

Regulations of the UEFA European Women's Futsal Championship

2018/19

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Preamble

The following regulations have been adopted on the basis of Articles 49(2)(a) and 50(1) of the *UEFA Statutes*.

I – General Provisions

Article 1 Scope of application

- 1.01 The present regulations govern the rights, duties and responsibilities of all parties participating and involved in the preparation and organisation of the 2018/19 UEFA European Women's Futsal Championship (hereinafter the competition).

Article 2 Definitions

- 2.01 In these regulations, the use of the masculine form refers equally to the feminine, and vice versa.
- 2.02 In the context of these regulations, the following definitions apply:
- a. commercial rights: any and all commercial rights and opportunities in and in relation to the competition including media rights, marketing rights and data rights;
 - b. data rights: the right to compile and exploit statistics and other data in relation to the competition;
 - c. doping: the occurrence of one or more of the anti-doping rule violations set out in the *UEFA Anti-Doping Regulations*;
 - d. host association: the association organising a qualifying match or the association designated by the UEFA Executive Committee to stage the finals;
 - e. host broadcaster (HB): the media production team (including official broadcast partners), responsible among other things for the multilateral production of the television and media promotion and coverage of the competition (references to "international media", "media representatives" and other similar references include host broadcaster within their meaning);
 - f. marketing rights: the right to advertise, promote, endorse and market the competition; to conduct public relations activities in relation to the competition; and to exploit all advertising, sponsorship, hospitality, licensing, merchandising, publishing, betting, gaming, retailing, music and franchising opportunities and all other commercial association rights (including through ticket promotions) in relation to the competition;
 - g. media rights: the right to create, distribute and transmit on a linear and/or on-demand basis for reception at any time including on a live and/or delayed basis anywhere in the world by any and all means and in any and all media, whether now known or devised in the future (including all forms of television, radio, mobile, wireless and internet distribution), digital, audiovisual, visual and/or audio coverage of the competition and all associated and/or related rights, including fixed media, download and interactive rights;

- h. partner: any party accepted by UEFA under contract to exercise the commercial rights, and thereby participating directly or indirectly in the financing of the competition;
- i. technical zone: the technical area as defined in the *FIFA Futsal Laws of the Game*, plus the timekeeper table, the team and referees' dressing rooms, the players' tunnel and the route the players and referees take from their dressing rooms to the pitch.

2.03 In the context of these regulations, any phrase introduced by the terms "including", "include", "in particular", "for example" or any similar expression is illustrative and does not limit the sense of the words preceding those terms.

Article 3 Frequency and entries for the competition

3.01 UEFA stages the competition every two years.

3.02 Every UEFA member association (hereinafter association) may enter its women's national futsal team for the competition.

Article 4 Admission criteria and procedure

4.01 To be eligible to participate in the competition, associations must:

- a. confirm in writing that they themselves, as well as their players and officials, comply with the *FIFA Futsal Laws of the Game* and agree to respect the statutes (including the principles of fair play as defined therein), regulations, directives and decisions of UEFA;
- b. confirm in writing that they themselves, as well as their players and officials, agree to recognise the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland, as defined in the relevant provisions of the *UEFA Statutes* and agree that any proceedings before the CAS concerning admission to, participation in or exclusion from the 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;
- c. fill in the official entry documents (i.e. all documents containing the information deemed necessary by the UEFA administration for ascertaining compliance with the admission criteria), which must reach the UEFA administration within the deadline set by the latter and communicated in due course through a circular letter sent to all associations.

4.02 The UEFA General Secretary decides on admission to the competition. Such decisions are final.

Article 5 Duties of the associations

5.01 On entering the competition, participating associations agree:

- a. to play in the competition until their elimination and to field their strongest team throughout the competition;

- b. to stage and play all matches in the competition in accordance with the present regulations;
- c. to comply with all decisions regarding the competition taken by the UEFA Executive Committee, the UEFA administration or any other competent body and communicated appropriately (by UEFA circular letter or by official letter, fax or email);
- d. to observe the Safety and Security Instructions set out in Annex B for all matches in the competition;
- e. to adhere to the principles governing the release of players for association teams as laid out in Annex 1, Article 1ter of the *FIFA Regulations on the Status and Transfer of Players*, and more specifically the status of futsal players as defined in Annexe 7 of these same regulations;
- f. to cooperate with UEFA at any time – and in particular at the end of matches – in the collection of items from the game and players' personal items that could be used by UEFA to create a memorabilia collection to illustrate the heritage of the competition, to the exclusion of any commercial use;
- g. not to represent UEFA or the competition without UEFA's prior written approval.

Article 6 Responsibilities of the associations

- 6.01 If necessary, visiting associations must apply for visas from the diplomatic mission of the host country well in advance of their trip. Upon request, the host association must assist the visiting associations as much as possible with the visa formalities.
- 6.02 The associations are responsible for the behaviour of their players, officials, members, supporters and any person carrying out a function at a match on their behalf.
- 6.03 Matches must be played in halls within the territory of the host association. Exceptionally, matches may be played in the territory of another UEFA member association, if so decided by the relevant UEFA bodies, for instance for reasons of safety or as a result of a disciplinary measure.
- 6.04 The host association is responsible for order and security before, during and after the match. The host association may be called to account for incidents of any kind and may be disciplined.
- 6.05 Minimum medical requirements concerning the provision of facilities, equipment and personnel by the host association are set out in the *UEFA Medical Regulations*. For the avoidance of doubt, the host association has sole responsibility for the provision and operation of any facilities and equipment required in the above-mentioned regulations.
- 6.06 The UEFA administration informs the associations participating in the finals about any further guidelines, directives or decisions related to that stage of the competition and provides them with all relevant documents in due time.

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- 6.07** Each association indemnifies, defends and holds UEFA, its subsidiaries and any LOC and all of their officers, directors, employees, representatives, agents and other auxiliary persons free and harmless against any and all liabilities, obligations, losses, damages, penalties, claims, actions, fines and expenses (including reasonable legal expenses) of whatsoever kind or nature resulting from, arising out of, or attributable to any non-compliance by the association or any of its players, officials, employees, representatives or agents with the present regulations.

Article 7 Anti-doping

- 7.01** Doping is forbidden and is a punishable offence. In case of anti-doping rule violations, UEFA will instigate disciplinary proceedings against the perpetrators and take the appropriate disciplinary measures in accordance with the *UEFA Disciplinary Regulations* and *UEFA Anti-Doping Regulations*. This may include the imposition of provisional measures.
- 7.02** UEFA may test any player at any time.

Article 8 Fair play

- 8.01** All UEFA competition matches must be played in accordance with the principles of fair play as defined in the *UEFA Statutes*.
- 8.02** Fair play assessments are conducted at all matches in the competition in accordance with the *UEFA Fair Play Regulations*, in order to establish association fair play rankings at the end of each season.

Article 9 Insurance

- 9.01** All persons involved in the competition are responsible for their own insurance cover.
- 9.02** Unless otherwise communicated in writing by UEFA, associations are responsible for and undertake to conclude all necessary and adequate insurance cover for their delegations, including players and officials, at their own expense.
- 9.03** The host association must ensure that the owner and the operator of a hall used provide fully comprehensive insurance cover, including third-party liability and property damage. If appropriate insurance policies are not provided by the hall owner and the hall operator in due time, the host association is required to conclude the necessary additional insurance cover at its own cost, failing which it may be concluded by UEFA at the host association's expense.
- 9.04** All insurances must cover the full period of the competition, including the preparation and the post-competition phase.

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- 9.05** Claims for damages against UEFA are expressly excluded and anyone involved must hold UEFA harmless from any and all claims for liability arising in relation to the competition. In any case, UEFA may request anyone involved to provide, free of charge, written releases of liability, hold harmless notes, confirmation and/or copies of the policies concerned in one of UEFA's official languages.
- 9.06** The host association must perform an assessment of the risks involved in organising and staging matches and conclude – with reputable insurers and at its own cost – all necessary insurance to cover such risks, including third-party liability and spectator accident coverage. The host association is responsible for ensuring that UEFA is included into the policies as a co-insured party.
- 9.07** The third-party liability policy must include an appropriate guaranteed sum for damage/injury for all occurrences (including bad weather, force majeure and terrorism) to persons, objects, property, and for pure financial economic losses, and it must correspond to the specific circumstances of the associations concerned.
- 9.08** The host association of the finals must perform an assessment of the risks involved in organising and staging the finals and conclude at its own expense adequate insurance cover (including cancellation) for all of its risks arising from preparing, organising and staging the finals.

Article 10 Trophy, plaques and medals

- 10.01** The original trophy, which is used for the official presentation ceremony at the final and at other official events approved by UEFA, remains in UEFA's keeping and ownership at all times. A full-size replica trophy, the UEFA Women's Futsal EURO winners' trophy, is awarded to the winning association.
- 10.02** Should the trophy be handed over to the host association, it must hold UEFA harmless from any possible liability with regard to potential claims for damages and must bear all related risks and responsibilities in connection with the holding and storage of the trophy. From the time the trophy is transferred by UEFA to the host association, the trophy is the full responsibility of the host association, which must obtain adequate insurance to cover its risks and responsibilities in connection with the use of the trophy and, if requested by UEFA, submit a copy of its insurance policy to UEFA.
- 10.03** Replica trophies awarded to winners of the competition (past and current) must remain within the relevant association's control at all times and may not leave the association's country without UEFA's prior written consent. Associations must not permit a replica trophy to be used in any context where a third party (including their sponsors and other partners) is granted visibility or in any other way which could lead to an association between any third party and the trophy and/or the competition. Associations must comply with any trophy use guidelines that the UEFA administration may issue from time to time.

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- 10.04** Associations may not, and may not permit any third party to, develop, create, use, sell or distribute any promotional materials or merchandise bearing any representation of the trophy or any replica thereof (including trophy lift images) or use any such representation in a manner that could lead to an association between any third party and the trophy and/or the competition.
- 10.05** The winning team is presented with 25 gold medals, the runner-up with 25 silver medals and the third-placed team with 25 bronze medals. Additional medals may not be produced.
- 10.06** Each association that competes in the finals receives a commemorative plaque.

Article 11 Intellectual property rights

- 11.01** UEFA is the exclusive owner of all intellectual property rights of the competition, including any current or future rights in all types of audio and visual material of the competition, names, logos, visual identities, brands, music, mascots, medals, plaques, commemorative items, trophies and certain key elements of the official match ball design. Any use of the aforementioned rights, any imitation and/or variation thereof and any other reference to the competition (such as by associating the name of an association with the date of a match) requires the prior written approval of UEFA and must comply with any conditions imposed by UEFA.
- 11.02** All rights to the fixture list and match schedule, as well as any data and statistics (including databases in which such data is stored) in relation to the matches of and players' participation in the competition are the sole and exclusive property of UEFA. No tickets or accreditation may be used by anyone in order to gain access to a venue for the purposes of collecting or gathering such data, and such activities are expressly prohibited. The foregoing prohibition does not apply to the participating associations, subject to any and all such data collected being used solely for the purposes of instructing their team, players and officials and expressly excluding any other exploitation or use whatsoever.

II – Competition System

Article 12 Competition stages and seeding

- 12.01** Matches in all stages of the competition are played in conformity with the *FIFA Futsal Laws of the Game*. The half-time interval must not exceed 15 minutes.
- 12.02** The competition stages are as follows:
- a. Qualifying stage, composed of:
 - preliminary round (if more than 16 teams enter the competition);
 - main round;
 - b. Finals, composed of:
 - semi-finals;
 - third-place match;
 - final.
- 12.03** Participating associations enter the competition as follows:
- a. The lowest-ranked teams in the men's national team coefficient rankings (see Annex A) start the competition in the preliminary round.
 - b. The remaining teams start the competition in the main round.
- 12.04** The UEFA administration seeds the teams for the preliminary and main round draws in accordance with the coefficients of the participating associations. Coefficients are calculated on the basis of the sporting results of the associations' men's national futsal teams (see Annex A).

Article 13 Group formation and match system – qualifying stage

- 13.01** If 17 teams enter the competition, the preliminary round matches are played in one series of play-offs (home and away). The team which scores the greater aggregate of goals over the two legs qualifies for the main round. Otherwise, the provisions of Article 16 apply.
- 13.02** If more than 17 teams enter the competition, the preliminary round matches are played in the form of mini-tournaments hosted by one of the participating associations.
- 13.03** All matches in the main round are played in the form of mini-tournaments of three or four teams each. Each mini-tournament is hosted by one of the participating associations. The mini-tournament winners and if required, the best runners-up qualify for the finals.
- 13.04** Each team plays each of the other teams in the group once, with three points awarded for a win, one for a draw and none for a defeat.
- 13.05** A draw is conducted to determine the groups for the preliminary and main rounds.

Article 14 Equality of points – mini-tournaments

- 14.01** If two or more teams are equal on points on completion of a mini-tournament, the following criteria are applied, in the order given, to determine the rankings:
- a. higher number of points obtained in the mini-tournament matches played among the teams in question;
 - b. superior goal difference from the mini-tournament matches played among the teams in question;
 - c. higher number of goals scored in the mini-tournament matches played among the teams in question;
 - d. if, after having applied criteria a) to c), teams still have an equal ranking, criteria a) to c) are reapplied exclusively to the mini-tournament matches between the teams in question to determine their final rankings. If this procedure does not lead to a decision, criteria e) to i) apply;
 - e. superior goal difference in all mini-tournament matches;
 - f. higher number of goals scored in all mini-tournament matches;
 - g. lower disciplinary points total based only on yellow and red cards received in the mini-tournament matches (red card = 3 points, yellow card = 1 point, expulsion for two yellow cards in one match = 3 points);
 - h. coefficient ranking;
 - i. drawing of lots.
- 14.02** If two teams which have the same number of points and the same number of goals scored and conceded play their last mini-tournament match against each other and are still equal at the end of that match, their final rankings are determined by kicks from the penalty mark (see Paragraph 16.05 to Paragraph 16.07) provided no other team within the group has the same number of points on completion of the mini-tournament. Should more than two teams have the same number of points, the criteria listed under Paragraph 14.01 apply. This procedure is only necessary if a ranking of the teams is required to determine the team which qualifies for the next stage.
- 14.03** If on completion of a mini-tournament a draw is required, the lots are drawn in the teams' hotel after the final match. The draw is made by the UEFA match delegate and the heads of delegation or representatives of the teams concerned must sign a document stating that they accept the result of the draw.

Article 15 Match system and group formation – finals

- 15.01** All matches in the finals are played according to the knockout system either in the country of one of the four finalists or at a neutral venue.
- 15.02** The four qualified teams play the semi-finals in single-leg knockout matches.
- 15.03** The semi-final pairings are determined by means of a draw conducted at least one month before the finals.

- 15.04** The teams defeated in the semi-finals play for third place in a single knockout match, as follows:

Third-place match	Defeated team semi-final 1 v Defeated team semi-final 2
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- 15.05** The two winners of the semi-finals play the final in a single match, as follows:

Final	Winner semi-final 1 v Winner semi-final 2
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Article 16 Extra time and kicks from the penalty mark

- 16.01** For play-off matches, if the two teams involved in a tie score the same number of goals over the two legs, the team which scores more away goals qualifies for the next stage. If this procedure does not produce a result, i.e. if both teams score the same number of goals at home and away, two 5-minute periods of extra time are played at the end of the second leg. If both teams score the same number of goals during extra time, away goals count double (i.e. the visiting team qualifies). If no goals are scored during extra time, kicks from the penalty mark determine which team qualifies for the next stage.
- 16.02** If the result stands as a draw at the end of normal playing time in a semi-final or the final, extra time consisting of two 5-minute periods of effective time is played. If the two teams are still equal after extra time, the winner is determined by kicks from the penalty mark (see Paragraph 16.05 to Paragraph 16.07).
- 16.03** If the result stands as a draw at the end of normal playing time in the third-place match, no extra time is played. Kicks from the penalty mark determine the winning team (see Paragraph 16.05 to Paragraph 16.07).
- 16.04** If extra time is required, there is a five-minute break between the end of normal time and the start of extra time. As a rule, the players remain on the field of play during this five-minute break, at the discretion of the referee.
- 16.05** Kicks from the penalty mark are taken in accordance with the procedure laid down in the *FIFA Futsal Laws of the Game*.
- 16.06** The referee decides which goal will be used for the kicks:
- If either goal could be used for the kicks, then, in the presence of the two captains, the referee tosses a coin to decide which goal will be used.
 - For reasons of safety/security, state of the field of play, lighting or other similar reasons, the referee may decide which goal will be used without tossing a coin. Such decisions are final and require no justification.
- 16.07** If through the fault of a team, the taking of kicks from the penalty mark cannot be completed, the provisions of Article 23 apply.

III – Match Scheduling

Article 17 Mini-tournament host selection

- 17.01** Associations wishing to host a mini-tournament must notify the UEFA administration in writing on the relevant form by the entry deadline.
- 17.02** In principle, the UEFA administration decides on the mini-tournament hosts before the corresponding draw, according to the following principles:
- a. If there are more associations interested in hosting a mini-tournament than there are mini-tournaments to allocate, the following criteria apply:
 - quality of the infrastructure (e.g. halls);
 - travel distances;
 - promotional concept;
 - previous experience as a host;
 - development of futsal.
 - b. If there are fewer associations interested than there are mini-tournaments to allocate, the UEFA administration identifies potential hosts and designates them, again applying the above-mentioned criteria.
- 17.03** Should it not be possible to designate mini-tournament hosts before the draw, the associations in the group(s) concerned must agree, within a set time after the draw, which of them will host the mini-tournament(s) in question. If the associations cannot agree, the UEFA administration will conduct a draw for this purpose.

Article 18 Match dates and fixtures

- 18.01** Matches in the preliminary and main rounds must be played during the following periods:
- a. Preliminary round: 21–26 August 2018
 - b. Main round: 11–16 September 2018
- 18.02** Even if the associations agree to stage matches on dates other than the reserved dates, all mini-tournaments must be completed by the end of the period reserved for that stage of the competition.
- 18.03** The dates of all matches must be entered by the host associations in the designated UEFA online system by 6 July 2018 (12.00CET) for the preliminary and main rounds.
- 18.04** For the purposes of the match schedule, the host is considered as Team 1 and the visiting teams are designated as Team 2, Team 3 and, in the case of four-team groups, Team 4.

- 18.05** Four-team mini-tournaments must be organised according to the following schedule:

Day 1:	Arrival of all teams, referees and UEFA match officers Organisational meeting	
Day 2:	Matchday 1:	Team 2 v Team 4 and Team 1 v Team 3
Day 3:	Matchday 2:	Team 3 v Team 2 and Team 1 v Team 4
Day 4:	Rest day	
Day 5:	Matchday 3:	Team 4 v Team 3 and Team 2 v Team 1
Day 6:	Departure of all teams, referees and UEFA match officers	

- 18.06** Three-team mini-tournaments must be organised according to the following schedule:

Day 1:	Arrival of teams 1 and 3 Arrival of all referees and UEFA match officers Organisational meeting	
Day 2:	Matchday 1: Arrival of team 2	Team 1 v Team 3
Day 3:	Matchday 2:	Team 3 v Team 2
Day 4:	Matchday 3: Departure of team 3	Team 2 v Team 1
Day 5:	Departure of teams 1 and 2 Departure of all referees and UEFA match officers	

- 18.07** The finals must be played on the following dates:
- Semi-finals: 14 or 15 February 2019
 - Third-place match and final: 16 or 17 February 2019

Article 19 Venues and kick-off times

- 19.01** The venues and kick-off times for the qualifying stage are fixed by the host associations and must be announced to the visiting teams and the UEFA administration by 6 July 2018 (12.00CET) for the preliminary and main rounds.
- 19.02** The finals are organised by one of the semi-finalists. Associations interested in hosting these finals must notify the UEFA administration by means of a special form by a set deadline. If none of the semi-finalists wishes to host, UEFA will decide by means of a draw. In any case, the UEFA Executive Committee takes a final decision.

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- 19.03** The host must ensure that all hotels used for mini-tournaments are easily accessible and that the travelling conditions are favourable for the visiting teams. Hotels must be situated no more than a two-hour bus drive from the nearest international airport and, unless the visiting teams agree otherwise, no match venue may be located more than a one-hour bus drive from all hotels.
- 19.04** If, at any time during the season, the UEFA administration deems that, for whatever reason, a venue may not be fit for staging a match, it may consult with the host association and ask it to propose an alternative venue, in accordance with UEFA's requirements. Should an association not be able to propose an acceptable alternative venue by the deadline set by the UEFA administration, UEFA may select an alternative neutral venue and make all the necessary arrangements for the staging of the match with the relevant association and local authorities. In both cases, the costs of staging the match must be borne by the association originally appointed as host. The UEFA administration takes a final decision on such match venue in due time.
- 19.05** Unless the UEFA administration grants special approval, associations are not allowed to fix kick-off times before 11.00 or after 22.00 (local time).
- 19.06** In halls without any proper warm-up area, and in the case of two consecutive matches, the host must leave at least 2 hours 15 minutes between each kick-off.

Article 20 Team arrivals and departures

- 20.01** Teams must arrive at the venue one day before the start of a mini-tournament or play-off and two days before the start of the finals.
- 20.02** Visiting teams should depart the day after their (last) match.
- 20.03** Unless they agree otherwise with the host association or UEFA, teams arriving earlier (i.e. more than one night before the start of a mini-tournament or play-off or more than two nights before the start of the finals) or departing later (i.e. more than one day after their last match) are responsible for the extra costs incurred as a result of their early arrival or late departure.

Article 21 Changes to the match schedule

- 21.01** If any doubt arises as to whether a match can take place as scheduled, the association concerned must immediately notify the UEFA administration. The latter decides if the match is confirmed as scheduled or if any change has to be made concerning the venue, date or kick-off time. Such decision by the UEFA administration is final.
- 21.02** The referee decides if a match cannot start or if a match which has started must be abandoned. This decision is made after consultation with the UEFA match delegate and, when possible, the UEFA administration.
- 21.03** If there are fewer than three players on either of the teams, the match is not played or is abandoned.

- 21.04** In all cases, decisions taken on the basis of this article are without prejudice to any possible disciplinary measures.

Article 22 Rescheduling of matches

- 22.01** If a match cannot start or cannot be played in full, the full or remaining match time is, as a rule, played on the next day, without prejudice to any possible disciplinary measures. For that purpose, the host associations must conclude all the necessary agreements to ensure that the required facilities are available and can be operated.
- 22.02** If the match cannot be rescheduled the next day, the UEFA administration fixes a new date.
- 22.03** As a rule, a rescheduled match is played at the same venue. If the circumstances require a change of venue, the UEFA administration must approve the alternative venue.
- 22.04** If an association is responsible for the rescheduling of all or part of a match, that association bears its own expenses, as well as any additional travel, board and lodging expenses of the other association, of the referee team and the match officers, without prejudice to any possible disciplinary measures.
- 22.05** If the match is rescheduled through no fault of either association, each party bears its own expenses related to the original fixture and the rescheduled match or remaining match time.
- 22.06** In all cases, the UEFA administration must approve the venue and fix the new kick-off time taking account of both teams' needs wherever possible.
- 22.07** In all cases, decisions taken by the UEFA administration on the basis of this article are final.
- 22.08** If the referee decides to abandon the match, the remaining match time must be played according to the following principles:
- a. The match sheet may contain any players registered for the match in accordance with Paragraph 36.01, with the exception of players sent off during the abandoned match as well as players suspended for the abandoned match.
 - b. Any sanctions imposed before the match was abandoned remain valid for the remainder of the match.
 - c. Single yellow cards imposed before the match was abandoned are not carried forward to any other matches before the abandoned match is completed.
 - d. Players sent off during the abandoned match cannot be replaced and the number of players in the starting line-up remains as it was when the match was abandoned.

- e. Players who were suspended following a match played after the abandoned match in question can be included on the match sheet.
- f. The match must restart on the same spot where the abandoned match action occurred (i.e. free-kick, kick-in, goal clearance, corner kick, penalty, etc.). If the match was stopped during the normal flow of the game, a dropped ball on the spot where it was abandoned shall be used to restart.

Article 23 Refusal to play and similar cases

- 23.01 If an association refuses to play or is responsible for a match not taking place or not being played in full, the UEFA Control, Ethics and Disciplinary Body takes a decision in the matter.
- 23.02 The UEFA Control, Ethics and Disciplinary Body can validate the result as it stood at the moment when the match was abandoned if the match result was to the detriment of the association responsible for the match being abandoned.
- 23.03 If an association is disqualified during the competition, the results of all of its matches are declared null and void, and the points awarded forfeited.
- 23.04 If an association that has qualified for the finals does not compete, the UEFA administration may replace it and, if so, decide which association takes its place according to the results achieved by the associations eliminated previously.
- 23.05 An association which refuses to play or is responsible for a match not taking place or not being played in full loses all rights to payments from UEFA.
- 23.06 Upon receipt of a reasoned and well-documented request from the aggrieved association(s), the UEFA administration may set an amount of compensation due for financial loss.

IV – Hall Infrastructure

Article 24 Halls

- 24.01** Halls must be in good condition in terms of both their playing surface and their facilities. They must fully comply with the *FIFA Futsal Laws of the Game* and conform to the safety and security regulations of the competent civil authorities.
- 24.02** The seating capacity of halls used for matches should be at least 500 in the preliminary round and 1,000 in the main round. The seating capacity of the hall used for the finals must be at least 2,500.
- 24.03** The goal nets must be attached in such a way that the ball cannot rebound out of the goal. If necessary, an additional net may be placed inside the goal no less than 70cm from the crossbar.
- 24.04** Temporary stands may not be used.
- 24.05** Match halls used for a mini-tournament must be reserved exclusively for the competition for the duration of the mini-tournament.
- 24.06** The host association must provide pitch access that guarantees the safe entry and exit of players and match officials.
- 24.07** Each host association is responsible for:
- inspecting every hall concerned and returning the corresponding online form to the UEFA administration confirming that the halls meet the criteria laid out in Annex B;
 - confirming to the UEFA administration that the halls, including their facilities (hall capacity, emergency lighting system, first aid facilities, type of protection against intrusion by spectators into the playing area, etc.), have been thoroughly inspected by the competent public authorities and meet all the safety requirements laid down by the applicable national law.
- 24.08** The UEFA administration makes decisions on each hall on the basis of the above form and confirmation, and any other information gathered by UEFA. Such decisions are final.

Article 25 Scoreboards

- 25.01** Each hall must have a modern scoreboard to provide spectators, players and officials with the following accurate information:
- names of both teams;
 - time remaining in any period, counting down in minutes, seconds and tenths of seconds from 20.00.0 to 00.00.0;
 - remaining penalty time to be served by up to two players on each team, counting down from 02.00 to 00.00;
 - score;

- e. time-outs, counting down from 01.00 to 00.00;
- f. accumulated fouls.

Article 26 Lighting

- 26.01 Matches must be played in halls equipped with a lighting system that provides a standard lighting level of Ev (lux) 1,200 to ensure ideal conditions for broadcast activities.
- 26.02 For the finals, a minimum lighting level of Ev (lux) 1,800 is required. The host association must provide UEFA with a valid lighting certificate.
- 26.03 In addition, an emergency lighting system of at least Ev (lux) 1,000 should be available, ensuring that a match can be completed even in the event of a power failure.

Article 27 Screens

- 27.01 The results of other matches can be shown on the scoreboard and/or giant screen during the match, and simultaneous transmissions and replays are authorised for press monitors and closed-circuit channels. In addition, simultaneous transmissions, replays and delayed footage of the match being played may be transmitted on the hall's giant screen provided that the host association has obtained all the necessary third-party permission to transmit such footage, including permission from the UEFA match delegate, the host broadcaster producing the live international feed of the match and any relevant local authorities. However, the host association must ensure that replays and delayed footage are shown on the giant screen during the match only when the ball is out of play and/or during the half-time interval, time-outs and/or the break before extra time or kicks from the penalty mark (if any). Moreover, the association must ensure that any footage shown on the giant screen under no circumstances includes any images that:
 - a. may have an impact on the playing of the match;
 - b. may be reasonably considered as controversial insofar as they are likely to encourage or incite any form of crowd disorder;
 - c. may display any public disorder, civil disobedience or any commercial and/or offensive material within the crowd or on the pitch; or
 - d. may be deemed to criticise, undermine or damage the reputation, standing or authority of any player, referee and/or other party at the hall (including any images that are aimed at highlighting, directly or indirectly, any fault committed by a player, potential mistake of a referee and/or any behaviour which is contrary to the principle of fair play).

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- 27.02** For the finals, simultaneous or delayed transmissions on public screens outside the hall in which a match is played (e.g. in another hall of the host association or in a public place anywhere) may be authorised, subject to:
- a. a licence being granted by UEFA,
 - b. authorisation being granted by the rights-holding broadcaster in the territory of the screening and the public authorities.

V – Match Organisation

Article 28 Match equipment

- 28.01** Balls must comply with the *FIFA Futsal Laws of the Game*.
- 28.02** Ten FIFA-approved balls must be provided by the host association for qualifying stage matches and training sessions. The balls used for training sessions, pre-match warm-ups and matches must be the same.
- 28.03** For matches and training sessions during the finals, balls are supplied by UEFA.
- 28.04** No form of commercial advertising, whether real or virtual, is permitted on the goals or goal nets from the time the teams enter the field of play until they have left it at half-time or from the time the teams re-enter the field of play until the end of the match. Similarly, no extraneous equipment (such as cameras and microphones) may be attached to the goals or nets.
- 28.05** The UEFA European Women's Futsal Championship centre board must be installed at all matches in the competition and positioned centrally in front of the main camera.
- 28.06** Substances that could affect or damage the playing surface or endanger the physical integrity of players are prohibited.

Article 29 Training sessions

- 29.01** Teams are allowed to train in the match hall the day before the match. The length of the training session may not exceed one hour, unless agreed otherwise with the host association. Should all visiting associations agree, additional training sessions can take place in the match hall. If not, the visiting associations may hold additional training sessions at a location to be agreed on with the host association.
- 29.02** The dressing rooms at the training hall must be of an adequate size, and the bathroom facilities must include seated toilets and meet normal standards of hygiene.

Article 30 Ticketing

- 30.01** An adequate number of complimentary and purchase tickets, to be fixed by mutual agreement, must be set aside for the visiting association.
- 30.02** The official UEFA representatives and at least three representatives of the participating teams must be provided with complimentary top-category seats (and associated hospitality) in the VIP sector.

Article 31 Venue data coordinator

- 31.01 The host association must ensure that the venue data coordinator (VDC) appointed by UEFA to gather live data during the match is provided with:
- a. a commentary position (or an equivalent position) with dedicated broadband internet access, which needs to be in place from the morning of the match until 90 minutes after the final whistle; and
 - b. an accreditation permitting access to the referees' dressing room.

VI – Match Procedures

Article 32 Match sheet

- 32.01** Before each match, each team shall indicate in the relevant match sheet the numbers, surnames, first names, dates of birth and, if applicable, shirt names of the 12 (finals: 14) players in the squad, together with the surnames and first names of the officials seated on the substitutes' bench. The match sheet must be validated by the competent association official.
- 32.02** The numbers on the players' shirts must correspond with the numbers indicated on the match sheet, on which the goalkeepers and team captain must also be identified.
- 32.03** Both teams must submit their validated match sheets at least 60 minutes before kick-off.
- 32.04** The maximum number of substitutes permitted per team is seven (finals: nine). The number of substitutions permitted during a match is unlimited. No substitutions are allowed during time-outs.
- 32.05** All seven (finals: nine) substitutes listed on the match sheet may take part in the match.
- 32.06** After the validated match sheets have been submitted by both teams, and if the match has not yet kicked off, no replacement is allowed except in the following cases:
- a. If any of the players indicated on the match sheet as forming the starting five cannot start the match due to physical incapacity, she may be replaced by one of the substitutes listed on the match sheet. The replaced player is taken off the match sheet and the quota of substitute players is reduced accordingly for the match in question.
 - b. If any of the substitutes listed on the match sheet cannot be fielded due to physical incapacity, she may not be replaced, which means that the quota of substitute players is reduced accordingly for the match in question.
 - c. If a goalkeeper listed on the match sheet cannot be fielded due to physical incapacity, she may be replaced by another goalkeeper from the list of 25 players.

Article 33 Match protocol

- 33.01** The UEFA, FIFA and UEFA Respect flags, as well as the national team flags, must be flown horizontally in the hall at all matches in the competition.

- 33.02** The following countdown must be respected and may be adapted only to take into account the distance between the dressing rooms and the pitch and the duration of the national anthems.

Minutes before kick-off	
75	Teams, referees, UEFA match delegate and referee observer arrive at the hall
60	Deadline to submit the match sheets
50 to 15	Warm-up on the field of play (or in a dedicated area)
6	Teams enter the field of play with the UEFA walk-on music and line up facing the VIP box (home team on referee team's right)
4	National anthem of "away" team
3	National anthem of "home" team
2	Teams shake hands and break for team photos
1	Coin toss
0	Kick-off (no earlier than 11.00 and no later than 22.00 local time)

- 33.03** Both teams must be at the hall at least 75 minutes before kick-off.
- 33.04** The walk-on music provided by UEFA must be played as the teams enter the field of play until they have lined up, at which point the national anthems of the teams must be played.
- 33.05** At all matches in the competition, the players are invited to shake hands with their opponents and the referee team after the line-up ceremony as well as after the final whistle, as a gesture of fair play.

Article 34 Rules governing the technical area

- 34.01** Five team officials, one of whom must be a team doctor, and a maximum of seven (finals: nine) substitute players are allowed to sit on the substitutes' bench, i.e. a total of 12 (finals: 14) people. The names of these people and their functions must be listed on the match sheet. Suspended players are not allowed to warm up or to sit on the bench on matchdays.
- 34.02** Smoking is not allowed during matches and inside the hall.
- 34.03** The use of any electronic communication equipment and/or systems is regulated by the *IFAB Laws of the Game* and the relevant instructions issued.

VII – Player Registration

Article 35 Player eligibility

- 35.01** Each association must select its national representative team from players who hold the nationality of its country and who comply with the provisions of Articles 5 to 8 of the *Regulations Governing the Application of the FIFA Statutes*.
- 35.02** Each player taking part in the competition must be in possession of a valid passport or identity card of the country for which she is playing, containing a photograph and giving full particulars of her date of birth (day, month, year). Otherwise, she will not be allowed to take part in the competition. The referee or the UEFA match delegate may ask to see the passports/identity cards of the players listed on the match sheet.
- 35.03** Players who are 16 years of age by the end of the calendar year when the finals are played are eligible to play.
- 35.04** All players must undergo a medical examination to the extent provided for by the *UEFA Medical Regulations*.
- 35.05** The UEFA administration decides on questions of player eligibility. Challenged decisions are dealt with by the UEFA Control, Ethics and Disciplinary Body.

Article 36 Player lists

- 36.01** Each association must provide the UEFA administration with a list of 25 players (surnames, first names, club and date of birth) as well as the surname, first name and date of birth of the head coach. Three of these 25 players must be goalkeepers. This list must be completed online by 24.00CET on the following dates, with a signed print-out submitted by 12.00CET the next day:
- a. 14 August 2018 for the preliminary round mini-tournaments;
 - b. 4 September 2018 for the main round mini-tournaments;
 - c. 7 February 2019 for the finals.
- 36.02** Only 12 (finals:14) of the players on the list of 25 will be eligible to play in each round of the competition. The shortlist of 12 (finals:14) players, two of whom must be goalkeepers, must be submitted online by 15.00CET the day before the first match of the team in the relevant 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 (or upon arrival in the case of three-team mini-tournaments) and to the UEFA administration at the heads of delegation meeting for the finals.
- 36.03** For identification purposes, UEFA match delegates may make a visual check of each player participating in the competition. As a rule, one such visual check takes place at a mealtime at the team's accommodation before the first match in each mini-tournament and in the finals.

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- 36.04** A maximum of one outfield player named on the list of 12 (finals: 14) may be replaced by another player from the list of 25, upon submission of written medical evidence of illness or injury in one of UEFA's official languages no later than 09.00CET on the day of the relevant match. The replaced player can take no further part in the tournament and no other outfield player may be replaced. In cases of particular hardship and upon reasoned request, the UEFA General Secretary may grant exceptions.
- 36.05** If an association cannot count on the services of at least two goalkeepers registered on the list of 12 (finals: 14) players because of injury or illness, the association concerned may temporarily replace the goalkeeper(s) concerned on the list of 12 (finals: 14) at any time during the competition, upon submission of written medical evidence of illness or injury in one of UEFA's official languages. The replacement goalkeeper(s) must be taken from the list of 25. Only if there is no eligible goalkeeper left on the list of 25 may another be registered. The association must provide UEFA with the necessary medical evidence. UEFA may require further medical examination of the goalkeeper(s) by an expert appointed by the UEFA administration at the cost of the association. Once an injured or ill goalkeeper is fit to be fielded again she can resume her position in place of her nominated substitute. Any such changes must be announced to the UEFA administration at least 24 hours before the next match in which the goalkeeper is due to play.
- 36.06** The associations are responsible for ensuring that the aforementioned provisions concerning player eligibility and lists of players are observed.

VIII – Refereeing

Article 37 Referee team and referee liaison officer

- 37.01** The *General Terms and Conditions for Referees officiating at UEFA Matches* apply to the referee teams appointed for the competition.
- 37.02** The referee team is composed of a first referee, a second referee, a third official, a timekeeper and, when appointed, a reserve assistant referee. Only referees from the official FIFA list of futsal referees are eligible.
- 37.03** The referees are taken care of by a referee liaison officer, who is an official representative of the host association.
- 37.04** Directly after the match, the referee validates the official match report.

Article 38 Appointment and replacement of referees

- 38.01** The Referees Committee appoints the referee team for each match. The host association must appoint an official timekeeper and must cover all the costs related to the timekeeper (e.g. daily allowances, travel costs, board and lodging). If deemed necessary, the UEFA match delegate is empowered to use a neutral referee to act as a timekeeper at any time during the competition.
- 38.02** UEFA arranges for the referee team to arrive at the venue the day before the start of a mini-tournament or play-off, or two days before the finals. If a member of the referee team does not arrive at the venue by then, the UEFA administration and the teams must be informed immediately. The Referees Committee takes the appropriate decisions, which are final.
- 38.03** If a first or second referee becomes unfit before or during a match and is unable to officiate, in principle the third official replaces her. This is decided on a case-by-case basis by the UEFA administration in cooperation with the Referees Committee. Such decisions are final.

Article 39 Procedure in case of severe injury to players

- 39.01** In the event of a suspected concussion the referee stops the game to allow the injured player to be assessed by the team doctor, in accordance with Law 5 of the *FIFA Futsal Laws of the Game*. In principle this should take no more than three minutes, unless a serious incident requires the player to be treated on the field of play or immobilised on the field for immediate transfer to hospital (e.g. spinal injury).
- 39.02** Any player suffering a head injury that requires assessment for potential concussion will only be allowed to continue playing after the assessment, on specific confirmation by the team doctor to the referee of the player's fitness to do so.

IX – Disciplinary Law and Procedures

Article 40 UEFA Disciplinary Regulations

- 40.01** The provisions of the *UEFA Disciplinary Regulations* apply for all disciplinary offences committed by associations, officials, members or other individuals exercising a function at a match on behalf of an association, unless the present regulations stipulate otherwise.

Article 41 Yellow and red cards

- 41.01** As a rule, a player who is sent off the field of play is suspended for the next match in the competition. In case of serious offences, the UEFA Control, Ethics and Disciplinary Body is entitled to augment this punishment, including by extending it to other competitions.
- 41.02** A player is automatically suspended for the next competition match after two cautions in two different matches as well as after a fourth and any subsequent caution.
- 41.03** Single yellow cards expire on completion of the preliminary round, but pending yellow-card suspensions are carried forward to the main round.
- 41.04** Single yellow cards expire on completion of the main round, but pending yellow-card suspensions are carried forward to the finals.
- 41.05** Cautions and pending yellow-card suspensions expire on completion of the competition.
- 41.06** Red-card suspensions are always carried forward to the next match or to the next UEFA or FIFA futsal competition for women's national teams.

Article 42 Protests and appeals

- 42.01** Protests and declarations of the intention to appeal against a decision by the UEFA Control, Ethics and Disciplinary Body must be lodged in accordance with the relevant provisions of the *UEFA Disciplinary Regulations*, with the exception of the following deadlines being applicable to the finals:
- a protest must reach the UEFA Control, Ethics and Disciplinary Body within 12 hours of the end of the match in question;
 - a declaration of the intention to appeal against the decision by the UEFA Control, Ethics and Disciplinary Body must be lodged within 24 hours of notification of the relevant decision with grounds.

X – Kit

Article 43 Kit approval

- 43.01** The relevant *UEFA Kit/Equipment Regulations* applicable from time to time apply to all matches in the competition, unless specified otherwise in these regulations.
- 43.02** For the qualifying competition, participating associations must use playing attire that has been sent to and approved by the UEFA administration beforehand. Samples of any new playing attire to be used have to be sent to the UEFA administration for approval at least two weeks before its intended use.
- 43.03** For the finals, kit (including non-playing attire) and special equipment used on the field of play by the players, goalkeepers and flying goalkeepers must be sent to the UEFA administration by 6 November 2018. The UEFA administration will then issue a written decision approving or rejecting the various items.
- 43.04** UEFA has the right and a duty to check playing attires before the match and may retain questionable items for further review.

Article 44 Colours

- 44.01** Teams must take all approved playing attires to every match. The home team has the first choice as to which of its official playing attires it wears. If the associations are unable to agree on the playing attire to be worn by their teams, the UEFA administration will take a decision.
- 44.02** The playing attire agreement for each match will be sent by UEFA to all teams participating in the finals.
- 44.03** If, on the day of a match, the referee is of the opinion that the colours of the two teams could be confused, they will be changed. Such decisions, taken by the referee in consultation with the UEFA match delegate and the UEFA administration, are final.
- 44.04** Any outfield player replacing the goalkeeper and playing as a flying goalkeeper must wear the exact same goalkeeper's shirt, but with the outfield player's own number on the back.

Article 45 Numbers and names

- 45.01** The players must wear set numbers between 1 and 20. The numbers on the back of the shirts must correspond with the numbers indicated on the official player list. If the number 1 is used, it must be worn by a goalkeeper. No number may be used by more than one player in the course of a mini-tournament or the finals.
- 45.02** For the finals, players' names are compulsory on the back of the shirts.

Article 46 Badges

- 46.01** For the finals, the competition badge must appear on the free zone of the right shirt sleeve.
- 46.02** For the finals, the UEFA Respect badge must be worn on the free zone of the left shirt sleeve.
- 46.03** None of the badges may be used in any other competition, or for any other purpose, including commercial or promotional activities, without UEFA's prior approval.

Article 47 Equipment used in the hall

- 47.01** Any protective equipment used by players (elbow pads, knee pads, helmets, face masks, soft casts, etc.) must be of a single colour, in principle the same colour as the shirt. It must not contain any manufacturer or sponsor logos or any other words or image.
- 47.02** For the finals, the special equipment provided to each participating association must be used, to the exclusion of any similar items.
- 47.03** Captain's armbands branded with a UEFA social responsibility campaign must be worn if provided by UEFA.
- 47.04** For the finals, only warm-up bibs provided by UEFA may be used during official training sessions, for pre-match warm-ups and for substitute players' warm-ups.
- 47.05** For the finals, all non-playing attire and all special equipment used in the hall and not provided by UEFA must be free of any manufacturer identification or sponsor advertising except where expressly stated otherwise in the *UEFA Equipment Regulations*. This provision applies:
- during any activities in the hall on the day before the match;
 - at any official training session before any match;
 - during any media activities at the finals (in particular for interviews, press conferences and appearances in the mixed zone);
 - on the day of any match, from arrival at the hall until departure from the hall.

XI – Financial Provisions

Article 48 Financial rules – whole competition

- 48.01** The amounts paid by UEFA are gross amounts. As such they cover any and all taxes, levies and charges.
- 48.02** The host association, on behalf of UEFA, pays the cost of the board and lodging of the referee team, the UEFA match delegate and the UEFA referee observer, as well as their transport costs within the territory of the association concerned. The international travel expenses and daily allowances of these persons are borne by UEFA.
- 48.03** The host association appoints a timekeeper and is responsible for any travel expenses and daily allowances in this respect.
- 48.04** The host bears the following costs for the visiting teams:
- a. board and lodging in a high standard four-star hotel for a maximum of 17 (finals: 19) persons per delegation;
 - b. local transport;
 - c. laundry service for the match kit of the participating teams and referees.
- 48.05** The visiting associations cover their own international travel expenses to and from the venue. UEFA compensates each association with the amount of €5,000 towards the team's international travel costs.

Article 49 Financial rules – qualifying stage

- 49.01** The host association's obligations commence one day before the match or the first match of a mini-tournament and end one day after the match or the last match of a mini-tournament.
- 49.02** In principle, the host retains its revenue and bears all organisational costs (including any and all taxes, levies and charges).
- 49.03** To assist in covering the costs of the mini-tournament UEFA makes the following contributions:
- a. €10,000 per mini-tournament participant;
 - b. an additional contribution based on the host country's gross national income per capita, according to the categorisation of the UEFA member associations:
 - €10,000 for a category 1 host country;
 - €12,500 for a category 2 host country;
 - €15,000 for a category 3 host country.

Article 50 Financial rules – Finals

- 50.01** In principle, the host association retains its receipts from the match tickets and bears all organisational expenses.

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- 50.02 The obligations of the host association of the finals commence two days before the first match of the finals and end one day after the last match.
- 50.03 For the finals, UEFA credits the host association with a flat amount of €100,000 to help cover the financial demands connected with the staging of the event.

XII – Exploitation of the Commercial Rights

Article 51 Commercial rights – general

- 51.01** Participating associations may not use or authorise any third party to use any of the competition trademarks or music or any graphic material or artistic forms developed in connection with the competition in programmes, promotions, publications or advertising or otherwise without the prior written consent of UEFA. In addition, participating associations may not develop, use, register, adopt or create any mark, logo or symbol which refers to the competition or which, in UEFA's reasonable opinion, is confusingly similar to, is a colourable imitation of, is a derivation of, or unfairly competes with such trademarks, materials or forms.
- 51.02** In the event that the host association puts in place a ticketing programme for its matches, the host association shall ensure that, as a minimum, the ticketing terms and conditions for those matches stipulate that:
- a. no person may conduct any promotional or commercial activity in the match hall, without the prior written approval of UEFA;
 - b. tickets must not be used for any commercial purposes such as for promotion, advertising, use as a prize in a competition/sweepstake, or as part of a hospitality or travel package without the prior written approval of UEFA;
 - c. all people attending the match acknowledge that use may be made (free of charge) of their voice, image and/or likeness in still images and audio/visual transmissions relating to the match (this acknowledgement is required even if no formal ticketing programme is put in place);
 - d. no person attending the match may, without UEFA's prior written approval, record, transmit and/or exploit any sound, image, data, statistics and/or description of the match for any purpose other than for private use.
- 51.03** UEFA declines all responsibility and liability in the event of any conflict between any agreement entered into by an association and any arrangement entered into by UEFA relating to the exploitation of the commercial rights to the competition.

Article 52 Promotional purposes

- 52.01** UEFA owns and has the sole right, to the exclusion of the participating associations and any other party, to exploit all the promotional rights to the competition.
- 52.02** On registering for the competition, associations must grant UEFA the right to use and authorise others to use photographic, audiovisual and visual material of their team, players and officials (including their names, relevant statistics, data and images), as well as the association name, logo, emblem, hall image and team shirt (including references to the kit manufacturers), free of charge and worldwide for the full duration of any rights for (a) the staging and organising of the competition (and future editions of the competition); (b) non-commercial, promotional and/or editorial purposes (including the use of such material in the

multilateral production of television and media promotion and coverage of the finals and on/for the UEFA digital services); and/or (c) as reasonably designated by UEFA. Any such use may occur after the competition and may include references to and/or branding of third parties, including sponsors, provided that no direct association will be made by UEFA between individual players or associations and any partner. On request, the associations must supply UEFA free of charge with all appropriate material as well as with the necessary documentation required to allow UEFA to use and exploit such rights in accordance with this paragraph.

- 52.03** The associations must also provide, upon request, all relevant data and/or information for UEFA's promotional purposes, in particular its official website(s), and for competition-related UEFA publications.
- 52.04** Associations must obtain all necessary third party rights and consents that are required in order for them to comply with this chapter and, upon request, must supply UEFA free of charge with the necessary documentation (including any third party consents) required to allow UEFA to use and exploit its rights under these regulations.

Article 53 Commercial rights – qualifying competition

- 53.01** The host association of any match in the qualifying competition is authorised to exploit the commercial rights relating to such matches. In doing so, it must observe any instructions or guidelines issued by UEFA from time to time.
- 53.02** All agreements and arrangements pertaining to the exploitation of commercial rights in respect of the qualifying competition must be presented to the UEFA administration upon request. In addition, the commercial rights to any match in the qualifying competition may not be sold unless the sale is documented in a written agreement that provides for the payment of an appropriate fee to the host association. Any such fee forms part of the match receipts and remains with the host association.
- 53.03** UEFA owns and has the sole right, to the exclusion of the participating associations and any other party, to exploit the marketing rights to the qualifying competition generally or as a collective whole, including, by way of example, the right to nominate partners in relation to the qualifying competition or the competition (including the qualifying competition) as collective wholes. No participating association may participate in or allow any third party to use any rights granted by the participating association in any aggregation of marketing rights in any way that would permit a third party to create an association with the qualifying competition, the competition or the finals generally or as collective wholes. As a result, any grant by a participating association of marketing rights relating to the qualifying competition must be conditional upon the grantee and other third parties not exploiting the relevant rights in such a manner. By way of example, no participating association may create, or permit a third party to use rights granted by it to create, a website that is promoted as an official or dedicated website of the qualifying competition as a whole.

- 53.04** All associations participating in the qualifying competition undertake to take all legal and other measures that UEFA deems appropriate at its sole discretion to prohibit, prevent and stop any unauthorised exploitation of the commercial rights to the qualifying competition and to protect the ownership thereof.
- 53.05** For any match of the qualifying competition where production of a signal is foreseen, the host association undertakes to provide UEFA, free of charge and at least 24 hours before kick-off, with access to the transmission details for receiving the broadcast signal at a location of UEFA's choice. These broadcasts can be recorded by UEFA for purposes envisaged in this paragraph and a copy of such recordings will be made available to the host association upon request. If the signal is unavailable for whatever reason, the host association undertakes to provide UEFA, free of charge, in HDCam (or, if not available, in Digibeta or such other format as may be requested by UEFA) with a recording of the entire match, to be: (i) given to the UEFA match delegate as soon as possible after the end of the match; or, in exceptional circumstances, (ii) sent to a destination determined by UEFA the day following the match. The host association of any match in the qualifying competition must ensure that any third party owning rights to the above materials grants UEFA the right to use and exploit and authorise others to use and exploit any and all media rights in respect of a minimum of 15 minutes of audio and/or visual material from each match, free of charge and without payment of any associated clearance costs. The host association acknowledges that such use may be aimed in particular at directly or indirectly promoting the competition within programmes produced by or on behalf of UEFA.

Article 54 Commercial rights – finals

- 54.01** UEFA is the exclusive owner of all commercial rights in relation to the finals. UEFA expressly reserves all such commercial rights and is exclusively entitled to exploit, retain and distribute all revenues derived from the exploitation of such commercial rights.
- 54.02** The commercial rights arising at, and relating to, the official training hall commence two days before the first match of the finals and terminate upon the conclusion of the finals.
- 54.03** All associations participating in the finals must provide all necessary assistance and cooperation to UEFA in taking any and all legal and other measures that UEFA, at its sole discretion, deems appropriate to prohibit, prevent and stop any unauthorised exploitation of the commercial rights to the finals and to ensure that all the commercial rights remain owned and exercised solely and exclusively by UEFA without restriction. In this regard, no association may use or exploit, directly or indirectly, any commercial rights to the finals the express prior written agreement of UEFA and subject to such conditions as UEFA may require. Each association must ensure that its players, coaches, officials and other employees as well as its partners, commercial or otherwise, do not use or otherwise exploit directly or indirectly any commercial rights to the finals without UEFA's express prior agreement, which may be granted or withheld at its sole discretion.

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- 54.04** From the moment their teams arrive at the venue of the finals until the end of the finals, participating associations may not display (including on any clothing) any third-party commercial identification or branding in any hall used during the finals, or at any official UEFA press conference, other than:
- a. on kit used at unofficial training sessions;
 - b. in any press conference facility (except during any UEFA press conference held at such facility);
 - c. manufacturer's identification on kit in accordance with the *UEFA Equipment Regulations*.
- 54.05** Associations participating in the finals may be permitted to make coaching films, which must not be used for any purposes whatsoever other than for the instruction of players, referees and officials of the relevant associations. Permission to film and produce such coaching films must be obtained from the UEFA administration in writing. Such permission sets out any relevant financial and other conditions. Available space and locations for the relevant film crews are limited and any such requests for permission must be submitted to the UEFA administration at least 30 days before the start of the finals. All practical filming arrangements, including access, working areas, number and size of crews, types of camera, etc., are communicated by UEFA in advance by circular letter or a similar means of communication. All intellectual property rights in and to any and all material recorded for such purposes must be assigned to UEFA in writing and, if so requested by UEFA, a copy of all relevant film material provided to UEFA within 24 hours of any such request being made.

XIII – Media Matters

Article 55 Responsibilities regarding media matters

- 55.01** Each participating association must appoint a dedicated English-speaking press officer to coordinate media matters with UEFA and the media in accordance with UEFA's rules and regulations. The association's press officer must attend all media activities and ensure that the team meets all its media obligations in connection with each match.
- 55.02** Before the start of the season each association must, at UEFA's request, (i) provide UEFA, free of charge, with individual player and head coach statistics and photographs, historical information and a photograph of its hall, and any further data requested by UEFA for promotional purposes; or (ii) make all or part of the above available for UEFA to produce its own material.

Article 56 Team media activities

- 56.01** If a team arranges to hold a training session the day before the match, it must be open to all sectors of the media for at least 15 minutes. If access is restricted to 15 minutes, the host association is responsible for ensuring that the hall is clear of media after this time, and that all installed cameras are turned off.
- 56.02** If requested, associations must make their head coach and one player available the day before each match for a short interview with the host broadcaster and the main audiovisual rights holders from the territories of the competing associations.
- 56.03** Each association must make their head coach and at least one player available to the media on the day before the match if requested to do so. Depending on media numbers, this may be in the form of a press conference or in a less structured format. If their head coach is suspended for the match, associations have the option of replacing him with the assistant coach for this pre-match media activity. The pre-match media activities must be arranged by the associations in such a way that the media can attend both. For the finals, UEFA may arrange a larger media day with the relevant coaches ahead of the first match, in order to promote the event.
- 56.04** The post-match press conferences at the venue must start no later than 20 minutes after the final whistle and must be attended by the head coach of each association. If their head coach is suspended for the match, associations have the option of replacing him with the assistant coach. Each association is responsible for providing interpretation. The host association is responsible for providing any technical facilities necessary.
- 56.05** After the match, a mixed zone is set up to offer reporters additional opportunities to conduct interviews. This area is located close to the field of play and the teams' dressing rooms and is accessible only to coaches, players and media representatives.

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- 56.06** All players from both teams are obliged to pass through the mixed zone to conduct interviews with the media.
- 56.07** Interviews are not permitted before or during the match on the field of play itself or in its immediate vicinity. However, pre-match, half-time and flash interviews can take place according to the following rules:
- a. Interviews are allowed with coaches and players before the match subject to the agreement of their team.
 - b. Half-time interviews may be conducted with one of the listed team officials, subject to the agreement of their team. No players may be interviewed at half-time.
 - c. Flash interviews take place immediately after the final whistle in an area between the substitutes' benches and the dressing rooms. Both teams must make their head coach and at least two key players available to audiovisual rights holders if requested. In certain circumstances (e.g. for the finals) super-flash interviews may be conducted on the field of play immediately after the final whistle under the same conditions as for flash interviews.

Article 57 Accreditations and access rights

- 57.01** Unless protection nets obstruct the view, photographers may work in the areas behind the advertising boards between the goals and corners. They may only change ends at half-time or, if applicable, during the interval before the start of extra time. Photographers may work from the stands if located in a dedicated area and given permission to do so by the host. They may photograph all elements of the match, including the warm-up of the teams, the line-up, handshake procedure and coin toss, the game itself, and any post-match ceremonies.
- 57.02** Photographers may attend the post-match press conferences, space permitting. However, no photography is allowed in the mixed zone or flash interview area.
- 57.03** Photographs taken by officially accredited photographers may be published online for editorial purposes only, subject to the following conditions:
- a. they must appear as stills and not as moving pictures or quasi-video;
 - b. there must be an interval of at least 20 seconds between postings of photographs.
- 57.04** No media representatives are allowed to go on to the field of play before, during or after the match, except in the context of approved host broadcaster operations and audiovisual rights holders' approved post-match activities. Likewise, no media representatives are allowed in the players' tunnel or the dressing-room area, with the exception of UEFA-approved flash interview positions and a camera of the host broadcaster filming the following activities:
- a. team arrivals (as far as to the dressing-room area);
 - b. players in the tunnel before the match;
 - c. players returning to the pitch at the start of the second half.

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- 57.05** A limited number of photographers, cameramen and production staff of the audiovisual rights holders – all equipped with the appropriate pitch-access accreditation – are allowed in the area between the boundaries of the field of play and the spectators.
- 57.06** The team dressing rooms are off limits to media representatives before, during and after the match. However, subject to the teams' prior agreement, one camera of the host broadcaster may enter the dressing rooms to film the players' shirts and equipment. This filming must be completed well before the arrival of the players. Any additional dressing room access for media (e.g. for post-match celebrations) must be agreed between the relevant team and UEFA in advance.
- 57.07** A position should be foreseen for a camera crew from each team to conduct technical filming. Generally they should be in a central position or a position agreed by the teams and the local press officer.

Article 58 Principles for all media

- 58.01** Media equipment and personnel may not obstruct the view or movement of, or cause confusion for referees, players or coaches.
- 58.02** All media representatives must respect the needs of other media colleagues. For example, adequate positions for photographers must be available alongside audiovisual rights-holder cameras behind the advertising boards, in principle behind each goal, and media working areas must not be disturbed during the match by audiovisual rights-holder technical personnel or photographers.
- 58.03** Media must respect the needs of the players and coaches. Interviews may be conducted only in areas defined and approved by UEFA. Reporters must not approach players or coaches for interviews or comments during play.
- 58.04** Media equipment and personnel should not obstruct the spectators' view of the field of play. Media cameras should not record the crowd in a manner which could cause any dangerous activity.
- 58.05** Any media equipment and personnel must be positioned in such a way that they do not present any danger for players or the referee team. The field of play itself must always be kept free of cameras, cables and media personnel.

XIV – Closing Provisions

Article 59 Implementing provisions

- 59.01 The UEFA administration is entrusted with the operational management of the competition and is therefore entitled to take the decisions and adopt the detailed provisions and guidelines necessary for implementing these regulations.

Article 60 Unforeseen circumstances

- 60.01 Any matters not provided for in these regulations, such as cases of force majeure, are settled by the UEFA General Secretary, whose decisions are final.

Article 61 Non-compliance

- 61.01 Any breach of these regulations may be penalised by UEFA in accordance with the *UEFA Disciplinary Regulations*.

Article 62 Court of Arbitration for Sport (CAS)

- 62.01 In case of litigation resulting from or in relation to these regulations, the provisions regarding the Court of Arbitration for Sport (CAS) laid down in the *UEFA Statutes* apply.

Article 63 Annexes

- 63.01 All annexes form an integral part of these regulations.

Article 64 Authoritative version

- 64.01 If there is any discrepancy in the interpretation of the English, French or German versions of these regulations, the English version prevails.

Article 65 Adoption and entry into force

65.01 These regulations were adopted by the UEFA Executive Committee at its meeting on 25 February 2018 and come into force on 1 May 2018.

For the UEFA Executive Committee:

Aleksander Čeferin
President

Theodore Theodoridis
General Secretary

Bratislava, 25 February 2018

Annex A – Official European Futsal Rankings

Rank.	Association	Final Coefficient Futsal EURO 2016	Final Coefficient Futsal World Cup 2016	Final Coefficient Futsal EURO 2018	Final Coefficient 2018/19
1	Russia	10.800	10.214	9.500	10.171
2	Spain	11.400	8.400	10.267	10.022
3	Portugal	7.667	9.833	11.400	9.633
4	Kazakhstan	9.333	7.667	10.000	9.000
5	Ukraine	8.333	8.500	8.333	8.389
6	Azerbaijan	7.167	7.967	8.333	7.822
7	Italy	9.000	6.667	6.667	7.444
8	Serbia	10.000	3.333	7.167	6.833
9	Slovenia	6.500	4.333	8.667	6.500
10	Croatia	7.000	2.000	3.833	4.278
11	Hungary	5.000	3.333	4.000	4.111
12	Czech Republic	5.333	1.667	3.833	3.611
13	Romania	3.833	1.667	5.000	3.500
14	Poland	1.333	3.833	5.000	3.389
15	France	1.667	1.333	5.833	2.944
16	Slovakia	3.833	3.333	1.667	2.944
17	Belarus	3.500	3.500	1.667	2.889
18	Netherlands	1.333	3.833	1.667	2.278
19	Bosnia-Herzegovina	3.333	1.667	1.667	2.222
20	Belgium	1.667	1.667	3.000	2.111
21	Georgia	0.833	0.833	4.500	2.056
22	FYR Macedonia	2.000	2.333	1.667	2.000
23	Finland	1.667	1.417	2.000	1.694
24	Latvia	1.167	1.500	1.000	1.222
25	Turkey	1.667	1.000	1.000	1.222
26	Moldova	0.667	0.833	1.000	0.833
27	England	0.833	1.000	0.667	0.833
28	Albania	0.333	0.667	1.333	0.778
29	Sweden	0.667	1.167	0.500	0.778
30	Montenegro	0.667	0.500	1.000	0.722
31	Denmark	0.833	0.667	0.667	0.722
32	Norway	1.000	1.000	0.167	0.722
33	Kosovo	N/A	N/A	0.667	0.667
34	Switzerland	0.833	0.250	0.667	0.583
35	Bulgaria	0.833	0.500	0.333	0.556
36	Armenia	0.833	0.000	0.667	0.500
37	Greece	0.333	0.667	0.500	0.500
38	Germany	N/A	N/A	0.500	0.500
39	Wales	0.333	0.333	0.500	0.389
40	Lithuania	0.333	0.333	0.500	0.389
41	Cyprus	0.000	0.667	0.500	0.389
42	Israel	0.500	0.000	0.333	0.278
43	Andorra	0.333	0.333	0.000	0.222
44	Estonia	0.000	0.333	0.000	0.111
45	Malta	0.000	0.000	0.000	0.000
46	Gibraltar	0.000	0.000	0.000	0.000
47	San Marino	0.000	0.000	0.000	0.000
48	Scotland	0.000	0.000	0.000	0.000
49	Austria	N/A	N/A	0.000	0.000
50	Faroe Islands	N/A	N/A	0.000	0.000
51	Iceland	N/A	N/A	0.000	0.000
52	Liechtenstein	N/A	N/A	0.000	0.000
53	Luxembourg	N/A	N/A	0.000	0.000
54	Northern Ireland	N/A	N/A	0.000	0.000
55	Republic of Ireland	N/A	N/A	0.000	0.000

Annex B – Safety and Security Instructions

B.1 Introduction

These instructions apply to the organisers of, and the associations participating in, matches in any UEFA futsal competitions. They detail the precautionary measures to be taken to ensure safety and security in the venues and to prevent crowd disturbances.

These instructions cannot be regarded as an exhaustive list of the security measures to be taken by the match organisers and participating associations. The aim of these instructions is to make the match organisers, be they associations or other entities, aware of their duties and responsibilities before, during and after the match in order to safeguard the safety and security of everyone present, as well as of the hall and its installations.

These instructions do not affect the legal obligations arising from the applicable national legislation.

B.2 Cooperation with match organisers and public authorities

In the interests of safety and security, associations must cooperate in full with the match organisers, irrespective of whether the match is to be played at home or abroad, and with the public authorities concerned. Similarly, in their dealings with visiting associations, and all other authorities involved, the match organisers must do everything possible to ensure that the event passes off without incident.

All parties involved in a match must do everything within their power to enable the public authorities (especially the police), in all the countries involved, to carry out an effective exchange of appropriate cross-border information.

The match organisers must seek the cooperation of the local police well in advance, to ensure the safety of the visiting team and officials at their hotel and when travelling to and from training and matches.

B.3 Identification of persons responsible for safety and security

The chief police officer or venue security officer with overall responsibility for safety and security relating to the match must be identified, as must all other individuals responsible for safety and security, medical services and fire services.

An adequate number of ground staff and police must be present, to guarantee safety and security in the hall.

B.4 Stewards

Sufficient and properly trained stewards must be on duty within the venue to ensure that spectators are directed to their seats efficiently and smoothly, without delay or confusion.

B.5 Liaison group

The match organiser must establish a liaison group which includes:

- a. a senior official acting on behalf of the match organiser;
- b. a senior representative of:
 - each of the public authorities concerned;
 - the stewards;
 - the hall owner;
 - the participating teams;
- c. the UEFA match delegate.

The match organiser must identify a suitable meeting place within the hall where the group should meet in the event of an emergency.

The members of the liaison group must be given a short, coded call sign which will be broadcast over the public address system for the purpose of summoning them to the agreed meeting place.

The match organiser must ensure that the members of the liaison group are able to communicate freely with each other via a radio-telephone link.

B.6 Inspection of the venue

The venue in question must have been thoroughly inspected by the competent local safety authorities, who must have issued a safety certificate testifying to its suitability. Such a certificate must have been valid for no more than one year prior to the date of the match.

B.7 Emergency services

Adequate rooms and facilities within and around the venue must be provided for the police, medical service and fire service, in accordance with the requirements of the public authorities concerned.

B.8 Segregation of spectators

For matches where spectators are segregated, a segregation strategy must be drawn up by the match organisers in conjunction with the participating teams and the chief police officer in charge of the match.

B.9 Information for spectators

The match organisers must ensure that spectators are made aware before the match, by public address system announcements or any other appropriate means, of all prohibitive measures and controls related to the match.

Additionally, supporters must be reminded of the importance of not attempting to take prohibited items or substances into the venue, of the need to behave in a sporting and reasonably restrained manner, and of the potentially serious consequences any breach of these obligations could have for the players and teams they support, including disqualification from competitions.

B.10 Drinks

No public sale or distribution of alcohol is permitted within the venue or its private environs. All non-alcoholic drinks sold or distributed must be dispensed in paper or open plastic containers which could not be used in a dangerous manner.

B.11 Public passageways

All public passageways, corridors, stairs, doors, gates and emergency exit routes must be kept free of any obstructions, which could impede the free flow of spectators.

B.12 Protection of the playing area

Players and match officials must be protected against intrusion of spectators into the playing area. This may be accomplished in various ways, including one or more of the following examples, depending on individual circumstances:

- a. the presence of police and/or security personnel in or near the playing area;
- b. a seating configuration which situates front-row spectators at a height above the arena, which would render intrusion into the playing area improbable, if not impossible.

Whatever type of protection against intrusion is used, it must incorporate adequate means for spectators to escape into the playing area in an emergency, unless, in the certified opinion of the local safety authorities, adequate means of emergency evacuation, backwards and/or sideways, out of the stands exist, which would be sufficient to render the use of the playing area unnecessary for such a purpose.

The type of protection adopted against intrusion must be approved by the competent local authorities and must not represent a danger to spectators in the event of panic or an emergency evacuation.

No spectators are allowed in the area between the stands and the touch line or goal line.

B.13 Public address system

Every venue must have a public address system which can be heard clearly above the crowd noise, both inside and outside the venue, even in the case of a sudden upsurge in spectator noise levels. The system must also be capable of addressing

the various sectors of the venue individually. The police authorities and/or the venue security officer should be able to override the public address system to make emergency announcements.

B.14 Announcements

Announcements over the public address system must be of a strictly neutral character. The public address system must not be used to communicate political messages, to support the home team, or for any form of discrimination.

B.15 Provocative action and racism

The match organisers, together with the security authorities, must prevent any provocative action from being taken by spectators inside or in the immediate vicinity of the venue (unacceptable levels of verbal provocation from spectators towards players or opposing fans, racist behaviour, provocative banners or flags, etc.). Should such action arise, the match organisers or security authorities must intervene over the public address system and remove any offensive material. Stewards must draw the attention of the police to serious acts of misconduct, including racist insults, so that offenders may be removed from the venue should the police so decide.

Associations and match organisers must implement and apply UEFA's 10-point plan on racism.

B.16 Emergency power supply

Each venue must be equipped with an independent emergency electrical power supply which could be used in the event of power failure, to ensure a degree of lighting which is sufficient to prevent any danger to the public. The competent local authorities must approve the public lighting system and the emergency back-up system.

B.17 Ticket details and sales conditions

For all matches, ticket sales must be strictly controlled. A ticket should provide ticket-holders with all the information they might need, i.e. the name of the competition, the names of the participating teams, the name of the venue, the date and kick-off time, and a clear indication of the seat location (sector, row, seat number). In addition, the following details should be produced and distributed with the ticket: opening times of the gates, hall regulations including prohibition of alcohol and offensive articles, procedure for searching spectators, etc.

Annex C – Mini-Tournament Requirements

C.1 Introduction

This annex sets out the requirements for hosting a mini-tournament or qualifying match in the UEFA European Women's Futsal Championship. For the sake of simplicity, "host" refers to the national association hosting a mini-tournament/match.

C.2 Tournament schedule

The host is responsible for notifying the other participating associations and the UEFA administration of all match details (dates, venues, kick-off times and hotel accommodation) by the set deadlines. In match halls without any proper warm-up area, and in the case of two consecutive matches, the hosts must leave at least 2 hours 15 minutes between each kick-off.

C.3 Local organising committee

The host is responsible for setting up a local organising committee (LOC) composed of at least:

- a. 1 tournament director (who should not have a leading role with his own team);
- b. 1 accommodation manager;
- c. 1 transport manager;
- d. 1 sports facilities and match organisation manager;
- e. 1 PR, promotion and ticketing manager;
- f. 1 TV/media, sponsors, concessions and VIP hospitality manager;
- g. 1 referee liaison officer (RLO) to be appointed by the association;
- h. 1 team liaison officer for each visiting team;
- i. 1 medical officer;
- j. 1 press officer.

The host must ensure that the members of the LOC are duly authorised to fulfil their various tasks.

C.4 Accommodation requirements

All tournament participants must be accommodated in high standard four-star hotels. If possible, each team should be accommodated on a different floor or wing. The host must:

- a. ensure that the teams can prepare for their matches in a comfortable, quiet and undisturbed environment;

- b. at the organisational meeting, provide the delegations with clear information on safety regulations and procedure applicable in case of an emergency, rules regarding telephones, pay-TV, internet, mini-bars and other extras, as well as the code of conduct in the hotel;
- c. prepare a room occupancy plan and distribute it to the UEFA representatives only;
- d. ensure that all rooms:
 - have bathroom and toilet facilities which meet standard hygiene requirements;
 - have adequate wardrobe space;
 - are equipped with heating and/or air-conditioning;
 - are cleaned daily.

C.4.1 Rooms for the delegations

The host must provide and pay for the following rooms for each delegation (maximum of 17 (finals: 19) people per delegation):

- a. Six twin rooms (finals: 7) for the 12 players (finals: 14) (two single beds must be provided in these rooms; one large bed for two players is not acceptable);
- b. 5 single rooms for the 5 team officials (same hotel as their team);
- c. a storage room for each team (ideally on the team's floor/wing);
- d. one room per team for medical treatment, equipped with massage table.

A suite could be provided for use as a storage and medical room with massage table.

Additional delegation members may be accommodated at the same place or nearby, at the expense of the visiting association.

C.4.2 Rooms for the referees and UEFA match officers

Single rooms must be provided for the four referees, UEFA referee observer, UEFA match delegate and, if applicable, referee liaison officer and timekeeper, in principle all at a different hotel from the teams.

C.4.3 Meeting rooms

The host must cover the costs for the following meeting rooms equipped with a flip chart and TV/DVD set or projector, according to the team's requests:

- a. Each team should be provided with a meeting room for a minimum of 20 people, to be at its disposal for the entire duration of the tournament. If this is not possible, two teams can be asked to share one meeting room. A meeting schedule should be established with the teams before the organisational meeting.
- b. One meeting room must be booked for the referees (at the referees' hotel).

C.4.4 Dining room

A spacious dining room split into different areas – one for the teams, one area for the UEFA match delegate and LOC and, if in the same hotel, one for the referees – must be provided. Officials must refrain from smoking and drinking alcohol in the dining room in front of the players.

C.5 Food requirements

C.5.1 Meals

Meals must be provided according to the following rules:

- a. Three meals a day must be served to the teams and the UEFA representatives in accordance with their match and training schedules. Menus should respect sports nutrition guidelines as well as taking the national eating habits of the participating teams into account.
- b. A detailed menu plan must be submitted to the participating teams one month before the start of the mini-tournament. Should a team have any special dietary requests, these must be submitted to the host at least two weeks before the start of the mini-tournament. Any cost difference between the proposed and requested menus must be borne by the requesting team.
- c. The hotels should be flexible when it comes to catering for special requests and the teams should be able to bring their own cook, food and drink. The hotels must also be flexible about mealtimes in order to adapt to the kick-off times of matches and the teams' return travel to the hotel.
- d. A good variety of food in sufficient quantities must be provided. All meals should be served buffet style and the food must be kept at an appropriate temperature all the time.

C.5.2 Snacks, light meals

As a rule, snacks or light meals between ordinary meals must be made available to the teams upon request and paid for by them. However, if such a meal replaces an ordinary meal, the host must cover the costs. If it consists of an additional meal, the requesting team must pay for it.

C.5.3 Drinks

A sufficient supply of still mineral water, soft drinks, coffee and tea must be made available for the participants at the three meals covered by the mini-tournament budget, while milk (hot and cold), fruit juice and chocolate drinks or powder must also be available at breakfast time. In addition, a minimum of 48 litres of still mineral water must be provided per day for each team to cover their needs for their training sessions, matches and other use such as water in their rooms. Still mineral water and energy drinks should also be provided to the refereeing group. All other drinks must be paid for by the teams or individuals concerned.

C.6 Laundry of kit

The host must pay for a 24-hour laundry service (hotel service or other) for the playing kits of the participating teams and referees (kit which has been worn for matches, i.e. shirts, shorts and socks, but not tracksuits).

C.7 Tournament office

A centrally located and easily accessible tournament office must be set up at the hotel or one of the hotels where the teams are staying. It should be equipped with an internet connection or Wi-Fi, a photocopier and a small printer – unless these last two services can be provided by the hotel at the host's expense. This room serves as the mini-tournament headquarters, where:

- a. the UEFA match delegate and, if accommodated in the same hotel, the refereeing group can carry out administrative work;
- b. information can be obtained on the mini-tournament.

C.8 Training sessions

For mini-tournaments, one hall must be made available for the entire duration, to be shared by all four teams, which should have the same playing surface as in the match hall. The teams must be given the possibility to use this hall at any time and as often as requested. The training hall can be the same hall as the match hall. In this case, the host must arrange a training schedule, taking the visiting teams' wishes into account as far as possible.

The training hall must be located near the team accommodation. Travel time by bus from a team's accommodation to the training hall must not exceed 20 minutes.

C.9 Match hall requirements

As a rule, each match hall must meet the following requirements:

- a. The hall must be located within a one-hour bus ride of the team accommodation.
- b. The pitch must measure at least 38 x 20m.
- c. The hall must be equipped with two benches at pitch level. Each bench must provide seating for 12 (finals: 14) people in total. These benches must be positioned at least two metres from the touch line and must not pose a risk to the safety of the players. In addition, a table with five seats must be provided between the substitutes' benches.
- d. One replacement goal must be available in the hall.
- e. The hall must provide adequate public first aid and fire-fighting equipment as well as sanitary facilities for both sexes, and must meet UEFA's requirements for the safety and security of spectators.
- f. The hall should be equipped with a public address system including a CD player.

- g. At least one massage table and one tactical board must be provided in each dressing room.
- h. It should be possible to suspend a minimum of three flags in the interior of the hall.
- i. There must be facilities for the players and referee team to take hot showers after the match.
- j. A minimum of four ball kids and two moppers should be provided for each match.

C.10 Transport

The host is responsible for satisfying the following transport requirements:

- a. The teams, referees and UEFA match officers must be welcomed upon their arrival in the host country and transported to the hotel. They must also be provided with transport from their accommodation to their point of departure at the end of their stay.
- b. Each team must be provided with a modern 30-seater bus (with air-conditioning and dedicated driver) for the entire duration of the tournament to cover all the team's reasonable requests, including local excursions. The host must provide the visiting teams with the transport concept/rules at the organisational meeting.
- c. Two people carriers (minibuses with six to eight seats), with drivers, must be provided to transport the referees to and from matches. Unless travelling with the refereeing group, the UEFA match delegate must have a dedicated car.

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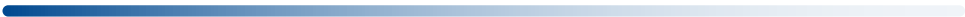
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