teams playing in PR (if applicable)</i>		
July 2023	Thursday 20 July (24:00 CET)	▪ List A submission	Teams playing in PR		○
	Monday 7 August	★ Venue(s) and kick-off time	Teams playing in R1* <i>*Groups including teams playing in PR (if applicable)</i>		
Aug 2023	Monday 31 July	★ Official playing attire samples	Teams qualified directly for the group stage		○

Enclosure 4

Deadlines for the 2021/22 UEFA Women's Champions League

	Thursday 31 August (24:00 CET)	▪ List A submission	Teams playing in R1		○
	Friday 8 September	▪ Stadium clashes	R2		
Sep 2023	Friday 15 September	★ DRAW in Nyon	13:00 CET*: R2	R2: 10/11 Oct & 18/19 Oct 2023	◇
	Monday 18 September	▪ Exact match date ▪ Kick-off time	Teams playing in R2		○
Oct 2023	Monday 2 October	★ Official playing attire samples	Teams participating in R2 for the playing attire to be used for the group stage in case of qualification		○
	Thursday 5 October (24:00 CET)	▪ List A submission	Teams playing in R2		○
	Friday 13 October	▪ Stadium clashes	GS		
	Friday 20 October	★ DRAW in Nyon	13:00 CET*: GS	MD1: 14/15 Nov 2023 MD2: 22/23 Nov 2023 MD3: 13/14 Dec 2023 MD4: 20/21 Dec 2023 MD5: 24/25 Jan 2024 MD6: 30/31 Jan 2024	◇
	Monday 23 October	▪ Venue per MD	Teams playing in GS		
Nov 2023	Thursday 9 November (24:00 CET)	▪ List A submission	GS and onwards		○
Feb 2024	Tuesday 6 February	★ DRAW in Nyon	13:00 CET*: QF, SF & F	QF: 19/20 March & 27/28 March 2024 SF: 20/21 April & 27/28 April 2024 F: 24, 25 or 26 May 2024 TBC	◇
Mar 2024	Thursday 14 March	▪ List A subsequent registration	QF and onwards		○

Enclosure 4

Deadlines for the 2021/22 UEFA Women's Champions League

May 2024	25 or 26 May 2024	UEFA Women's Champions League final	UWCLF Bilbao 2024	San Mamés Stadium, Bilbao	
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* Time subject to change.

PR: preliminary round

R1: round 1

R2: round 2

GS: group stage

QF: quarter-final

SF: semi-final

F: final



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 user guides available in the TIME Documents section.

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

1. 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 Women's 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 national associations.

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 rights) and "Viewers" (read-only access) for TIME Stadium Passports, TIME Player List Registration, TIME Online Match Sheets, TIME Match Preparation Forms and TIME Kit for all their club's participating teams.

(TIME user managers are responsible for managing staff access to TIME within their club)



Enclosure 5

UEFA TIME platform

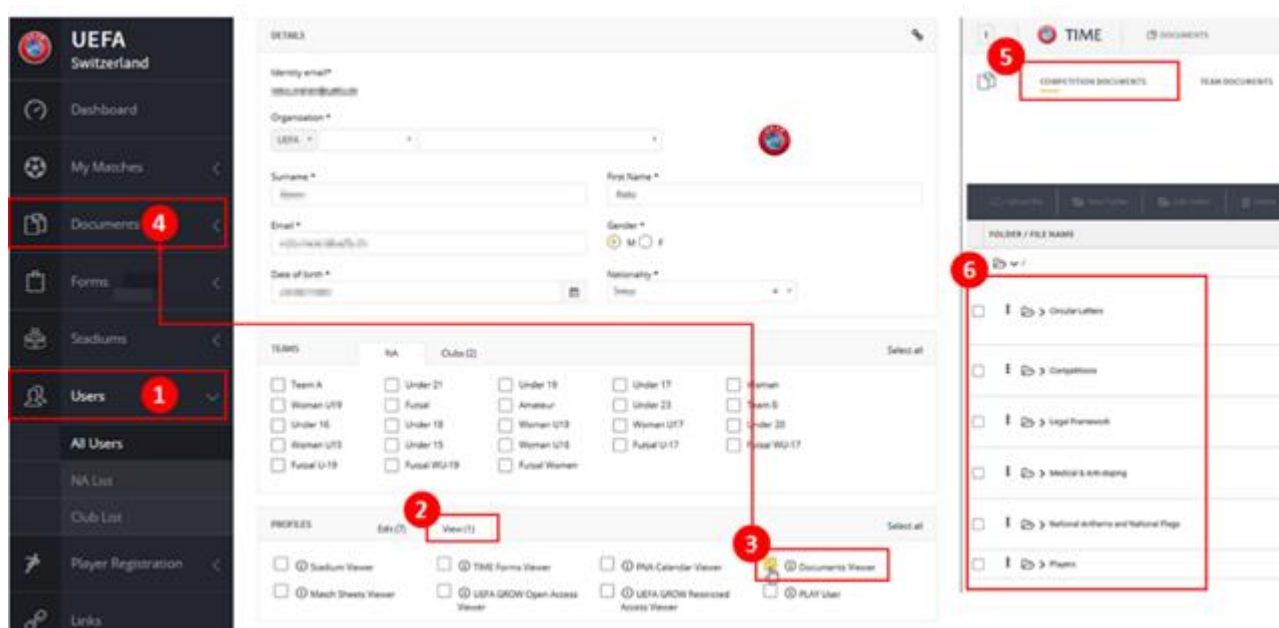
Once you have entered your TIME login, you will be taken to the dashboard page, which gives you access to all the relevant sections of TIME for your user profile. If you want to make any changes to your user profile, please contact your Club TIME User Manager.

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:

- 2023/24 UEFA women's match calendar
- 2023/24 fixture and draw list, indicating all match dates, as well as all the dates for the season's draws
- Provisional access list for the 2023/24 UEFA Women's Champions League
- Reasoning for key amendments to the Regulations of the 2023/24 Women's Champions League
- Categories of UEFA member associations for round 1 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.



(1-3, club TIME user manager grants access to TIME documents / 4-6, TIME user access to TIME documents)

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



Enclosure 5

UEFA TIME platform

3. TIME KIT – Kit Information Tool

A new digital platform aimed to facilitate and enhance the current playing attire approval and match playing attire selection processes will be used for the new season. This platform will become an integral part of the playing attire approval process.

The new process will see teams registering their playing attires directly into the new platform including the validation by the relevant national association, replacing the previous playing attire form, as well as providing a platform for teams to prepare the match playing attire agreements for each match.

Further explanations on the use of TIME KIT are set out in this Circular Letter in Enclosure 2 – Playing attire for 2023-24.

4. TIME Stadium Passport

The TIME Stadium Passport allows each National Association, but also clubs and where applicable stadium operators, to provide UEFA with up-to-date information about the stadiums used in UEFA competitions. Clubs are therefore requested to check the information registered in their Stadium Passport and update as necessary, as well as to close any actions points once resolved.

Category	Percentage	Status
General Information	73%	✓
Players / Official Areas	76%	!
Spectators Areas	74%	!
TV & Media Areas	69%	!
Safety Certificate	100%	✓
Additional Info Category 3 & 4	59%	✓
Action Points	100%	✓

5. TIME Forms

TIME Forms may be used at certain times during the season to gather information. If this is the case, you will be informed in advance of the need to complete a TIME Form, and the TIME User Manager must then allocate the appropriate person access to TIME Forms in order to complete the information required.



6. TIME Organisation Passport

TIME Organisation Passport is used to gather contact details for Clubs and National Associations and all the teams of those organisations. The platform has been re-designed to make it easier to use and understand. The new design consists of three key points:

1. moving from a role-centric view to a person-centric view,
2. streamline contacts tabs,
3. easier way to manage principal contacts.

Full details on the recent changes to the TIME Organisation Passport are presented in the user guide available on TIME Documents.

Each club potentially participating in the coming club competition season is asked to already review and update their TIME Organisation Passport by **19 May 2023**. In particular, by this date, clubs must ensure the following roles are up to date in their passport:

At “Club” level:

- President / Chair (as applicable)
- General Secretary / CEO (as applicable)
- Financial contact

At “Teams” level

- Key Contact Person
- Matchday Operations Contact
- Stadium and Security Contact
- Security/Stewards Contact
- Delegate Key Contact
- Match ball recipient Contact
- Contact Person for Visiting Clubs
- Disciplinary Key Contact
- Anti-Doping Key Contact
- Team Doctor
- Supporter Liaison Officer

Once each team is confirmed as qualified to the competition, the Organisation Passport must be reviewed in full and **all** roles must be completed and assigned at both Club and Teams level.

Of course, with the aim for this to be a functional contact database, the passport must then be maintained throughout the season in accordance with the instructions set out in the TIME Organisation Passport User Guide, with any changes in personnel being immediately reflected in the Organisation Passport. This ensures that everyone using the TIME platform will always see recent and accurate information.

7. TIME Player Registration

UEFA’s TIME online platform must be used to register players and complete online match sheets **for all matches** in the UEFA Women’s 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. If different people are responsible for the player registration process for different club teams (e.g. the teams participating in the UEFA Champions League and the UEFA Women's Champions League) the club TIME user manager must create separate access profiles for them.

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

8. 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 from the preliminary round.

The Club TIME Online Match Sheet 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 11 and which are substitutes. Technical staff, meanwhile, must be shown as being on the substitutes' bench or additional technical seats. Tactical line-ups should also be included.

The match sheets must be completed and submitted at the latest by 75 minutes before kick-off, although they can be completed any time on matchday and then either submitted or saved for final review and submission. Once both teams match sheets are submitted, they will be automatically exchanged 75 minutes before kick-off (tactical line-ups will not be shared with the other team). This tool can be used offline, and the match sheet submission is synchronised once an internet connection has been established.

9. TIME Match or Mini-tournament Preparation Form

Once a match fixture is confirmed, the TIME Match Preparation Form will become available for teams to share information and help prepare the matches thereby replacing the email exchanges that were previously used in the lead-up to matches. 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 Match Preparation Form of the relevant match.