



UEFA
FUTSAL
CUP™

WINNERS
UEFA FUTSAL CUP 2014



Regulations of the UEFA Futsal Cup

2015/16

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Preamble

The following regulations have been adopted on the basis of Articles 49(2)(b) 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 2015/16 UEFA Futsal Cup (hereinafter the competition).

Article 2 Definitions

- 2.01 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 on whose territory matches are played;
 - e. host club: the club organising a qualifying mini-tournament or hosting the Futsal Cup Finals;
 - 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 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 of the Futsal Cup Finals, 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.
- 2.02 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 Entries for the competition

- 3.01 Each UEFA member association (hereinafter association) may enter the winner of their regular top domestic futsal league for the competition. Each association must announce the name of its domestic futsal league champion to the UEFA administration by 12.00CET on 26 June 2015.
- 3.02 In special circumstances, the domestic futsal league runner-up may be entered for the competition instead of the winner, provided the approval of UEFA has been obtained before the start of the season in question.
- 3.03 The UEFA Futsal Cup titleholder is guaranteed a place in the competition even if it does not qualify for the competition through its domestic league. The association of the titleholder may enter a second representative.

Article 4 Admission criteria and procedure

- 4.01 To be eligible to participate in the competition, clubs must:
- a. have qualified for the competition on sporting merit;
 - b. 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;
 - c. 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;
 - d. 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.
- 4.02 A club which is not admitted to the competition is replaced by the next best-placed club in the top domestic futsal league of the same association, provided it fulfils the admission criteria.
- 4.03 The UEFA General Secretary decides on admission to the competition. Such decisions are final.

Article 5 Duties of the clubs

- 5.01** On entering the competition, participating clubs 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 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;
 - f. not to represent UEFA or the competition without UEFA's prior written approval.
- 5.02** The club may use its name and/or logo provided all the following requirements are satisfied:
- a. the name is mentioned in the statutes of the club;
 - b. if required by national law, it is registered with the chamber of commerce or equivalent body;
 - c. it is registered at its association and used in national competitions;
 - d. the name and logo do not refer to the name of a commercial partner. Exceptions to this rule may be granted by the UEFA administration in case of particular hardship (e.g. long-term existing name, etc.) at the reasoned request of the club concerned.

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

Article 6 Responsibilities of the associations and clubs

- 6.01** If necessary, visiting clubs 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 clubs as much as possible with the visa formalities.
- 6.02** The clubs 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** The host club (or the host association) is responsible for order and security before, during and after the match. The host club (or the host association) may be called to account for incidents of any kind and may be disciplined.

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- 6.04 The host club must stage the relevant matches in accordance with the instructions of UEFA (or of a third party acting on UEFA's behalf) and in cooperation with the association concerned. However, the club is considered solely accountable for all of its obligations in this respect.
- 6.05 Minimum medical requirements concerning the provision of facilities, equipment and personnel by the host club are set out in the *UEFA Medical Regulations*. For the avoidance of doubt, the host club has sole responsibility for the provision and operation of any facilities and equipment required in the above-mentioned regulations.
- 6.06 The host of the Futsal Cup Finals is designated by the UEFA Executive Committee on the basis of a bid procedure in which the four clubs that qualify for the semi-finals can participate.
- 6.07 Each club 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 club 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 Irrespective of UEFA's insurance coverage, each club and host association must conclude insurance coverage with reputable insurers at their own cost, in relation to any and all risks, according to the following principles:
- Each club must conclude and maintain insurance coverage to fully cover all of its risks in connection with its participation in the competition.

- b. In addition, the host club or the host association must conclude and maintain insurance coverage for the risks in connection with staging and organising matches and which must include, without limitation, third-party liability insurance (for all third parties participating in matches or present at the relevant venue) providing for appropriate guaranteed sums for damages to persons, objects and property, as well as for pure economic losses corresponding to the specific circumstances of the club or association concerned.
- c. To the same extent as in paragraph b) above, the host association of the Futsal Cup Finals must conclude and maintain insurance coverage to fully cover all of its risks in connection with the staging and organisation of the Futsal Cup Finals.
- d. If the host club or the host association is not the owner of the hall used, it is also responsible for providing adequate and fully comprehensive insurance cover, including third-party liability and property damage, taken out by the relevant hall owner and/or tenant.
- e. The host club and the host association must ensure that UEFA is included in all insurance policies as defined in the present paragraph and must hold UEFA harmless from any and all claims for liability arising in relation to the staging and organising of the relevant matches.

9.02 In any case, UEFA may ask anyone involved to provide, free of charge, written releases of liability, hold harmless notes, confirmations and/or copies of the policies concerned in one of UEFA's official languages.

Article 10 Trophy, plaques and medals

- 10.01** The original trophy, which is used for the official presentation ceremony at the Futsal Cup Finals 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 Futsal Cup winners' trophy, is awarded to the winning club.
- 10.02** Should the trophy be handed over to the host club, 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 club, the trophy is the full responsibility of the host club, 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** Any club which wins the competition three consecutive times or five times in total receives a special mark of recognition. Once a cycle of three successive wins or five in total has been completed, the club concerned starts a new cycle from zero.
- 10.04** Replica trophies awarded to winners of the competition (past and current) must remain within the relevant club's control at all times and may not leave the club's country without UEFA's prior written consent. Clubs must not permit a replica trophy to be used in any context where a third party (including, without limitation,

their sponsors and other commercial 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. Clubs must comply with any trophy use guidelines that the UEFA administration may issue from time to time.

10.05 Each semi-finalist receives a commemorative plaque.

10.06 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.

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 audio and visual (with or without audio) material of the competition, names, logos, brands, music, mascots, medals, plaques, commemorative items and trophies. Any use of the aforementioned rights 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 clubs, 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
 - preliminary round
 - main round
 - elite round
 - b. Futsal Cup Finals
 - semi-finals
 - third-place match
 - final
- 12.03** The UEFA administration seeds clubs for the qualifying stage, in accordance with the club coefficient rankings established at the beginning of the season (see Annex A).
- 12.04** The UEFA administration forms groups for the qualifying stage draws, taking coefficients of the participating clubs into consideration. The top four clubs in the UEFA Futsal Cup coefficient rankings qualify directly for the elite round as top seeds. Based on the UEFA Futsal Cup coefficient rankings, the remaining clubs either enter the main round directly or start the competition in the preliminary round.

Article 13 Group formation and match system – qualifying stage

- 13.01** A first draw is made at the beginning of the season to determine the groups for the preliminary round and main round. All teams are included, with the exception of the four top seeds.
- 13.02** A second draw is conducted shortly after completion of the main round in order to divide the 16 teams of the elite round, i.e. the 12 teams qualified from the main round and the 4 top seeds, into 4 groups (A, B, C and D) of 4 teams. If a club is drawn against a club it has already met in the main round, it will be transferred to the next available slot, thus avoiding that these clubs meet again.
- 13.03** The draw procedures are prepared by the UEFA administration and sent to the participating clubs in due time.
- 13.04** All matches in the qualifying stage are played in the form of mini-tournaments hosted by one of the participating clubs. 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.

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- 13.05** When establishing the match schedule, the host club is placed in position 1, and the visiting teams in positions 2, 3 and 4, according to their coefficient rankings.
- 13.06** All matches in the preliminary round are played in the form of mini-tournaments of three or four teams. Depending on the number of entries, each group winner and one or more runners-up qualify for the main round.
- 13.07** All main round matches are played in the form of mini-tournaments, amounting to six mini-tournaments of three or four teams each, depending on the number of entries. The mini-tournament winners and runners-up qualify for the elite round.
- 13.08** The elite round is staged in the form of four mini-tournaments involving four teams each. The top four clubs in the UEFA Futsal Cup coefficient rankings enter the competition at this stage and are seeded in each group. The winner of each mini-tournament qualifies for the Futsal Cup Finals.

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 resulting 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. higher club coefficient;
 - 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 17.04 to Paragraph 17.06) 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 team representatives must sign a document stating that they accept the result of the draw.

Article 15 Determination of the teams qualified for the next stage

- 15.01** To determine the best runner(s)-up, only matches against the teams in first and third place in each group are taken into account if the round comprises groups of three and four. If the round consists exclusively of groups of four, matches against all other teams are taken into account. In both cases, the following criteria are applied in the order given:
- a. higher number of points;
 - b. superior goal difference;
 - c. higher number of goals scored;
 - d. lower disciplinary points total based only on yellow and red cards received (red card = 3 points, yellow card = 1 point, expulsion for two yellow cards in one match = 3 points);
 - e. higher club coefficient;
 - f. drawing of lots.

Article 16 Group formation and match system – Futsal Cup Finals

- 16.01** A third draw takes place at least one month before the Futsal Cup Finals, in the host city, in connection with a workshop for the teams. This is an open draw; no teams are seeded.
- 16.02** Matches in the Futsal Cup Finals are played according to the knockout system either in the country of one of the four finalists or at a neutral venue.
- 16.03** The four winners of the elite round mini-tournaments play the semi-finals in single leg knockout matches.
- 16.04** 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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- 16.05** 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 17 Extra time and kicks from the penalty mark

- 17.01** 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 17.04 to Paragraph 17.06).
- 17.02** 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 17.04 to Paragraph 17.06).
- 17.03** 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.
- 17.04** Kicks from the penalty mark are taken in accordance with the procedure laid down in the *FIFA Futsal Laws of the Game*.
- 17.05** If the taking of kicks from the penalty mark cannot be completed because of reasons beyond control, the result is decided by the drawing of lots by the referee in the presence of the UEFA match delegate and the two team captains.
- 17.06** 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.
- 17.07** If through the fault of a team, the taking of kicks from the penalty mark cannot be completed, the provisions of Article 24 apply.

III – Match Scheduling

Article 18 Mini-tournament host selection

- 18.01** Clubs wishing to host a mini-tournament in the preliminary or main round must notify the UEFA administration in writing on the relevant form by the entry deadline. For the elite round, clubs wishing to host a mini-tournament must indicate their interest to the UEFA administration by means of the application form sent to the qualified clubs during the main round.
- 18.02** In principle, the UEFA administration decides on the mini-tournament hosts before the corresponding draw, according to the following principles:
- If there are more clubs 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.
 - If there are fewer clubs interested than there are mini-tournaments to allocate, the UEFA administration identifies potential hosts and designates them, again applying the above-mentioned criteria.
- 18.03** Should it not be possible to designate mini-tournament hosts before the draw, the clubs 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 clubs cannot agree, the UEFA administration will conduct a draw for this purpose.
- 18.04** The hosts of the four elite round mini-tournaments are decided prior to Draw 2, held shortly after completion of the main round. For the elite round, UEFA may appoint the same hosts as for the main or preliminary rounds.

Article 19 Match dates and fixtures

- 19.01** Unless all the teams in a group, as well as their respective associations, agree otherwise, matches in the qualifying stage will be played on the international match dates. The following dates are reserved for matches in the qualifying stage:
- Preliminary round: 25 – 30 August 2015
 - Main round: 29 September – 4 October 2015
 - Elite round: 10 – 15 November 2015.
- 19.02** If the clubs agree to stage matches on dates other than the reserved dates, the following conditions must be observed:
- matches in the preliminary round must be played by 30 August 2015;
 - matches in the main round must be played by 4 October 2015;
 - matches in the elite round must be played by 15 November 2015.

- 19.03** The dates of all matches must be entered online by the associations of the clubs concerned by the following deadlines:
- 10 July 2015 (12.00CET) for the preliminary round;
 - 31 July 2015 (12.00CET) for the main round;
 - 15 October 2015 (12.00CET) for the elite round.

- 19.04** 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	

- 19.05** In case the UEFA administration has to form groups of three teams, the mini-tournament 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	

- 19.06** In principle, Futsal Cup Finals matches are played on the following fixed dates:
- Semi-finals: 21 or 22 April 2016
 - Third-place match and final: 23 or 24 April 2016

Article 20 Venues and kick-off times

- 20.01** The venues and kick-off times (Central European Time) for the qualifying stage matches are fixed by the host clubs and announced to the visiting clubs and the UEFA administration by the following deadlines:
- 10 July 2015 (12.00CET) for the preliminary round;
 - 31 July 2015 (12.00CET) for the main round;
 - 15 October 2015 (12.00CET) for the elite round.

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- 20.02** The Futsal Cup Finals are organised by one of the semi-finalists (or its association). Clubs or 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 on a neutral host. In any case, the UEFA Executive Committee takes a final decision.
- 20.03** Matches may be played either in the hall of the host club or another hall in the same or another city within the territory of its association, or, if so decided by the UEFA administration and/or the UEFA disciplinary bodies, in the territory of another UEFA member association for reasons of safety or as a result of a disciplinary measure. If the match is being played in another hall, city or country, the venue is subject to the approval of the UEFA administration.
- 20.04** The host club 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 within an acceptable distance of the nearest international airport. Unless the visiting teams agree otherwise, no match venue may be located more than a one-hour bus drive from all hotels.
- 20.05** 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, UEFA may consult the association and club concerned and ask them to propose an alternative venue, in accordance with the UEFA requirements. Should such an association and club not be able to propose an acceptable alternative venue by the deadline set by the UEFA administration, UEFA may select an alternative, neutral venue. The club concerned will have to make all the necessary arrangements for the staging of the match together with the relevant association and local authorities. In both cases, the costs of staging the match are borne by the host club. The UEFA administration takes a final decision on such match venue in due time.
- 20.06** Unless the UEFA administration grants special approval, clubs are not allowed to fix kick-off times before 11.00 or after 22.00 (local time).
- 20.07** In matches without any proper warm-up area, and in the case of two consecutive matches, the host club must leave at least 2 hours 15 minutes between each kick-off.
- 20.08** The Futsal Cup Finals kick-off times will be confirmed after consultation between the UEFA administration and the host club.

Article 21 Team arrivals and departures

- 21.01** Teams must arrive at the venue one day before their first match in a mini-tournament and two days before their first match in the Futsal Cup Finals.
- 21.02** Visiting teams should depart the day after their last match.

- 21.03** Unless they agree otherwise with the host club or UEFA, teams arriving earlier (i.e. more than one night before their first match or more than two nights before their first match in the Futsal Cup 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 22 Match abandoned

- 22.01** If there are fewer than three players on either of the teams, the match is abandoned. In this case, the UEFA Control, Ethics and Disciplinary Body decides on the consequences.
- 22.02** If the referee decides to abandon the match, for example because the field is not fit for play, the remaining match time must, in principle, be played the next day, unless the case is referred to the UEFA Control, Ethics and Disciplinary Body. The date on which the match will be completed must be decided within two hours of the referee's decision to abandon the match, in consultation with the two clubs and the associations concerned. In case of dispute, the UEFA administration fixes the venue, date and kick-off time of the match. Its decision is final.
- 22.03** If the remaining time of the match has to be played the next day or on another date set by the UEFA administration, the following principles apply:
- The match sheet must contain the same players who were on the match sheet when the match was abandoned, with the exception of players sent off during the abandoned match as well as players suspended for the abandoned match.
 - Any sanctions imposed before the match was abandoned remain valid for the remainder of the match.
 - Single yellow cards imposed before the match was abandoned are not carried forward to any other matches before the abandoned match is completed.
 - 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.
 - Players who were suspended following a match played after the abandoned match in question can be included on the match sheet.
 - 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 Match cancelled

- 23.01** If the host club or the host association finds that a match cannot take place, the host club must notify the UEFA administration and the visiting club(s) before their departure from home. If the UEFA administration confirms that the match cannot take place as planned, it must, in principle, be played at another venue and/or on another date as decided by the UEFA administration in consultation with the host club (for the venue) and with the clubs concerned (for the date).

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- 23.02** If any doubt arises as to the condition of the field of play after the visiting team's departure from home, the referee decides on the spot whether or not it is fit for play.
- 23.03** If the match cannot commence for whatever reason (e.g. condition of the field of play), it must, in principle, be played the next day, subject to the approval of the UEFA administration. A decision must be taken within two hours of the decision to cancel the match. In case of dispute, the UEFA administration fixes the venue, date and kick-off time of the match. Its decision is final.
- 23.04** If circumstances require the host club to notify the visiting club(s) and the referee team before their departure from home of a match or mini-tournament not being able to be played and if the host club fails to do so, it is responsible for the travel, board and lodging expenses of the visiting club(s) and the referee team.
- 23.05** In all other cases, each club bears its own expenses, including additional expenses resulting from the match having to be (re)played later than initially scheduled. However, if a match cannot take place at all for reasons beyond control and the visiting club returns home, the travel, board and lodging expenses of the visiting club, as well as the relevant hosting costs, are borne by the clubs in equal parts.

Article 24 Refusal to play and similar cases

- 24.01** If a club 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.
- 24.02** Exceptionally, 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 club responsible for the match being abandoned.
- 24.03** A club 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.
- 24.04** If a club is disqualified or for any reason withdraws from the competition during the qualifying phase, the results of all of its matches are declared null and void, and the points awarded forfeited.
- 24.05** If a club that has qualified for the Futsal Cup Finals does not compete, the UEFA administration may replace it and, if so, decide which club takes its place according to the results achieved by the clubs eliminated previously.
- 24.06** Upon receipt of a reasoned and well-documented request from the aggrieved club(s), the UEFA administration may set an amount of compensation due for financial loss.

IV – Hall Infrastructure

Article 25 Halls

- 25.01** 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.
- 25.02** The total hall capacity should be at least 500 seats in the preliminary round, 1,000 in the main round and 1,500 in the elite round. The seating capacity of the hall for the Futsal Cup Finals must be at least 5,000.
- 25.03** 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.
- 25.04** Temporary stands may not be used.
- 25.05** Match halls used for a mini-tournament must be reserved exclusively for the competition for the duration of the mini-tournament.
- 25.06** The host association must provide pitch access that guarantees the safe entry and exit of players and match officials.
- 25.07** Host associations must ensure that the halls they use undergo periodic safety checks.
- 25.08** 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.
- 25.09** 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 26 Scoreboards

- 26.01** 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;

- c. remaining penalty time to be served by up to two players on each team, counting down from 02.00 to 00.00;
- d. score;
- e. time-outs, counting down from 01.00 to 00.00;
- f. accumulated fouls.

Article 27 Lighting

- 27.01** 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.
- 27.02** For the Futsal Cup Finals, a minimum lighting level of Ev (lux) 1,800 is required. The host club must provide UEFA with a valid lighting certificate.
- 27.03** 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 28 Screens

- 28.01** The results of other matches can be shown on the scoreboard and/or giant screen during the match, while simultaneous transmissions and replays are authorised for press monitors and closed-circuit channels only. Delayed footage of the match being played may be transmitted on the giant screen inside the hall provided that the host club 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. Moreover, the host club must ensure that such footage is transmitted on the giant screen during the match only when the ball is out of play and/or during the half-time interval, time-outs or the break before extra time (if any), provided that it does not include 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. 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 any other party at the hall (including any images that are aimed at highlighting, directly or indirectly, any fault committed by a player, potential mistake by a referee and/or any behaviour which is contrary to the principles of fair play).

28.02 During the Futsal Cup Finals, UEFA may authorise simultaneous or delayed transmissions on giant viewing or public screens outside the hall in which a match is played (e.g. in another hall of the host club or in a public place anywhere), subject to authorisation from the rights-holding broadcaster in the territory of the screening and the public authorities.

V – Match Organisation

Article 29 Match equipment

- 29.01** Balls must comply with the *FIFA Futsal Laws of the Game*.
- 29.02** Ten FIFA-approved balls must be provided by the host club for qualifying stage matches and training sessions. The balls used for training sessions, pre-match warm-ups and matches must be the same.
- 29.03** For matches and training sessions during the Futsal Cup Finals, balls are supplied by UEFA.
- 29.04** 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.
- 29.05** Substances that could affect or damage the playing surface or endanger the physical integrity of players are prohibited.

Article 30 Training sessions

- 30.01** 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 club. Should all clubs agree, additional training sessions can take place in the match hall. If not, the visiting clubs may hold additional training sessions at a location to be agreed on with the host club.
- 30.02** The dressing rooms at the training hall must be of an adequate size, and bathroom and toilet facilities must correspond to normal standards of hygiene.

Article 31 Ticketing

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

Article 32 Venue data coordinator

- 32.01 The host club 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 33 Match sheet

- 33.01** 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 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 club official.
- 33.02** The numbers on the players' shirts must correspond with the numbers indicated on the match sheet. The goalkeepers and team captain must be identified.
- 33.03** Both clubs must provide the referee with their validated match sheets at least 60 minutes before kick-off.
- 33.04** The maximum number of substitutes permitted per team is nine. The number of substitutions permitted during a match is unlimited. No substitutions are allowed during time-outs.
- 33.05** All nine substitutes listed on the match sheet may take part in the match.
- 33.06** After the validated match sheets have been provided to the referee 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 five players indicated on the match sheet as forming the starting five are not able to start the match due to unexpected physical incapacity, they may only be replaced by any of the nine substitutes listed on the match sheet. Such players are taken off the match sheet and the quota of substitute players is reduced accordingly for the match in question.
 - b. If any of the nine substitutes listed on the match sheet are not able to be fielded due to unexpected physical incapacity, they may not be replaced, which means that the quota of substitute players will be reduced accordingly for the match in question.
 - c. If a goalkeeper listed on the match sheet is unable to be fielded due to unexpected physical incapacity, he may be replaced by another goalkeeper from the list of 25 players.

Article 34 Match protocol

- 34.01** The UEFA flag and the Respect flag must be flown horizontally in the hall at all matches in the competition. They will be provided to the clubs by their association. Additional flags from the city and/or from the region where the match is being played may be flown.

- 34.02** The following countdown (in minutes before kick-off) must be respected but can be adapted to take into account the distance between the dressing rooms and the pitch.

Minutes before kick-off	
75	Teams, referees, UEFA match delegate and referee observer arrive at the hall
60	Teams hand the match sheets to the referee or UEFA match delegate
50-15	Warm-up on the field of play (or in a dedicated area)
6	Teams enter the field of play with the Futsal Cup walk-on music and line up facing the VIP box (home team on referee team's right)
3	UEFA Futsal Cup anthem starts once the players have lined up
2	Handshake procedure (visiting team starts) and team photos
1	Coin toss
0	Kick-off (no earlier than 11.00 and no later than 22.00 local time)

- 34.03** Both teams must be at the hall at least 75 minutes before kick-off.
- 34.04** The UEFA Futsal Cup walk-on music must be played as the teams enter the field of play until they have lined up, at which point the UEFA Futsal Cup anthem provided by UEFA must be played. National anthems may not be played.
- 34.05** 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 35 Rules governing the technical area

- 35.01** Six team officials, one of whom must be a team doctor, and a maximum of nine substitute players are allowed to sit on the substitutes' bench, i.e. a total of 15 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.
- 35.02** Smoking is not allowed during matches.
- 35.03** During matches, players and team officials listed on the match sheet are not allowed access to any TV footage of the match.
- 35.04** The use of electronic communication systems between players and/or technical staff is not permitted.

VII – Player Registration

Article 36 Player eligibility

- 36.01** In order to be eligible to participate in the competition, players must be registered with UEFA within the requested deadlines to play for a club and fulfil all the conditions set out in the following provisions. Only eligible players can serve pending suspensions.
- 36.02** Players must be duly registered with the association concerned in accordance with the association's own rules and those of FIFA, notably Annex 6 of the *FIFA Regulations on the Status and Transfer of Players*.
- 36.03** Each player taking part in the competition must be in possession of a player's registration licence issued by his association or a valid passport or identity card, each containing his photograph and giving full particulars of his date of birth (day, month, year). The referee may ask to see the passports/identity cards of the players listed on the match sheet.
- 36.04** All players must undergo a medical examination to the extent provided for by the *UEFA Medical Regulations*.
- 36.05** The club bears the legal consequences for fielding a player who is not named on the player list, or who is otherwise not eligible to play.
- 36.06** In the course of a season, a player is eligible to play only for one single futsal club of the association concerned in this competition. Exceptionally, if a player fulfils the two following conditions, he may play for another club which is also taking part in this season's competition:
- a. The player has not been fielded for any UEFA Futsal Cup matches by the first club in question. (The fact that his name may have appeared on a match sheet is taken to mean that he was fielded in the match.)
 - b. The player concerned is eligible to play for the other club by the deadlines set in Paragraph 37.01, provided that he is registered with the UEFA administration in accordance with the aforementioned procedure.
- 36.07** The UEFA administration decides on questions of player eligibility. Challenged decisions are dealt with by the UEFA Control, Ethics and Disciplinary Body.

Article 37 Player lists

- 37.01** Each club is responsible for submitting a duly signed list of 25 players (including surname, first name, club and date of birth of all players, as well as the surname and first name of the head coach) to its association for verification and validation. The association must complete this list online by 24.00CET on the following dates, with a signed print-out submitted by 12.00CET the next day:
- a. 18 August 2015 for the preliminary round mini-tournaments;
 - b. 22 September 2015 for the main round mini-tournaments;

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- c. 3 November 2015 for the elite round mini-tournaments;
 - d. 14 April 2016 for the Futsal Cup Finals.
- 37.02** No club may have more than 25 players on the player list during the season, three of whom must be goalkeepers.
- 37.03** Only 14 of the 25 players will be eligible to play in each round of the competition. The shortlist of 14 players from the list of 25 players must be submitted online by 15.00CET the day before the first match of the team in the relevant stage. A signed copy of this list must be handed to the UEFA match delegate at the organisational meeting (or upon arrival for three-team mini-tournaments).
- 37.04** For identification purposes, the UEFA match delegate may arrange to make a visual check of each player participating in the competition. As a rule, this check takes place at a mealtime at the team's accommodation before the first match in a mini-tournament. Only one such visual check is made.
- 37.05** In mini-tournaments, a maximum of one outfield player named on the list of 14 may be replaced by another player from the list of 25, upon submission to the UEFA match delegate of written medical evidence of illness or injury in one of UEFA's official languages, together with the new player registration form, no later than three hours before the start of the relevant match. The replaced player can take no further part in the mini-tournament and no other outfield player may be replaced during the mini-tournament. In cases of particular hardship and upon reasoned request, the UEFA General Secretary may grant exceptions.
- 37.06** In the Futsal Cup Finals, one injured or sick player may also be replaced by another player from the list of 25, upon submission of written medical evidence in one of UEFA's official languages, together with the new player registration form, after approval by UEFA and consultation with a UEFA doctor. Replaced player can take no further part in the Futsal Cup Finals.
- 37.07** If a club cannot count on the services of at least two goalkeepers registered on the list of 14 players because of long-term injury or illness, the club concerned may temporarily replace the goalkeeper(s) concerned on the list of 14 at any time during the competition. An injury or illness is considered long-term if it lasts at least 30 days as of the day the injury or illness occurred. 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 club 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 club. Once an injured or ill goalkeeper is fit to be fielded again he can resume his position in place of his 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.
- 37.08** The associations are responsible for ensuring that the aforementioned provisions concerning player eligibility and lists of players are observed.

VIII – Refereeing

Article 38 Referee team and referee liaison officer

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

Article 39 Appointment and replacement of referees

- 39.01** The Referees Committee appoints the referee team for each match. For each qualifying match, UEFA appoints a first and second referee and a third official. 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.
- 39.02** UEFA arranges for the referee team to arrive at the venue the day before the mini-tournament, or two days before the Futsal Cup 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.
- 39.03** If a first or second referee becomes unfit before or during a match and is unable to continue to officiate, in principle the third official replaces him. This is decided on a case-by-case basis by the UEFA administration in cooperation with the Referees Committee. Such decisions are final.

Article 40 Procedure in case of severe injury to players

- 40.01** 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).
- 40.02** 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 41 UEFA Disciplinary Regulations

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

Article 42 Yellow and red cards

- 42.01 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.
- 42.02 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.
- 42.03 Single yellow cards and pending suspensions expire on completion of the main round. However, they are carried forward from the elite round to the Futsal Cup Finals.
- 42.04 Cautions and pending yellow-card suspensions expire on completion of the competition.

Article 43 Protests and appeals

- 43.01 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 mini-tournaments:
- 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 44 Kit approval

- 44.01** The *UEFA Kit Regulations* apply to all matches in the competition, unless specified otherwise in these regulations.
- 44.02** The UEFA match delegate has the right and duty to check kit items at the match venue. He is also entitled to send such items to the UEFA administration for further checks after the match.
- 44.03** Participating clubs must use kit that has been sent to and approved by the UEFA administration beforehand. They must submit the corresponding application form with pictures showing the front and back of their kit (players, goalkeepers and flying goalkeepers' playing attire, including shirt, shorts and socks) to the UEFA administration by:
- a. 10 July 2015 for the preliminary and main round,
 - b. 15 October 2015 for the elite round.
- 44.04** For the Futsal Cup Finals, kit to be used (players, goalkeepers and flying goalkeepers' playing attire, including shirt, shorts, socks and any other kit items used) must be sent as required to the UEFA administration by 15 February 2016. The UEFA administration will then issue a written decision approving or rejecting the various kit items.

Article 45 Colours

- 45.01** As a rule, the home team is entitled to wear its first-choice kit, while the visiting team wears its second-choice kit unless the clubs concerned agree otherwise in due time, in which case the details must be submitted to the UEFA administration in writing. The second-choice kit must be noticeably different in contrast and colours from the first-choice kit and be taken to every match. If the clubs are unable to agree on the colours to be worn by their teams, the UEFA administration will take a decision.
- 45.02** 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/or the UEFA administration, are final.
- 45.03** 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 46 Numbers and names

- 46.01** The players must wear set numbers between 1 and 20, which 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. The numbers are compulsory on the back of the shirts and front of the shirts (at chest height) and/or on the front of the shorts.
- 46.02** For the Futsal Cup Finals, players' names and numbers are compulsory on the back of the shirts. Numbers must also appear on the front of the shirts (at chest height) and/or on the front of the shorts.

Article 47 Shirt sponsor

- 47.01** By exception to Paragraph 33.01 of the *UEFA Kit Regulations*, for matches in the qualifying stage, clubs may advertise up to three different sponsors on the chest of the match shirt provided that the overall surface covered does not exceed 200cm² in total for all three sponsors. No sponsor advertising may appear on the shorts, socks, back of the match shirt or sleeves.
- 47.02** For the Futsal Cup Finals, advertising for only one sponsor is allowed on the chest of the match shirt.

Article 48 Badges

- 48.01** The competition badge is distributed by UEFA to the clubs participating in the Futsal Cup Finals. This badge must appear on the free zone of the right shirt sleeve. The competition badge may not be used for any other purpose, including commercial or promotional activities.
- 48.02** The reigning titleholder must wear the UEFA Futsal Cup titleholder badge instead of the competition badge on the free zone of the right shirt sleeve. UEFA will provide the club concerned with sufficient badges to cover its needs (as determined by UEFA) throughout the competition. The titleholder badge may not be used in any other competition or for any other purpose, including commercial or promotional activities.
- 48.03** For the Futsal Cup Finals, the UEFA Respect badge must be worn on the free zone of the left shirt sleeve. UEFA will provide the clubs with sufficient badges to cover their needs (as determined by UEFA). This badge may not be used in any other competition or for any other purpose, including commercial or promotional activities.

Article 49 Other team equipment

- 49.01** For the Futsal Cup Finals, all items worn by players and club officials which do not form part of the playing attire (shirt, shorts and socks) must be free of sponsor advertising. Manufacturer identification is allowed in accordance with chapters IX, X and XI of the *UEFA Kit Regulations*. This provision applies:
- during any activities in the hall on the day before the match;
 - at any official training session before the match;
 - during any media activities (in particular for interviews, press conferences and appearances in the mixed zone) before and after the match;
 - on the day of the match, from arrival at the hall until departure from the hall.
- 49.02** For the Futsal Cup Finals, all special material used in the hall, such as kit bags, medical bags, drink containers, etc. must be free of any sponsor advertising and/or manufacturer identification unless instructed otherwise by UEFA in writing. This provision applies:
- during any activities in the hall on the day before the match;
 - at any official training session before the match;
 - during any media activities (in particular for interviews, press conferences and appearances in the mixed zone) before and after the match;
 - on the day of the match, from arrival at the hall until departure from the hall.
- 49.03** At all matches in the competition, team captains should wear a UEFA social responsibility campaign captain's armband, provided by UEFA to all participating clubs.

XI – Financial Provisions

Article 50 Financial rules – whole competition

- 50.01** The amounts paid by UEFA are gross amounts. As such they cover any and all taxes, levies and charges.
- 50.02** The host club bears the following costs for the visiting teams:
- board and lodging in a high standard four-star hotel for a maximum of 21 people per delegation;
 - local transport;
 - laundry service for the match kit of the participating teams and match officials.
- 50.03** All payments to the clubs are made in euros and transferred to the respective association's bank account. It is the responsibility of the club to coordinate the transfer from the association's bank account to the club's bank account.
- 50.04** The visiting clubs cover their own international travel expenses to and from the mini-tournament or Futsal Cup Finals venue.

Article 51 Financial rules – qualifying phase

- 51.01** The host club's obligations commence one day before the first match of the mini-tournament and end one day after the last match.
- 51.02** In principle, the host club retains its revenue and bears all organisational costs (including any and all taxes, levies and charges).
- 51.03** To cover the costs of the mini-tournament, the host club receives a contribution from the associations of the visiting clubs amounting to €10,000 per visiting club. This amount is debited from the UEFA accounts of the visiting associations concerned and credited to the UEFA account of the host club's association on completion of the mini-tournament.
- 51.04** The host association contributes €10,000 to the mini-tournament budget based on the amount it saves by its club not participating in a mini-tournament abroad.
- 51.05** UEFA credits the association of the host club with an amount of €10,000 to cover the board and lodging costs of the referees, the UEFA match delegate, the UEFA referee observer and, if applicable, the UEFA futsal expert, for their transport costs within the territory of the association concerned, as well as for any costs incurred due to a possible preliminary site visit. The international travel expenses and daily allowances of these persons are borne by UEFA.
- 51.06** The host association appoints a timekeeper and is responsible for any travel expenses and daily allowances in this respect.

Article 52 Financial rules – Futsal Cup Finals

- 52.01 In principle, the host club retains its receipts from the match tickets and bears all organisational expenses.
- 52.02 The host club's obligations commence two days before the first match of the Futsal Cup Finals and end one day after the last match of the Futsal Cup Finals.
- 52.03 For the Futsal Cup Finals, UEFA credits the host club via its association a flat amount of €100,000 to help cover the financial demands connected with the staging of the event, including the costs of board and lodging of the referee team, the UEFA match delegate and the UEFA referee observer.

XII – Exploitation of the Commercial Rights

Article 53 Commercial rights – general

- 53.01** For the implementation of the competition, UEFA may appoint third parties to act as brokers or agents on its behalf and/or as service providers.
- 53.02** All contracts that a member association and/or their affiliated organisation or club (or any third party acting on behalf of a club) enters into in respect of any commercial rights authorised by these regulations in relation to the competition must expire on 30 June 2016 at the latest or contain a clause allowing the relevant member association, affiliated organisation or club to terminate any such contract (or be able to release its rights) as of this date.
- 53.03** UEFA declines all responsibility in the event of conflicts arising from contracts between a club or any of its players, officials, employees, representatives or agents and any third party (including, without limitation, their sponsors, suppliers, kit manufacturers, broadcasters, agents and players) on account of the provisions of these regulations and/or any other UEFA regulations and such persons' obligations thereunder.
- 53.04** No member association and/or its affiliated organisation or club may participate in, or allow any third party to use rights granted by such member associations and/or affiliated organisation or club in, any aggregation of commercial rights in any way that would permit third parties to create an association with the qualifying phase or any other round of the competition, any mini-tournament and/or the UEFA Futsal Cup generally, whether through the use of a branded marketing programme or otherwise.
- 53.05** Member associations and/or their affiliated organisations or clubs may not use or authorise any third party to use any of the competition trademarks, 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 or if not specifically permitted in these regulations. In addition, member associations and/or their affiliated organisations or clubs 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.

Article 54 Promotional purposes

- 54.01** UEFA owns and has the sole right, to the exclusion of the participating clubs and any other party, to exploit all the promotional rights to the competition.
- 54.02** On registering for the competition, a club must grant UEFA the right to use and authorise others to use photographic, audiovisual and visual material of its team, players and officials (including their names, relevant statistics, data and images), as well as the club's name, logo, emblem and team shirt (including references to

the shirt sponsors and kit manufacturers), free of charge and worldwide for the full duration of any rights for (i) 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 competition); and/or (ii) as reasonably designated by UEFA. No direct association will be made by UEFA between individual players or clubs and any partner. On request, the clubs 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.

- 54.03 The clubs 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.

Article 55 Commercial rights – qualifying phase

- 55.01 UEFA is the exclusive, absolute legal and beneficial owner of the commercial rights.
- 55.02 Member associations and their affiliated organisations and/or clubs are authorised to exploit the commercial rights relating to all matches played in the mini-tournament they are hosting. In exploiting the media rights, they must observe the stipulations of Article 48 of the *UEFA Statutes* and the *Regulations governing the implementation of Article 48 of the UEFA Statutes*, and any other instructions or guidelines issued by UEFA from time to time. The host club must ensure that all contracts for the exploitation of such rights include (as an integral part thereof):
- a. provisions requiring the relevant third party to observe the stipulations of Article 48 of the *UEFA Statutes* and the *Regulations governing the implementation of Article 48 of the UEFA Statutes*; and
 - b. a stipulation guaranteeing that if any amendments are made to the article and/or regulations, then such contracts must be adapted to incorporate the amended provisions within 30 days of the new article and/or regulations coming into force.
- 55.03 All agreements and arrangements in relation to the competition and/or for the exploitation of commercial rights regarding the competition must be presented to the UEFA administration upon request.
- 55.04 For the purpose of directly or indirectly promoting the competition, in particular within programming produced by or on behalf of UEFA, member associations and/or their affiliated organisations or clubs hosting a match must ensure that any third party owning rights to images of such a match grants UEFA the right to use and exploit, and authorise others to use and exploit, on a perpetual worldwide basis, by any and all means and in any and all media whether now known or invented in the future, throughout the world, for the full duration of such rights, not less than 15 minutes of audio and/or visual material from this match, free of charge and without payment of any associated clearance costs. For any match where production of a signal is foreseen, the host club undertakes to

provide UEFA, free of charge and at least 24 hours prior to the kick-off of the match, 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 club upon request. If the signal is unavailable for whatever reason, the host club undertakes to provide UEFA with a recording of the entire match, free of charge, in HDCam (or if not available, in Digibeta) format (or such other format as may be requested by UEFA), to be sent to a destination determined by UEFA within seven days of the relevant match.

- 55.05 The commercial rights must be exploited in compliance with relevant laws and regulations.

Article 56 Commercial rights – Futsal Cup Finals

- 56.01 UEFA is the exclusive owner of all commercial rights in relation to the Futsal Cup 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.
- 56.02 For the Futsal Cup Finals, UEFA has the exclusive right to appoint partners. Any such partners appointed by UEFA (and any other third party designated by UEFA), as well as their products and/or services, may benefit from the exclusive right to exploit certain commercial rights in and to the UEFA Futsal Cup and its matches. The clubs must take the necessary measures to ensure implementation and enforcement of the rights granted by UEFA to partners. No club partner or other person acquiring any of the commercial rights from or through clubs may present itself as a partner of, or otherwise associate itself with, the Futsal Cup Finals and/or the competition generally.
- 56.03 In accordance with Chapter X and the *UEFA Kit Regulations*, advertising on players' kits is exempt from the exclusivity referred to in Paragraph 56.02.
- 56.04 No existing contracts of any kind entered into by member associations and/or their affiliated organisations or clubs pursuant to Paragraph 55.02, including for the exploitation of audio-visual, sound-broadcasting, interactive and electronic media rights, advertising, merchandising and licensing, reserved seats or any other rights (if any) granted in relation to the training facilities will be recognised for the Futsal Cup Finals.

XIII – Media Matters

Article 57 Responsibilities regarding media matters

- 57.01** Each club must appoint a dedicated English-speaking press officer to coordinate cooperation between the club, UEFA and the media in accordance with the present regulations. The club press officer must ensure that the media facilities provided by the club meet the required competition standards. The club press officer is also responsible for assisting UEFA in compiling editorial features in text or electronic format before and during the season to help promote the competition, and for providing information on team schedules and news. The club press officer must be present at all matches to coordinate all media arrangements including pre-match and post-match press conferences and interviews. The visiting club's press officer must send a full list of accreditation requests to the host club's press officer no later than five days before the match. The club press officer must also ensure that all accreditation requests come from bona fide media.
- 57.02** Before the start of the season each club must, at UEFA's request, (i) provide UEFA, free of charge, with individual player and coach/manager 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.
- 57.03** For further details on media matters, please refer to the relevant parts of the *UEFA Futsal Cup Club Manual*.

Article 58 Team media activities

- 58.01** 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 club, together with the visiting team press officer, is responsible for ensuring that the hall is clear of media after this time, and that all permanently installed cameras are turned off.
- 58.02** If requested by UEFA, clubs must make their head coach/manager and one player available the day before each match for a short interview, to be recorded by the main audiovisual rights holder in the territory of the relevant club.
- 58.03** Each club must hold a pre-match press conference the day before the match. Each press conference must be attended by at least the head coach/manager of the team plus one or, preferably, two players. If their head coach/manager is suspended for the match, clubs have the option of replacing him at the pre-match press conference with the assistant coach. The press conferences must be arranged by the clubs, so that the media can attend both.
- 58.04** The post-match press conferences at the venue must start no later than 15 minutes after the final whistle. The host club is responsible for providing a qualified interpreter and any technical facilities necessary. Both clubs must make

their head coach/manager available for their press conference. If their head coach/manager is suspended for the match, clubs have the option of replacing him with the assistant coach.

- 58.05** After the match, a mixed zone should be set up between the teams' dressing rooms and the team transport area. This area offers reporters additional opportunities to conduct interviews and is accessible only to coaches, players and media representatives. It should feature an adequate space to accommodate media representatives, with barriers between the players and the media.
- 58.06** All players of both teams must go through the mixed zone.
- 58.07** Interviews are not permitted before or during the match on the field of play itself or in its immediate vicinity. However, arrival, half-time and flash interviews can take place according to the following rules:
- Interviews are allowed with coaches and players before the match subject to the agreement of their team.
 - 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.
 - 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 if requested.

Article 59 Accreditations and access rights

- 59.01** Written press applies to media that report in writing only, for whatever platform (e.g. newspaper, website, mobile portal). They have access to the post-match press conference and mixed zone.
- 59.02** 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 not work from the stands or any other area unless given permission to do so by the local press officer. 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.
- 59.03** Photographers may attend the post-match press conferences subject to space restrictions. However, no photography is allowed in the mixed zone.
- 59.04** Photographs taken by officially accredited photographers may be published online (including internet and mobile) for editorial purposes only, subject to the following conditions:
- they must appear as stills and not as moving pictures or quasi-video;
 - there must be an interval of at least 20 seconds between postings of photographs.

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- 59.05** No media representatives are allowed to go on to the field of play before, during or after the match, with the exception of the host broadcaster camera crew covering the team line-ups at the start of the match and up to two host broadcaster camera crews filming the teams during time-outs and after the end of the match. The same applies to the tunnel and 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 tunnel prior to taking the field (before the match)
 - c. players returning to the pitch at the start of the second half.
- 59.06** 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.
- 59.07** 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 room to film the players' shirts and equipment. This filming must be completed before the arrival of the players, at least 90 minutes before kick-off.
- 59.08** 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 60 Principles for all media

- 60.01** Media equipment and personnel may not obstruct the view or movement of, or cause confusion for referees, players or coaches.
- 60.02** 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.
- 60.03** Media must respect the needs of the players and coaches. Interviews may be arranged only outside the technical area, in areas defined and approved by UEFA. Reporters must not approach players or coaches for interviews or comments during play.
- 60.04** 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.
- 60.05** 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 61 Implementing provisions

- 61.01 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 (including the *UEFA Futsal Cup Club Manual*).

Article 62 Unforeseen circumstances

- 62.01 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 63 Non-compliance

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

Article 64 Court of Arbitration for Sport (CAS)

- 64.01 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 65 Annexes

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

Article 66 Authoritative version

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

Article 67 Adoption and entry into force

67.01 These regulations were adopted by the UEFA Executive Committee at its meeting on 23 March 2015 and come into force on 1 May 2015.

For the UEFA Executive Committee:

Michel Platini
President

Gianni Infantino
General Secretary

Vienna, 23 March 2015

Annex A – Coefficient Ranking System

A.1 Principles

The associations are ranked annually on the basis of their results in the last three competition seasons.

Clubs from associations with the lowest coefficients in the rankings have to take part in the preliminary round, if one is required. The coefficient of an association which has not previously entered a club for the competition is zero.

A.2 System overview

UEFA calculates the coefficient of each club and association each season based on the clubs' results in the UEFA Futsal Cup. These coefficients are primarily used to rank the clubs for seeding purposes. UEFA compiles the rankings by covering the three most recent UEFA Futsal Cup seasons.

A.3 Reference periods for rankings

The associations' positions for the 2015/16 UEFA Futsal Cup are determined on the basis of the association rankings established at the end of the 2014/15 season, on the basis of the associations' coefficients from seasons 2012/13 to 2014/15 inclusive.

The club coefficient rankings for the 2015/16 UEFA Futsal Cup are drawn up before the start of the 2015/16 season, on the basis of their coefficients from seasons 2012/13 to 2014/15 inclusive.

A.4 Association coefficient calculation

The season coefficient of an association is calculated by adding up the points obtained by all its clubs in a given season then dividing the total by the number of clubs from that association that took part in the competition.

In the case of a club having refused to enter the competition, or being excluded from or not admitted to the competition and not being replaced by another club from the same association, the association's coefficient is calculated by dividing the total number of points obtained by its clubs by the number of clubs the association was entitled to enter according to the access list.

A.5 Club coefficient calculation

The season coefficient of a club is calculated by adding the total number of points it obtains in a given season and 50% of its association's coefficient for that same season.

A.6 Match points

For preliminary round matches, points are awarded as follows:

- 1 point for a win;
- $\frac{1}{2}$ point for a draw;
- 0 points for a defeat.

From the main round onwards, points are awarded as follows:

- 2 points for a win;
- 1 point for a draw;
- 0 point for a defeat.

A.7 Bonus points

Clubs which reach the main round, elite round, semi-finals or finals are awarded three extra points for each such round. These bonus points are also included in the association coefficient calculation.

The results of third-place matches do not count.

A.8 Calculation principles

Match points are awarded only for matches which have actually been played, in accordance with the final scores ratified by UEFA. Penalty shoot-outs do not count.

Coefficients are calculated to the thousandth and not rounded up.

A.9 Equal coefficients

If two or more clubs are ranked equally, the following criteria are applied, in the order given, to determine their final rankings:

- their individual club coefficients in the most recent of the seasons on which the rankings are based;
- the goal difference in the most recent season;
- the number of goals scored in the most recent season.

A.10 Final decisions

The UEFA administration takes final decisions on any matters not provided for in these provisions.

Annex B – Safety and Security Instructions

B.1 Introduction

These instructions apply to the organisers of, and the associations and clubs 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 and clubs. The aim of these instructions is to make the match organisers, be they associations, clubs 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 and clubs 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 clubs, 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, clubs 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 in the UEFA Futsal Cup qualifying phase. For the sake of simplicity, "host" refers to the club hosting a mini-tournament.

C.2 Tournament schedule

The host is responsible for notifying the other participating clubs 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 21 people per delegation):

- a. seven twin rooms for the 14 players (two single beds must be provided in these rooms; one large bed for two players is not acceptable);
- b. seven single rooms for the seven 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 club.

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. Only the UEFA match delegate may be accommodated in one of the hotels used for 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 follow 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 fax – unless these last two services can be provided by the hotel at the host's expenses. 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 itself.

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.

The dressing rooms at the training hall should be of an adequate size, and bathroom and toilet facilities should correspond to normal standards of hygiene.

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 15 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 two 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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