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Regulations of the  
UEFA Futsal Cup

2013/14

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## CONTENTS

	Preamble	1
<b>I</b>	<b>General Provisions</b>	<b>1</b>
	<b>Article 1</b>	<b>1</b>
	Scope of application	1
<b>II</b>	<b>Entries – Admission - Duties</b>	<b>1</b>
	<b>Article 2</b>	<b>1</b>
	Entries for the competition	1
	Admission criteria	1
	Admission procedure	2
	Duties of the clubs	2
<b>III</b>	<b>Trophy, Plaques and Medals</b>	<b>3</b>
	<b>Article 3</b>	<b>3</b>
	Trophy	3
	Medals and commemorative plaques	3
<b>IV</b>	<b>Responsibilities</b>	<b>4</b>
	<b>Article 4</b>	<b>4</b>
	Responsibilities of the associations and clubs	4
	Visas	4
<b>V</b>	<b>Insurance</b>	<b>5</b>
	<b>Article 5</b>	<b>5</b>
	Responsibilities of the associations and clubs	5
<b>VI</b>	<b>Competition System</b>	<b>6</b>
	<b>Article 6</b>	<b>6</b>
	Stages of the competition	6
	Group formation	6
	Seeding of clubs	6
	Draws	6
	A. Qualifying stage	7
	Preliminary round	7
	Main round	7
	Elite round	7
	Mini-tournaments	7
	Equality of points in mini-tournaments	8

	Determination of the best runners-up	8
	Drawing of lots	9
	B. Futsal Cup Finals	9
	Match system	9
	Futsal Cup Finals schedule	9
	<b>Article 7</b>	<b>9</b>
	Extra time	9
<b>VII</b>	<b>Fixtures, Match Dates, Venues and Kick-off Times</b>	<b>10</b>
	<b>Article 8</b>	<b>10</b>
	A. Qualifying Stage	10
	Match dates	10
	Draws	10
	Announcement of the host clubs	10
	Match venues	11
	Kick-off times	11
	Arrival of the teams at the match venue	11
	Departure of the teams	11
	B. Futsal Cup Finals	11
	Match dates	11
	Host of the Futsal Cup Finals	11
	Kick-off times	11
	Arrival of visiting teams	12
	Departure of visiting teams	12
<b>VIII</b>	<b>Refusal to Play, Cancellation of a Match, Match Abandoned and Similar Cases</b>	<b>12</b>
	<b>Article 9</b>	<b>12</b>
	Refusal to play and similar cases	12
	<b>Article 10</b>	<b>12</b>
	Mini-tournament or match cancelled before the departure of the visiting club(s)	12
	Match cancelled after the departure of the visiting club	13
	Match abandoned	13
	Expenses	14
<b>IX</b>	<b>Halls</b>	<b>14</b>
	<b>Article 11</b>	<b>14</b>
	Hall conditions	14
	Distances	14
	Alternative venues	15
	Hall and safety requirements	15
	Giant screens	15

	Scoreboards	16
	Lighting	16
<b>X</b>	<b>Match Organisation</b>	<b>17</b>
	<b>Article 12</b>	<b>17</b>
	Flags	17
	Venue data coordinator position and accreditation	17
	Ticket allocations	17
	Training sessions in the hall	17
	Medical requirements	17
	Arrival of the teams	17
	Handshakes, walk-on music and anthems	17
	Substitutes' benches and technical area	18
	Safety	18
	Media matters	18
<b>XI</b>	<b>Futsal Laws of the Game</b>	<b>18</b>
	<b>Article 13</b>	<b>18</b>
	Substitution of players	18
	Match sheet	18
	Replacement of players on the match sheet	19
	<b>Article 14</b>	<b>19</b>
	Half-time interval, break before extra time	19
	<b>Article 15</b>	<b>20</b>
	Kicks from the penalty mark	20
<b>XII</b>	<b>Player Eligibility</b>	<b>20</b>
	<b>Article 16</b>	<b>20</b>
	Identification	21
	Registration procedure	21
	Deadlines	21
	List of players	21
	New goalkeeper registration	22
	Player transferred in the course of the season	22
	Responsibility	22
<b>XIII</b>	<b>Kit</b>	<b>22</b>
	<b>Article 17</b>	<b>22</b>
	UEFA Kit Regulations	22
	Kit approval procedure	22
	Colours	23
	Flying goalkeeper	23

Numbers and names	23
Competition badge	24
Respect badge	24
Titleholder badge	24
Captains' armbands	24
Shirt sponsors for the qualifying stage	24
Shirt sponsor for the Futsal Cup Finals	24
Items which do not form part of the playing attire	24
Special material used in the hall for the Futsal Cup Finals	25
Balls	25
<b>XIV Referees</b>	<b>25</b>
<b>Article 18</b>	<b>25</b>
Appointment	25
Arrival	26
Unfit referee	26
Referee's report	26
Referee liaison officer	26
<b>XV Disciplinary Law and Procedures – Doping</b>	<b>26</b>
<b>Article 19</b>	<b>26</b>
UEFA Disciplinary Regulations	26
<b>Article 20</b>	<b>27</b>
Yellow and red cards	27
<b>Article 21</b>	<b>27</b>
Protests	27
<b>Article 22</b>	<b>27</b>
Doping	27
<b>XVI Financial Provisions</b>	<b>28</b>
<b>Article 23</b>	<b>28</b>
Costs	28
A. Qualifying stage	28
B. Futsal Cup Finals	29
<b>XVII Exploitation of the Commercial Rights</b>	<b>29</b>
<b>Article 24</b>	<b>29</b>
Definition	29
Promotional purposes	30
Qualifying stage	30
Futsal Cup Finals	32
Brokers/Agents	32

Disclaimer	32
Indemnity	32
<b>XVIII Intellectual Property Rights</b>	<b>33</b>
<b>Article 25</b>	<b>33</b>
<b>XIX Court of Arbitration for Sport (CAS)</b>	<b>33</b>
<b>Article 26</b>	<b>33</b>
<b>XX Unforeseen Circumstances</b>	<b>33</b>
<b>Article 27</b>	<b>33</b>
<b>XXI Closing Provisions</b>	<b>33</b>
<b>Article 28</b>	<b>33</b>
ANNEX I - INSTRUCTIONS FOR THE ORGANISATION AND STAGING OF MINI-TOURNAMENTS	35
ANNEX II - SAFETY AND SECURITY INSTRUCTIONS	43
ANNEX III - MEDIA MATTERS	47
ANNEX IV - CALCULATION OF THE FUTSAL CUP RANKINGS	52
ANNEX V - RESPECT FAIR PLAY ASSESSMENT	54

## **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 2013/14 UEFA Futsal Cup (hereinafter the competition).

## **II Entries – Admission - Duties**

### **Article 2**

#### **Entries for the competition**

- 2.01 UEFA stages the competition every year.
- 2.02 UEFA member associations (hereinafter associations) may enter the winner of their regular top domestic futsal league for the competition. In exceptional cases, UEFA may admit the runner-up of such a competition instead of the winner. Each association must announce the name of its domestic futsal league champion to the UEFA administration by 12.00 CET on 28 June 2013.
- 2.03 The competition titleholder has an automatic entry in the competition. The association of the titleholder may enter a second representative.

#### **Admission criteria**

- 2.04 To be eligible to participate in the competition, a club must fulfil the following criteria:
- a) it must have qualified for the competition on sporting merit;
  - b) it must fill in the official entry documents, which must reach the UEFA administration by the deadline communicated in the circular letter accompanying the entry documents. These entry documents contain all the information deemed necessary by the UEFA administration for ascertaining compliance with the admission criteria;
  - c) it must confirm in writing that the club itself, as well as its players and officials, agree to respect the statutes, regulations, directives and decisions of UEFA;

- d) it must confirm in writing that the club itself, as well as its players and officials, agree to recognise the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne 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 *Code of Sports-related Arbitration* of the CAS and with the directions issued by the CAS, including for provisional or super-provisional measures, to the explicit exclusion of any state court.

#### **Admission procedure**

- 2.05 The UEFA general secretary decides on admission to the competition. Such a decision is final.
- 2.06 A club which is not admitted to the competition is replaced by the next best-placed club in the same top domestic futsal league, provided it fulfils the admission criteria.

#### **Duties of the clubs**

- 2.07 On entering the competition, participating clubs agree:
- a) to comply with the *FIFA Futsal Laws of the Game*;
  - b) to respect the principles of fair play as defined in the *UEFA Statutes*;
  - c) to play in the competition until their elimination and to field their strongest team throughout the competition;
  - d) to stage all matches in the competition in accordance with the present regulations as well as the guidelines contained in the *UEFA Futsal Cup Club Manual*;
  - e) 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);
  - f) to comply with the Safety and Security Instructions set out in Annex II for all matches in the competition;
  - g) 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;
  - h) not to represent UEFA or the competition without UEFA's prior written approval;



2.08 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 any case of particular hardship (e.g. long-term existing name, etc.) on reasoned request of the club concerned. Clubs not concerned by such exceptions and clubs participating in the competition for the first time must propose a name free of commercial advertising to UEFA administration for approval.

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

### **III Trophy, Plaques and Medals**

#### **Article 3**

##### **Trophy**

- 3.01 The original trophy, which is used for the official presentation ceremony at the final and 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 winner's trophy, is awarded to the winning club.
- 3.02 Any club which wins the competition three consecutive times or five times in total receives a special mark of recognition.
- 3.03 Replica trophies awarded to winners of the competition (past and current) must remain within the relevant club's control at all times and must not leave its region or the country of its association 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 may be issued by the UEFA administration from time to time.

##### **Medals and commemorative plaques**

- 3.04 The winning club is presented with 25 gold medals, the runner-up with 25 silver medals and the winner of the third-place match with 25 bronze medals. A commemorative plaque is awarded to all the semi-finalists.
- 3.05 Additional medals/plaques may not be produced.

## **IV Responsibilities**

### **Article 4**

#### **Responsibilities of the associations and clubs**

- 4.01 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.
- 4.02 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.
- 4.03 Matches may, in principle, be played either in the hall of the host club or in another hall in the same or another city within the territory of its association. Exceptionally, matches may be played in the territory of another UEFA member association, if so decided by the UEFA administration and/or the UEFA disciplinary bodies. If matches are being played in another hall, city or country, the venue is subject to the approval of the UEFA administration.
- 4.04 The host club must stage the relevant matches at the hall in accordance with the instructions of UEFA and in cooperation with the association concerned. However, the club is considered solely accountable for all its obligations in this respect, unless the relevant body or bodies decide(s) otherwise.
- 4.05 The four clubs that qualify for the semi-finals can bid to host the Futsal Cup Finals. UEFA decides on the winning bid. The host club must observe the present regulations, as well as the staging agreement signed with UEFA. It is responsible for all match-related organisational tasks and must fully respect any and all rights granted by UEFA to third parties in connection with the Futsal Cup Finals.

#### **Visas**

- 4.06 If necessary, competing clubs must apply for entry 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.

## **V Insurance**

### **Article 5**

#### **Responsibilities of the associations and clubs**

- 5.01 Each club and host association must, irrespective of UEFA's insurance coverage, cover any and all risks with reputable insurers at their own expense, according to the following principles:
- a) 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 the mini-tournament which must include, without limitation, third-party liability insurance (for all third parties participating in matches or attending 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 participating clubs;
  - c) if the host club or the host association is not the owner of the hall in which matches are played, then it is also responsible for ensuring that the hall owner and/or tenant in question provides adequate and fully comprehensive insurance cover, including third-party liability and property damage;
  - d) the host club and the host association must ensure that UEFA is included in all insurance policies as defined in the present paragraph and hold UEFA harmless from any and all claims for liability arising in relation to the staging and organisation of the relevant mini-tournament and Futsal Cup Finals.
  - e) Should the trophy be handed over to the host club in advance for any reason, 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.
- 5.02 In any case, UEFA may request anyone involved to provide, free of charge, written releases of liability and/or hold harmless notes, and/or confirmations and/or copies of the policies concerned in one of UEFA's official languages.

## **VI Competition System**

### **Article 6**

#### **Stages of the competition**

6.01 The competition consists of the following stages:

a) qualifying stage:

- preliminary round
- main round
- elite round

b) Futsal Cup Finals:

- two semi-finals
- third-place match
- final

#### **Group formation**

6.02 Depending on how many clubs enter the competition, the UEFA administration may form groups for the qualifying stage draw, taking coefficients of the participating clubs into consideration as far as possible.

#### **Seeding of clubs**

6.03 The UEFA administration seeds clubs for the qualifying stage in accordance with the club coefficient rankings established at the beginning of the season.

6.04 For seeding purposes, rankings are drawn up on the basis of a combination of half the respective association's coefficient for the seasons 2010/11, 2011/12 and 2012/13 inclusive and the clubs' individual performances in the UEFA Futsal Cup during the same period. The 2013/14 UEFA Futsal Cup rankings are published once all the participating teams are known, and include the 2012/13 final stage. The top four clubs in the competition rankings qualify directly for the elite round as top seeds.

#### **Draws**

6.05 A first draw (hereafter Draw 1) 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.

6.06 A second draw (hereafter Draw 2) 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 four top seeds, into 4 groups (group 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.

- 6.07 A third draw (hereafter Draw 3) 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.
- 6.08 The draw procedures are prepared by the UEFA administration and sent to the participating clubs in due time.

#### **A. Qualifying stage**

- 6.09 All matches in the qualifying stage are played in the form of mini-tournaments.

##### **Preliminary round**

- 6.10 Preliminary round matches are played in the form of mini-tournaments with three or four teams. Depending on the number of entries, each group winner and one or several runners-up will qualify for the main round. The number of teams in the preliminary round and the number of clubs that qualify for the main round depend on how many teams enter the competition. Should fewer than 29 teams enter the competition, there will be no preliminary round.

##### **Main round**

- 6.11 All main round matches are played in the form of mini-tournaments, amounting to six mini-tournaments with three or four teams per group depending on the number of entries. Clubs in positions 5 to 24 (or less, depending on the number of entries) in the UEFA Futsal Cup rankings enter the main round directly. The winners and runners-up of each mini-tournament qualify for the elite round.

##### **Elite round**

- 6.12 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 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.
- 6.13 The hosts of the four 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.

##### **Mini-tournaments**

- 6.14 Mini-tournaments are hosted by one of the participating clubs in a given group. 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.
- 6.15 When establishing the match schedule, the host club is in position 1, and the visiting teams in positions 2, 3 and 4, according to their coefficient ranking (see Annex I, point 3).

### **Equality of points in mini-tournaments**

- 6.16 If two or more teams are equal on points on completion of a mini-tournament, their position within the group is established according to the following criteria, in the order given:
- a) Higher number of points obtained in the matches among the teams in question.
  - b) Superior goal difference resulting from the matches among the teams in question.
  - c) Higher number of goals scored in the matches among the teams in question.
  - d) If, after having applied criteria a) to c) to several teams, teams still have an equal ranking, the criteria a) to c) are reapplied exclusively to the matches between the teams in question to determine their final rankings. If this procedure does not lead to a decision, criteria e) to g) apply.
  - e) Results of all group matches in the mini-tournament:
    - 1. Better goal difference;
    - 2. Higher number of goals scored.
  - f) Coefficient ranking.
  - g) Drawing of lots.
- 6.17 If two teams which have the same number of points and the same number of goals scored and conceded play their last group 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 (Article 15) and not by the criteria listed under 6.16 (a) to (g), provided no other team within the group has the same number of points on completion of all group matches. Should more than two teams have the same number of points, the criteria listed under paragraph 6.16 apply. This procedure is only necessary if a ranking of the teams is required to determine the group winner or the team which qualifies for the next round, as the case may be.

### **Determination of the best runners-up**

- 6.18 Should it be necessary to determine the best runner(s)-up, the results of each runner-up in all its matches are taken into account. If some groups have three teams and some have four teams, only the results against the teams in first and third place in each group are taken into account. The following criteria are then applied to the runners-up in the order given:
- a) higher number of points obtained;
  - b) superior goal difference obtained;
  - c) higher number of goals scored;

- d) coefficient ranking;
- e) drawing of lots.

### **Drawing of lots**

- 6.19 If on completion of a mini-tournament a draw is required, the drawing of lots takes place at the teams' hotel after the final match. The lots are drawn 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.

## **B. Futsal Cup Finals**

### **Match system**

- 6.20 Matches in the Futsal Cup Finals are played according to the cup (knockout) system either in the country of one of the four finalists or at a neutral venue. The losing semi-finalists contest the third-place match and the winning semi-finalists contest a single final match to determine the winner of the competition.

### **Futsal Cup Finals schedule**

- 6.21 The Futsal Cup Finals are organised as follows.

<b>Day 1:</b>	Arrival of the teams Arrival of the referees Arrival of the UEFA representatives Tournament organisational meeting
<b>Day 2:</b>	Media activities and training sessions
<b>Day 3:</b>	
First matchday:	semi-final 1 and semi-final 2
<b>Day 4:</b>	Rest day
<b>Day 5:</b>	
Second matchday:	third-place match: loser SF1 v loser SF2 final: winner SF1 v winner SF2
<b>Day 6:</b>	Departure of the teams Departure of the referees Departure of the UEFA representatives

## **Article 7**

### **Extra time**

- 7.01 With the exception of the third-place match, if the two teams involved in the Futsal Cup Finals have scored the same number of goals at the end of normal playing time, two five-minute periods of extra time are played. If, during extra time, both teams score the same number of goals, or if no goals are scored, kicks from the penalty mark (Article 15) determine which club is the winner.

- 7.02 In the third-place match, if the two teams involved have scored the same number of goals at the end of normal playing time, no extra time is played and the winner is determined by kicks from the penalty mark (Article 15).

## **VII Fixtures, Match Dates, Venues and Kick-off Times**

### **Article 8**

#### **A. Qualifying Stage**

##### **Match dates**

- 8.01 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 of the 2013/14 UEFA Futsal Cup:

##### Preliminary round

27 August –1 September 2013

##### Main round

1–6 October 2013

##### Elite round

19–24 November 2013

- 8.02 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 1 September 2013;
  - matches in the main round must be played by 6 October 2013;
  - matches in the elite round must be played by 24 November 2013.

##### **Draws**

- 8.03 Draw 1 will take place on 3 July 2013 to determine the groups for the preliminary round and the main round. Draw 2 will take place upon completion of the main round, on 18 October 2013, to allocate the qualified teams to the elite round groups. Draw 3 will take place in March 2014 to determine the order of the semi-finals.

##### **Announcement of the host clubs**

- 8.04 For the preliminary and main rounds, clubs wishing to host a mini-tournament must notify the UEFA administration in writing on the entry form by the prescribed deadline. The UEFA administration designates the host of each mini-tournament according to the principles defined in Annex I, point 1. 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.



### **Match venues**

- 8.05 Match venues and halls must be fixed by the host clubs and announced to their opponents and the UEFA administration by the deadline set.

### **Kick-off times**

- 8.06 Kick-off times must be fixed by the host clubs and announced to the opponents and to the UEFA administration by the deadline set. In match halls without any proper warm-up area, and in the case of two consecutive matches, the organisers must leave at least 2 hours 15 minutes between each kick-off.

### **Arrival of the teams at the match venue**

- 8.07 Teams should arrive at the venue the day before their first match. Teams arriving more than one night before the match are responsible for the extra costs incurred.

### **Departure of the teams**

- 8.08 Teams should depart the day after their last match. Teams departing any later are responsible for the extra costs incurred as a result of their late departure.

## **B. Futsal Cup Finals**

### **Match dates**

- 8.09 In principle, Futsal Cup Finals matches will be played on the following fixed dates:

#### Semi-finals

24 or 25 April 2014

#### Third-place match and final

26 or 27 April 2014

### **Host of the Futsal Cup Finals**

- 8.10 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.

### **Kick-off times**

- 8.11 The kick-off times proposed by the host club must be confirmed by the UEFA administration and announced to the opponents by the set deadline communicated after the draw.

### **Arrival of visiting teams**

- 8.12 For the Futsal Cup Finals, teams should arrive at the venue two days before their first match. Teams arriving more than two nights before the match are responsible for the extra costs incurred.

### **Departure of visiting teams**

- 8.13 Teams should depart the day after their last match. Teams departing any later are responsible for the extra costs incurred as a result of their late departure.

## **VIII Refusal to Play, Cancellation of a Match, Match Abandoned and Similar Cases**

### **Article 9**

#### **Refusal to play and similar cases**

- 9.01 If a club refuses to play or is responsible for a match not taking place or not being played in full, the Control and Disciplinary Body takes a decision in the matter.
- 9.02 The Control and Disciplinary Body decides on the result of the abandoned match according to the *UEFA Disciplinary Regulations*.
- 9.03 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.
- 9.04 If a club that qualifies for the Futsal Cup Finals does not compete, the UEFA administration may replace it and, in this case, decide which club is to take its place according to the results achieved in the previous round.
- 9.05 A club which refuses to play or is responsible for a match not taking place or not being played in full loses all entitlement to payments from UEFA.
- 9.06 Upon receipt of a reasoned and well-documented request from the club or clubs concerned, the UEFA administration may set an amount of compensation due for financial loss.

### **Article 10**

#### **Mini-tournament or match cancelled before the departure of the visiting club(s)**

- 10.01 If the host club finds that a match or mini-tournament cannot take place, it must notify the visiting club(s), before their departure from home and the host association and the UEFA administration at the same time. The host association must forward such notification to the referees and the UEFA match delegate before their departure from home. In this case, the match(es) must be played on another date(s) as decided by the UEFA administration after consultation with the host club and visiting clubs.

### **Match cancelled after the departure of the visiting club**

- 10.02 If any doubt arises as to the condition of the field of play after the visiting club's departure from home, the referee decides on the spot whether or not it is fit for play.
- 10.03 If the referee declares that the match cannot commence because the field is not fit for play or for any other reason, it must in principle be played the next day or on another date as agreed by the host and visiting clubs, subject to the approval of the UEFA administration. An agreement must be reached within two hours of the referee's decision to cancel the match. In case of dispute, the UEFA administration fixes the date and kick-off time of the match. Its decision is final.

### **Match abandoned**

- 10.04 If the referee decides to abandon a match, for example because the field is unfit for play, the remaining match time must be played either the next day, or on another date set by the UEFA administration, unless the case is referred to the UEFA Control 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 date and kick-off time of the match. Its decision is final.
- 10.05 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:
- a) the match sheet may contain any of the eligible 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;
  - b) any sanctions imposed before the match was abandoned remain valid for the remainder of the match;
  - c) single yellow cards imposed before the match was abandoned are not carried forward to any other matches before the abandoned match is completed;
  - d) players sent off during the abandoned match cannot be replaced and the number of players in the starting line-up remains as it was when the match was abandoned;
  - e) players who were suspended following a match played after the abandoned match can be included on the match sheet;
  - f) the match must restart on the same spot where the abandoned match action occurred (i.e. free kick, kick-in, goal clearance, corner kick, penalty, etc.). If the match was stopped during the normal flow of the game, a dropped ball on the spot where it was abandoned shall be used to restart.

## **Expenses**

- 10.06 If the circumstances require the host club to notify the visiting club(s) before their departure from home of a match not being able to be played and if the host club failed to do so, it is responsible for the travel, board and lodging expenses of the visiting clubs. If the host association was not informed by the host club accordingly, the host club is also responsible for the travel, board and lodging expenses of the referees and the UEFA match delegate. If the host association failed to forward the notification to the referees and the UEFA match delegate before their departure from home, it is responsible for their travel, board and lodging expenses.
- 10.07 In all other cases, the travel, board and lodging expenses of the visiting clubs, as well as the relevant hosting costs, are borne by the clubs concerned in equal parts.

## **IX Halls**

### **Article 11**

#### **Hall conditions**

- 11.01 Halls must be in good condition in terms of both their playing surface and facilities, fully comply with the *FIFA Futsal Laws of the Game* and conform to the safety and security regulations of the competent civil authorities. The UEFA administration may refuse to permit matches to be played in halls which do not comply with these regulations and with Annex I, point 6.
- 11.02 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.
- 11.03 Temporary stands may not be used for matches of this competition.
- 11.04 The match hall must be exclusively reserved for the competition for the duration of the tournament, including for training sessions the day before the first match.
- 11.05 In the interest of the safety of players and match officials, the host association must provide access to the pitch that guarantees their safe entry and exit.

#### **Distances**

- 11.06 The host club must ensure that all hotels used for matches or mini-tournaments are easily accessible and that the travelling conditions are favourable for the visiting teams. Unless the visiting delegations give their approval, no hotel may be situated more than a two-hour bus drive from the nearest international airport. Special approval by the UEFA administration is required for venues located in places which have few international flights or which necessitate internal flights. Unless the visiting teams agree otherwise,

no match venue may be located more than a one-hour bus drive from all hotels.

### **Alternative venues**

- 11.07 If, at any time during the season, the UEFA administration deems that, for whatever reason, some venues may not be fit for staging a match or mini-tournament, UEFA may consult with the associations and clubs concerned and ask them to propose an alternative venue, in accordance with the standards required by UEFA. Should such an association and club be unable to propose an acceptable alternative venue by the deadline set by the UEFA administration, UEFA will select an alternative neutral venue and make all the necessary arrangements for the staging of the match or mini-tournament with the relevant association and local authorities. In both cases, the costs of staging the match or mini-tournament must be borne by the host club. The UEFA administration will take a final decision on the match venue in due time.

### **Hall and safety requirements**

- 11.08 Each association must ensure that the halls it uses undergo periodic safety checks.
- 11.09 Each association on whose territory matches in the competition will be played is responsible for:
- a) inspecting each match hall and returning the corresponding online form to the UEFA administration confirming that the halls meet the criteria laid out in Annex II;
  - b) confirming to the UEFA administration that the hall, including its facilities (hall capacity, emergency lighting system, first aid facilities, type of protection against intrusion by spectators into the playing area, etc.), has been thoroughly inspected by the competent public authorities and meets all the safety requirements laid down by the applicable national law.
- 11.10 The UEFA administration accepts or rejects the halls on the basis of the above form and confirmation. Its decisions are final.

### **Giant screens**

- 11.11 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 (without limitation) 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 break before extra time (if any), or after goals, 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) may display any public disorder, civil disobedience or any commercial and/or offensive material within the crowd or on the pitch; or
- d) may be deemed to criticise, undermine or damage the reputation, standing or authority of any player, match official 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, a potential mistake of a match official and/or any behaviour which is contrary to the principle of fair play).

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

### **Scoreboards**

- 11.13 Each hall must have a modern scoreboard to provide spectators, players and officials with accurate information concerning:
- the names of both teams;
  - the time remaining in any period, counting down in minutes, seconds and tenths of a second from 20.00.0 to 0.00.0;
  - remaining penalty time to be served by two players on each team, counting down from 2.00 to 0.00;
  - the score;
  - time-outs, counting down from 1.00 to 0.00;
  - accumulated fouls.

### **Lighting**

- 11.14 Matches must be played in halls equipped with a lighting system that provides a standard lighting level of Ev (lux) 1200 to ensure ideal conditions for broadcast activities. For the Futsal Cup Finals, a minimum lighting level of Ev (lux) 1800 is required. In addition, an emergency lighting system of at least Ev (lux) 1000 must be available, ensuring that a match can be completed even in the event of a power failure.

## **X Match Organisation**

### **Article 12**

#### **Flags**

- 12.01 The UEFA flag and Respect flag must be flown horizontally in the hall at all matches in the competition. These two flags are available on loan from the association. Additional flags from the city and/or from the region where the match is being played may be flown.

#### **Venue data coordinator position and accreditation**

- 12.02 The host club must ensure that the venue data coordinator (VDC) appointed by UEFA to gather live data during the match is provided:
- a) with 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) with an accreditation permitting access to the referees' dressing room.

#### **Ticket allocations**

- 12.03 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, if any) in the VIP sector.
- 12.04 An adequate number of complimentary tickets and purchase tickets, to be fixed by mutual agreement, must be reserved for the visiting clubs.

#### **Training sessions in the hall**

- 12.05 The visiting club will be allowed to train in the hall where the match is to take place 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.

#### **Medical requirements**

- 12.06 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 is solely responsible for the provision and operation of any facilities and equipment required by the above-mentioned regulations.

#### **Arrival of the teams**

- 12.07 Both teams must be at the match hall at least 75 minutes prior to kick-off.

#### **Handshakes, walk-on music and anthems**

- 12.08 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. Furthermore, 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.

### **Substitutes' benches and technical area**

- 12.09 Only six team officials, one of whom must be a team doctor, and nine substitute players are allowed to sit on the substitutes' bench, i.e. a total of 15 persons. The names of these persons 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.
- 12.10 Smoking is not allowed during matches.
- 12.11 During the match, players and team officials listed on the match sheet are not allowed access to any TV footage of the match.

### **Safety**

- 12.12 No spectators are allowed in the area between the stands and the touchline or goal line.
- 12.13 An adequate number of ground staff and police must be present, to guarantee safety and security in the hall.

### **Media matters**

- 12.14 The requirements in terms of media arrangements are set out in Annex III (Media Matters).

## **XI      Futsal Laws of the Game**

### **Article 13**

- 13.01 Matches are played in conformity with the current *FIFA Futsal Laws of the Game*.

### **Substitution of players**

- 13.02 The maximum number of substitutes permitted per team is nine. The number of substitutions permitted during the match is unlimited.
- 13.03 No substitutions are allowed during time-outs. Substitutions are allowed as soon as a time-out finishes.

### **Match sheet**

- 13.04 Before each match, each team receives a match sheet on which the numbers, surnames, first names and, if applicable, the shirt names of the 14 players in the squad must be indicated, together with the surnames and first names of the officials seated on the substitutes' bench. The match sheet must be properly completed in block capitals. It must be signed by the captain and the competent club official. The numbers on the players' shirts must correspond



with the numbers indicated on the match sheet. The goalkeepers and team captain must be identified.

- 13.05 Both clubs must hand their match sheets to the referee at least 60 minutes before kick-off.
- 13.06 The referee may ask to see the personal identity cards or passports of the players listed on the match sheet. Each player participating in a UEFA competition must also be in possession of a player's registration licence issued by his association.
- 13.07 If the match sheet is not completed and returned in time, the matter will be submitted to the Control and Disciplinary Body.
- 13.08 All nine substitutes listed on the match sheet may take part in the match.
- 13.09 If there are fewer than three players on either of the teams, the match is abandoned. In this case, the Control and Disciplinary Body decides on the consequences.

#### **Replacement of players on the match sheet**

- 13.10 After the match sheets have been completed, signed and returned to the referee by both teams, and if the match has not yet kicked off, the following provisions apply:
  - a) If any of the first five players listed on the match sheet 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 initial match sheet. Such replacements reduce the quota of substitute players accordingly.
  - 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 and the quota of substitute players is reduced accordingly.
  - c) If none of the goalkeepers listed on the match sheet are able to be fielded due to unexpected physical incapacity, they may be replaced by registered goalkeepers not listed on the initial match sheet.

The club concerned must, upon request, provide the UEFA administration with the necessary medical certificates.

### **Article 14**

#### **Half-time interval, break before extra time**

- 14.01 The half-time interval must not exceed 15 minutes. 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 pitch during this five-minute break, at the discretion of the referee.

## **Article 15**

### **Kicks from the penalty mark**

- 15.01 For matches where the winners need to be decided by kicks from the penalty mark, the procedure laid down in the *FIFA Futsal Laws of the Game* applies.
- 15.02 The referee decides which goal will be used for the kicks:
- a) For reasons of safety/security, lighting or other similar reasons, the referee may choose which goal will be used without tossing a coin. In this case, he is not required to justify his decision, which is final.
  - b) If he considers that either goal can be used for the kicks, then, in the presence of the two captains, he decides that the head side of the coin corresponds to one goal and the tail side to the other. He then tosses the coin to determine which goal will be used.
- 15.03 If the taking of kicks from the penalty mark cannot be completed because of reasons beyond control, the results will be decided by the drawing of lots by the referee in the presence of the UEFA match delegate and the two team captains.
- 15.04 If, through the fault of a club, the taking of kicks from the penalty mark cannot be completed, the provisions of paragraphs 9.01 to 9.03 and 9.05 to 9.06 apply.

## **XII Player Eligibility**

### **Article 16**

- 16.01 A player is eligible to play in the competition provided he fulfils all of the following conditions:
- a) He is duly registered by the association concerned according to its own rules and those of Annex 6 of the *FIFA Regulations for the Status and Transfer of Players*.
  - b) He is only eligible to play for one single affiliated futsal club of the association concerned.
  - c) He is duly registered with the UEFA administration by the association according to the present article.
  - d) 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.
  - e) The UEFA administration decides on questions of player eligibility. Challenged decisions are dealt with by the Control and Disciplinary Body.
- 16.02 Only eligible players can serve pending disciplinary suspensions.
- 16.03 All players must undergo a medical examination to the extent provided for by the *UEFA Medical Regulations*.

### **Identification**

- 16.04 Each player taking part in the competition must be in possession of a valid passport or identity card, containing a photograph and giving full particulars of his date of birth (day, month, year). Otherwise, he is not allowed to take part in the competition.
- 16.05 For identification purposes, the UEFA match delegate arranges to make a visual check of each player participating in a mini-tournament or the Futsal Cup Finals. In principle, this procedure takes place during a meal at the team's accommodation before the first match of a mini-tournament or the Futsal Cup Finals. Only one such visual check is made.

### **Registration procedure**

- 16.06 Players are registered in accordance with the following procedure:
- a) The association completes a list of up to 20 players online and submits the list to the UEFA administration by the deadlines laid down in paragraph 16.07.
  - b) At the latest by 12.00 CET the day after submission, a printout signed by the club and the association must be sent by fax to the UEFA administration.

### **Deadlines**

- 16.07 The player list has to be submitted by the following deadlines:
- a) 20 August 2013 (24.00 CET) for the preliminary round mini-tournaments
  - b) 24 September 2013 (24.00 CET) for the main round mini-tournaments
  - c) 12 November 2013 (24.00 CET) for the elite round mini-tournaments
  - d) 17 April 2014 (24.00 CET) for the Futsal Cup Finals.

### **List of players**

- 16.08 No club may have more than 20 players on the player list during the season, two of whom must be goalkeepers.
- 16.09 The surname, first name(s) and date of birth of the head coach must also be provided on the player list.
- 16.10 Only 14 of the 20 players will be eligible to play in the qualifying stage or the Futsal Cup Finals. The list of these 14 players must be submitted to the UEFA administration during the organisational meeting before the first match. For the Futsal Cup Finals, the UEFA administration will provide the participating clubs with a template to fill in and hand over to the UEFA representatives at the head of delegation meeting.

### **New goalkeeper registration**

- 16.11 If a club cannot count on the services of at least two goalkeepers registered on the list of players because of long-term injury or illness, the club concerned may temporarily replace the goalkeeper concerned and register a new goalkeeper at any time during the season, subject to paragraph 16.12(a). 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 the injured or ill goalkeeper is fit to be fielded again he can resume his position in place of his nominated substitute. The change must be announced to the UEFA administration at least 24 hours before the next match in which the goalkeeper is due to play.

### **Player transferred in the course of the season**

- 16.12 In the course of a season, a player is eligible to play only for one single futsal club 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 16.07 and he is registered with the UEFA administration in accordance with the aforementioned procedure.

### **Responsibility**

- 16.13 When submitting player registration lists, the association and club concerned must vouch for the content and are responsible for ensuring that the aforementioned provisions are respected.
- 16.14 The UEFA administration decides on questions of player eligibility. In the event of disputes, the decision of the Control and Disciplinary Body is final.

## **XIII Kit**

### **Article 17**

#### **UEFA Kit Regulations**

- 17.01 The *UEFA Kit Regulations* (2012 edition) apply to all matches in the competition, unless specified otherwise in these regulations.

#### **Kit approval procedure**

- 17.02 Player kits used for the qualifying stage must be approved by the UEFA administration. Clubs involved in the qualifying stage must therefore submit pictures showing the front and back of their players' and goalkeeper's first-

choice and second-choice kits (shirt, shorts and socks) and the flying goalkeeper shirt to the UEFA administration with the corresponding application form, duly completed and signed, by 11 July 2013 for the preliminary and main round, and by 25 October 2013 for the elite round. If deemed necessary by the UEFA administration, the club must submit the original kits to the UEFA administration within the given deadline.

- 17.03 Player kits used for the Futsal Cup Finals must be approved by the UEFA administration. Clubs involved in the Futsal Cup Finals must therefore submit samples of their players' and goalkeeper's first-choice and second-choice kit (shirt, shorts and socks) and the flying goalkeeper shirt to the UEFA administration with the corresponding application form, duly completed and signed, by 17 March 2014.
- 17.04 At a club's request, the UEFA administration may extend the aforementioned deadline as far as the announcement of the shirt sponsor is concerned.
- 17.05 Kit authorisation granted by the UEFA administration is valid only for the season in question.

### **Colours**

- 17.06 As a rule, the home team should always wear its first-choice kit as announced to the UEFA administration on the kit approval form, unless the clubs concerned agree otherwise in due time, in which case the details must be submitted to the UEFA administration in writing. If the clubs are unable to agree on the colours to be worn by their teams, the UEFA administration will take a decision. If the referee notices on the spot that the colours of the two teams could lead to confusion, he will decide on the colours in consultation with the UEFA match delegate and/or the UEFA administration.

### **Flying goalkeeper**

- 17.07 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.

### **Numbers and names**

- 17.08 For the entire competition, all registered players, including those registered at a later stage, must wear on the back of the shirt numbers between 1 and 20. The numbers on the back of their shirts must correspond with the numbers indicated on the official player list. The number 1 must be worn by a goalkeeper. No number may be used by more than one player.
- 17.09 For the Futsal Cup Finals, numbers from 1 to 20 must appear on the back of the shirt as well as on the front of the shirt or front of the shorts. Player's names on the back of the shirts are also compulsory.

### **Competition badge**

- 17.10 For the Futsal Cup Finals, a badge with the UEFA Futsal Cup logo must appear on the free zone of the right shirt sleeve. UEFA provides the teams with a sufficient number of badges to cover their needs (as determined by UEFA). The competition badge may not be used in any other competition or for any other purpose, including commercial or promotional activities.

### **Respect badge**

- 17.11 UEFA also provides UEFA Respect badges for the Futsal Cup Finals. This badge must be positioned horizontally and in the centre of the free zone on the left shirt sleeve. This badge may not be used for any other purpose, including commercial or promotional activities.

### **Titleholder badge**

- 17.12 The reigning titleholder must wear the UEFA Futsal Cup titleholder 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 UEFA Futsal Cup titleholder badge may not be used in any other competition or for any other purpose, including commercial or promotional activities.

### **Captains' armbands**

- 17.13 At all matches in this competition, team captains should wear the UEFA Futsal Cup or UEFA social responsibility campaign branded captain's armband (such as RESPECT), which will be provided by UEFA to all participating clubs.

### **Shirt sponsors for the qualifying stage**

- 17.14 By exception to paragraph 33.01 of the *UEFA Kit Regulations*, for matches in the qualifying stage, clubs may advertise for up to three different sponsors on the chest of the match shirt provided that the overall surface covered does not exceed 200cm<sup>2</sup> in total for all three sponsors. No sponsor advertising may appear on the shorts, socks, back of the match shirt or sleeves.

### **Shirt sponsor for the Futsal Cup Finals**

- 17.15 For the Futsal Cup Finals, advertising for only one sponsor is allowed on the chest of the match shirt, in accordance with Articles 35 and 36 of the *UEFA Kit Regulations*.

### **Items which do not form part of the playing attire**

- 17.16 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 to:
- a) the official training session which takes place the day before any match;

- b) any Futsal Cup Finals media activities (in particular for interviews and press conferences) which take place the day before any match;
- c) the day of any match, from arrival at the hall until departure from the hall, including any interviews and press conferences as well as in the mixed zones.

### **Special material used in the hall for the Futsal Cup Finals**

- 17.17 For the Futsal Cup Finals, all special material used in the hall and not provided by UEFA, such as kit bags, etc., must be free of sponsor advertising and/or manufacturer identification. This provision applies to:
- a) the official training session which takes place the day before any match;
  - b) any Futsal Cup Finals media activities (in particular for interviews and press conferences) which take place the day before any match;
  - c) the day of any match, from arrival at the hall until departure from the hall, including any interviews and press conferences as well as in the mixed zones.

### **Balls**

- 17.18 Balls used must conform to the requirements laid down in the *FIFA Futsal Laws of the Game*.
- 17.19 For matches and training sessions in the qualifying stage, FIFA-approved balls must be provided by the host club. The balls used for the training sessions and pre-match warm-up must be identical to those used for the match. The host club is responsible for providing a sufficient number of balls to the visiting clubs, especially during the pre-match warm-up.
- 17.20 The balls used for matches and training sessions in the Futsal Cup Finals will be supplied by UEFA.

## **XIV Referees**

### **Article 18**

- 18.01 The *General Terms and Conditions for Referees* apply to the referee teams appointed for the competition. The Referees Committee's decisions with regard to the appointment of referees are final.

### **Appointment**

- 18.02 The Referees Committee, in cooperation with the UEFA administration, appoints the referees for each match. Only referees whose names appear on the official FIFA list of futsal referees are eligible. For each match, UEFA appoints a first, second and third referee. 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 mini-tournament.

### **Arrival**

- 18.03 The referees and timekeeper must arrange to arrive at the venue the day before the first match in the mini-tournament.
- 18.04 If the referees do not arrive at the match venue by the evening before the start of the mini-tournament, the UEFA administration and all clubs concerned must be informed immediately. The Referees Committee, in cooperation with the UEFA administration, takes the appropriate decisions. If it decides to replace any of the referees, its decision is final, and no protests against the person or nationality of the referees are allowed.

### **Unfit referee**

- 18.05 If a first referee or a second referee becomes unfit before or during a match and is unable to continue to officiate, the third referee in principle replaces him. This will be decided on a case by case basis by the UEFA administration in consultation with the Referees Committee. Such decisions are final.

### **Referee's report**

- 18.06 Directly after the match, the referee validates the official match report.

### **Referee liaison officer**

- 18.07 During their stay, the referees are taken care of by a referee liaison officer, who is an official representative of the association of the host club.

## **XV Disciplinary Law and Procedures – Doping**

### **Article 19**

#### **UEFA Disciplinary Regulations**

- 19.01 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.
- 19.02 Participating players agree to comply with the *FIFA Futsal Laws of the Game*, *UEFA Statutes*, *UEFA Disciplinary Regulations*, *UEFA Anti-Doping Regulations*, *UEFA Kit Regulations* as well as the present regulations. They must notably:
- a) respect the spirit of fair-play and non-violence, and behave accordingly;
  - b) refrain from any activities that endanger the integrity of the UEFA competitions or bring the sport of futsal into disrepute;



- c) refrain from anti-doping rule violations as defined by the *UEFA Anti-Doping Regulations*.
- 19.03 Any team against which a match is awarded by default is deemed to have lost the match 5-0. If the actual result is less favourable to the club at fault, it will stand.

## **Article 20**

### **Yellow and red cards**

- 20.01 As a rule, a player who is sent off the pitch is suspended for the next match in the competition. The Control and Disciplinary Body is entitled to increase this punishment. For serious offences the punishment can be extended to all UEFA competition categories.
- 20.02 A player is automatically suspended for the next competition match after two cautions in two different matches as well as after the fourth and any subsequent caution.
- 20.03 Single cautions from matches that have not resulted in a suspension expire on completion of the main round. However, they are carried forward from the elite round to the finals.
- 20.04 Cautions and pending yellow-card suspensions expire on completion of the competition.

## **Article 21**

### **Protests**

- 21.01 Participating clubs are entitled to protest against the validity of a match result within 24 hours of the end of the match in question in accordance with the relevant provisions of the *UEFA Disciplinary Regulations*.

## **Article 22**

### **Doping**

- 22.01 Doping is defined as the occurrence of one or more of the anti-doping rule violations set out in the *UEFA Anti-Doping Regulations*.
- 22.02 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.
- 22.03 UEFA may test any player at any time.

## **XVI Financial Provisions**

### **Article 23**

#### **Costs**

- 23.01 If necessary, the provisions of Article 10 must be observed. In the event of a match being moved for any reason whatsoever, the UEFA administration decides who assumes any expenses incurred by the visiting club as a result.
- 23.02 For all matches in the competition, the association of the host club, on behalf of UEFA, pays for the board and lodging of the referees and UEFA representatives (i.e. UEFA match delegate, UEFA referee observer and, if applicable, UEFA futsal expert), for their transport 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. The host association will appoint a timekeeper and is responsible for any travel expenses and daily allowances in this respect.

#### **A. Qualifying stage**

- 23.03 In principle, the host club retains its receipts and bears all organisational costs.
- 23.04 The host club bears the following costs for the visiting teams:
- a) board and lodging in a high standard four-star hotel for a maximum of 21 persons per delegation;
  - b) local transport;
  - c) laundry service for the match kit of the participating teams and referees.
- The host club's obligations commence one day before the first matchday and end one day after the last matchday.
- 23.05 For matches in the qualifying stage, UEFA will charge the associations of each travelling club a flat amount of €10,000. An equivalent amount will be credited to the organisers to help cover the financial demands connected with the staging of the mini-tournament, in accordance with the present regulations. This contribution is credited to the club via its association.
- 23.06 The association of the host club will contribute €10,000 to the mini-tournament budget based on the amount it saves by its club not participating in a mini-tournament abroad.
- 23.07 The visiting clubs cover their international travel expenses to and from the mini-tournament venue and do not pay any contribution to the host club.
- 23.08 In addition, for matches in the qualifying stage, UEFA will credit the association of the host club with an amount of €10,000 to cover the costs of board and lodging of the referees and UEFA representatives (i.e. UEFA match

delegate, UEFA referees' observer and, if applicable, UEFA futsal expert), as well as any costs incurred due to a possible preliminary site visit (see 23.02).

23.09 The UEFA contributions are credited to the clubs via their associations following the mini-tournament.

23.10 Where applicable, the provisions of Annex I apply.

### **B. Futsal Cup Finals**

23.11 In principle, the host retains its receipts from the match tickets and bears all organisational expenses.

23.12 The host club bears the following costs for the visiting teams:

- a) board and lodging in a high standard four-star hotel for a maximum of 21 persons per delegation;
- b) local transport;
- c) laundry service for the match kit of the participating teams and referees.

23.13 For the Futsal Cup Finals, UEFA pays the host club 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 referees and UEFA representatives (see 23.02). This contribution is credited to the host club via its association.

23.14 The visiting clubs cover their international travel expenses to and from the venue and do not pay any contribution to the host club.

## **XVII Exploitation of the Commercial Rights**

### **Article 24**

#### **Definition**

24.01 For the purposes of these regulations:

- a) "commercial rights" means any and all commercial and media rights and opportunities in and in relation to a match or round of the competition (including in relation to all matches in a competition round) including, without limitation, media rights, marketing rights and data rights;
- b) "media rights" means, 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, without limitation, all forms of television, radio, wireless and internet distribution), audiovisual, visual and/or audio coverage of a match or all matches in a competition round ("match coverage") and all associated and/or related rights, including fixed media and interactive rights;

- c) “marketing rights” means the right to advertise, promote, endorse and market a competition match or round; to conduct public relations activities in relation to a competition match or round; 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 a competition match or round;
- d) “data rights” means the right to compile and exploit statistics and other data in relation to a competition match or round.

### **Promotional purposes**

24.02 All clubs participating in the competition must grant UEFA the right to use and authorise others to use photographic, audio-visual and visual material of their team, players and officials (including their names, relevant statistics, data and images), as well as the club name, logo, emblem and team shirt (including references to the shirt sponsors and kit manufacturers) free of charge worldwide for the full duration of any rights (i) for non-commercial, promotional and/or editorial purposes and/or (ii) as reasonably designated by UEFA. On request, the clubs must supply UEFA, free of charge, with all appropriate material, fully cleared for use, as well as the necessary documentation required to allow UEFA to use and exploit such rights in accordance with this paragraph.

### **Qualifying stage**

- 24.03 Member associations and their affiliated organisations or clubs are authorised to exploit the commercial rights of the mini-tournaments which take place under their respective auspices.
- 24.04 In exploiting any of the media rights to the qualifying stage as permitted by these regulations, member associations, their affiliated organisations and/or clubs must observe the stipulations of Article 48 of the *UEFA Statutes*, as well as the regulations governing the implementation of said article and any other instructions or guidelines issued by UEFA from time to time.
- 24.05 All contracts concluded by member associations, their affiliated organisations and/or clubs that pertain to the exploitation of media rights to the competition must contain:
  - a) Article 48 of the *UEFA Statutes* as well as the regulations governing the implementation of Article 48 as an integral part of the contract; and
  - b) a stipulation guaranteeing that if any amendments are made to the regulations, or any other applicable codes, guidelines or regulations issued by UEFA from time to time, then such contracts must be adapted to incorporate the amended provisions within 30 days of the regulations, codes or guidelines coming into force.

- 24.06 All agreements and arrangements pertaining to the exploitation of the commercial rights to the competition by member associations, their affiliated organisations and/or clubs as permitted by these regulations must be presented to the UEFA administration on request.
- 24.07 The commercial rights to the competition which member associations, their affiliated organisations and/or clubs are permitted to exploit pursuant to these regulations may not be exploited unless an appropriate fee is paid.
- 24.08 For all qualifying stage matches, member associations and their affiliated organisations and/or clubs envisaged in paragraph 24.02 undertake to provide UEFA free of charge and at least 24 hours prior to kick-off of each match with access to television frequency information for receiving the broadcast signal at a location of UEFA's choice. These broadcasts can be recorded by UEFA in particular for the purposes envisaged in this paragraph and a copy of the recording shall be made available for the respective home club upon request. If the signal is unavailable for whatever reason, member associations and their affiliated organisations or clubs undertake to provide to UEFA free of charge, in Digibeta (or if not available, in Betacam SP) format (or such other format as may be requested by UEFA) a recording of the entire match, to be sent to a destination of UEFA's choice for receipt within seven days of the match. The club shall ensure that the person owning rights to the above materials grants UEFA the right to use and exploit and authorise others to use and exploit, 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, up to 15 minutes of audio and/or visual material from each match, free of charge and without payment of any associated clearance costs. The club acknowledges that such use may be aimed in particular to directly or indirectly promote the competition, including with programmes produced by or on behalf of UEFA.
- 24.09 Member associations, their affiliated organisations and/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 (including in connection with the exploitation of commercial rights that they are permitted to exploit by these regulations) without the prior written consent of UEFA or if not specifically permitted in these regulations.
- 24.10 The commercial rights must be exploited in compliance with relevant laws and regulations.
- 24.11 Clubs shall not participate in, or allow any third party to use rights granted by the club in, any aggregation of commercial rights in any way that would permit third parties to create an association with the qualifying stage or the Futsal Cup Finals and/or the competition generally whether through the use of a branded marketing programme or otherwise.

- 24.12 All contracts that a 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 2014 at the latest or contain a clause allowing the club to terminate any such contract (or be able to release its rights) as of this date.

### **Futsal Cup Finals**

- 24.13 UEFA is the exclusive, absolute legal and beneficial owner of the commercial rights to the Futsal Cup Finals. UEFA expressly reserves all such commercial rights and shall be exclusively entitled to exploit, retain and distribute all revenues derived from the exploitation of such commercial rights.
- 24.14 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.
- 24.15 In accordance with Article 17 of the present regulations and the *UEFA Kit Regulations*, advertising on players' kits is exempt from the exclusivity referred to in paragraph 24.12.

### **Brokers/Agents**

- 24.16 UEFA may appoint third parties to act as brokers or agents on its behalf and/or as services providers with respect to the exploitation of the rights referred to in this Article 24.

### **Disclaimer**

- 24.17 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.

### **Indemnity**

- 24.18 Each club shall indemnify, defend and hold UEFA and its subsidiaries 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.

## **XVIII Intellectual Property Rights**

### **Article 25**

- 25.01 UEFA is the exclusive owner of all intellectual property rights of the competition, including any current or future rights of UEFA's names, logos, brands, mascots, music, medals, plaques and trophies. Any use of the aforementioned rights requires the prior written consent of UEFA, and must comply with any conditions imposed by UEFA.
- 25.02 All rights to the fixture list, as well as any data and statistics in relation to the matches in the competition, are the sole and exclusive property of UEFA.

## **XIX Court of Arbitration for Sport (CAS)**

### **Article 26**

- 26.01 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.

## **XX Unforeseen Circumstances**

### **Article 27**

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

## **XXI Closing Provisions**

### **Article 28**

- 28.01 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 necessary for implementing the present regulations.
- 28.02 All annexes form an integral part of these regulations.
- 28.03 Any breach of these regulations may be penalised by UEFA in accordance with the *UEFA Disciplinary Regulations*.
- 28.04 If there is any discrepancy in the interpretation of the English, French or German versions of these regulations, the English version prevails.

28.05 These regulations were adopted by the UEFA Executive Committee at its meeting on 28 March 2013 and come into force on 1 May 2013.

For the UEFA Executive Committee:

Michel Platini  
President

Gianni Infantino  
General Secretary

Sofia, 28 March 2013



## **ANNEX I - INSTRUCTIONS FOR THE ORGANISATION AND STAGING OF MINI-TOURNAMENTS**

This annex sets out the requirements for hosting a mini-tournament in the competition.

Further information and guidelines regarding the organisation and staging of a mini-tournament may be found in the *UEFA Futsal Cup Club Manual*.

For the sake of simplicity, the term host refers to the club hosting a mini-tournament.

### **1. CHOICE OF A MINI-TOURNAMENT HOST**

On the entry form, it is possible for a club to indicate its interest in hosting a mini-tournament in the preliminary, main or elite rounds. Some specific questions with regard to hosting have been included on the entry form to assist UEFA in its selection of hosts should more clubs be interested in hosting a mini-tournament than there are mini-tournaments to allocate.

UEFA representatives may conduct site inspections. In principle, the UEFA administration will decide on the mini-tournament hosts before the draw.

- a) If there are more clubs interested in hosting a mini-tournament than there are mini-tournaments to allocate, the UEFA administration will choose hosts according to the following criteria:
  - quality of the infrastructure (hotel, halls, etc.)
  - travel distances
  - promotional concept
  - previous experience as a host
  - development of futsal
- b) If there are fewer clubs interested than there are mini-tournaments to allocate, the UEFA administration will identify potential hosts and designate them, applying the same above-mentioned criteria.
- c) Should it not be possible to allocate the mini-tournament hosts at the time of the draw, the clubs in a given group have to agree, by a set deadline following the draw, which of them will host the mini-tournament. If the clubs cannot agree on a host, the UEFA administration will conduct a draw for this purpose.

## **2. LOCAL ORGANISING COMMITTEE**

### **2.1. 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 facility and match organisation manager
- e) 1 PR, promotion and ticketing manager
- f) 1 TV/media, sponsor, concessions and VIP hospitality manager
- g) 1 team liaison officer for each visiting team
- h) 1 medical officer
- i) 1 media officer

The association of the host club is responsible for appointing a referee liaison officer (RLO).

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

### **2.2. Tournament Office**

A tournament office must be installed in the hotel or one of the hotels where the teams are staying. This must serve as the tournament's centre point where any information can be obtained on the tournament itself, on other tournaments, etc. and where the UEFA representatives can carry out administrative work. Consequently, it should be centrally located and easily accessible.

This office should be equipped with a photocopier, a fax machine and a telephone, both with international lines, and a high-speed internet connection.

## **3. TOURNAMENT SCHEDULE**

The host club is considered as Team 1. Teams 2, 3 and 4 (for four-team mini-tournaments) are ranked according to their coefficients. The host is responsible for notifying the other participating teams 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 organisers must leave at least 2 hours 15 minutes between each kick-off.

For matches and training sessions in the qualifying stage, FIFA-approved balls must be provided by the host club. The balls used for the training sessions and pre-match warm-up must be identical to those used for the

match. The host club is responsible for providing a sufficient number of balls to the visiting clubs, especially during the pre-match warm-up.

### **3.1. Mini-tournament with four teams**

In principle, the four-team mini-tournament must be organised according to the following schedule.

#### **Day 1:**

Arrival of all the teams  
Arrival of all referees  
Arrival of the UEFA representatives  
Tournament organisational meeting

#### **Day 2:**

First matchday: Matches 2 v 4 and 1 v 3

#### **Day 3:**

Second matchday: Matches 3 v 2 and 1 v 4

#### **Day 4:**

Rest day

#### **Day 5:**

Third matchday: Matches 4 v 3 and 2 v 1

#### **Day 6:**

Departure of all the teams  
Departure of the referees  
Departure of the UEFA representatives

### **3.2. Mini-tournament with three teams**

In case UEFA has to form a mini-tournament with three teams, it must be organised according to the following schedule.

#### **Day 1:**

Arrival of teams 1 and 3  
Arrival of referees  
Arrival of UEFA representatives  
Organisational meeting

#### **Day 2:**

Match 1 v 3  
Arrival of team 2

#### **Day 3:**

Match 3 v 2

**Day 4:**

Match 2 v 1  
Departure of team 3

**Day 5:**

Departure of teams 1 and 2  
Departure of the referees  
Departure of the UEFA representatives

**4. ACCOMMODATION**

All mini-tournaments participants must be accommodated in a high standard four-star hotel.

All hotel rooms must have en-suite bathroom and toilet facilities and adequate wardrobe space. Rooms must be cleaned daily.

**4.1. Rooms for the delegations**

The following facilities must be provided and be paid for by the host for a maximum of 21 persons per delegation:

- Twin rooms for the players (14 players = 7 rooms).
- Single rooms for the seven delegation officials (7 rooms) in the same place of accommodation as their team.
- If possible, each delegation should be accommodated on a different floor or wing.
- One room for medical treatment equipped with a massage table.
- One room for equipment storage preferably located on the ground floor for ease of access from the car park (unless requested otherwise by the team concerned).
- As an alternative solution, a suite can be booked and used as a storage and massage room.
- One meeting room for a minimum of 20 persons, equipped with TV/DVD set, overhead projector and flip chart.
- A 24-hour laundry service for the match kit of the participating teams (i.e. shirts, shorts and socks, but not tracksuits).

**4.2. Rooms for the UEFA representatives**

The association of the host club is responsible for providing:

- Single rooms for the referees, the referee observer, the UEFA match delegate and, if applicable, the UEFA futsal expert, preferably all on the same floor, separate from the teams.
- A 24-hour laundry service for the match kits of the referees (i.e. shirts, shorts and socks but not tracksuits).

## **5. MEALS**

The host must provide each delegation with three meals per day, served in buffet style.

The hotel restaurant must be flexible with regard to the meal times, with timings based on the match and training schedules of the teams in question.

The menus must follow sports nutritional guidelines and, in addition, must take into account the special dietary requests of the participating teams.

### **5.1. Snacks or additional meals**

Snacks or meals in addition to the three meals provided by the host must be made available to the teams upon request and paid for by the team concerned.

### **5.2. Drinks**

The host must ensure that a sufficient supply of still mineral water, juices, soft drinks and tea/coffee is available for the teams, free of charge, at meals. In addition, the host must provide each team with a sufficient supply of still mineral water in their bedrooms, at all training sessions and at matches.

The participants themselves must pay for all other drinks.

### **5.3. Mini-bar and pay TV in the players' rooms**

The mini-bar in the players' rooms should be emptied.

Pay TV should not be available in the players' rooms.

## **6. HALLS**

Halls must be in good condition in terms of both their playing surface and facilities and fully comply with the *FIFA Futsal Laws of the Game*. They must conform to the safety and security directives of the competent civil authorities.

In addition to the provisions stipulated in the competition regulations (Article 11), the following requirements must be met:

- a) The halls must be located within a one-hour bus ride of the team accommodation.
- b) Pitches must measure at least 38 x 20m.
- c) The hall should provide a main stand with at least 500 individual seats.
- d) The halls must be equipped with two benches at pitch level. Each bench must provide seating room for 15 people in total. These benches must be positioned at least two meters from the touchline and must not present a risk to the safety of the players. In addition, a table with five seats must be provided between the substitutes' benches.
- e) One replacement goal must be available in the hall.

- f) Each 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.
- g) Each hall should be equipped with a public address system including a CD player.
- h) At least one massage table must be provided in each dressing room.
- i) It should be possible to suspend a minimum of four flags in the interior of the hall.
- j) A doping control station meeting the requirements of the *UEFA Anti-Doping Regulations* must be provided at the hall.
- k) Halls have to be equipped with a modern scoreboard (same functions as in paragraph 11.13).
- l) The teams and the referees must be provided with the necessary facilities in order to enable them to take a hot shower after the match.

## **7. TRAINING SESSIONS**

One hall must be made available for the entire duration of the mini-tournament, 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.

The host must provide a sufficient number of training balls to the visiting teams, especially during the pre-match warm-up. The same ball must be provided for the matches.

The teams are entitled to hold a training session the day before the match in the hall where the match will be played. The host, in co-operation with the referee and official UEFA match delegate, will take the final decision in case of any uncertainty.

## **8. MATCH OPERATIONS**

### **8.1. Match organisation**

Please refer to the Article 12 of the present regulations.

A minimum of four ball kids and two moppers should be provided for each match.

Ten FIFA-approved match balls should be made available per match, and at least six balls per team must be delivered for the warm-up.

In case of consecutive matches, and if there is no proper warm-up area, there must be a minimum of 2 hours 15 minutes between kick-off times.

## **8.2. Pre-match procedure**

### Day before the match:

Training session for both teams.

### Matchday:

- 75'	Arrival at the hall (at the latest) of the teams, referees, UEFA match delegate and/or referee observer
- 60'	Both teams complete, sign the match sheet and hand it over to the referee or UEFA match delegate
- 50' to -15'	Warm-up on the pitch (or in a dedicated area)
- 5'	Teams enter the pitch with the Futsal Cup walk-on music and stand in line facing the VIP box (home team on referee team's right)
- 3'	UEFA Futsal Cup anthem starts once the players have lined up
- 2'20'	Hand-shaking procedure (visiting team starts) and team photos
- 1'	Coin toss
0'	Kick-off (no earlier than 11.00 hours and no later than 22.00 hours local time, unless an exception has been granted by the UEFA administration).

This timetable may be adapted to take account of the distance between the dressing rooms and the playing field.

### *Half-time interval:*

Maximum 15'

### *After the final whistle:*

Both teams and referees gather in the centre circle, shake hands with each other, wave goodbye to the spectators and leave the pitch.

## **9. TRANSPORT**

The team and UEFA representatives must be welcomed upon their arrival in the host country and transported from their point of arrival to the hotel. They must also be provided with transport from their accommodation to their point of departure on the day they leave.

The host is responsible for providing the following vehicles for each team:

- A modern, 30-seater air-conditioned bus with driver for the entire duration of the tournament.

The host association is responsible for providing the following vehicles for the UEFA representatives:

- Two people carriers (minibuses with 6–8 seats) with drivers.

As a rule, the referees will travel with the UEFA representatives.



## **ANNEX II - SAFETY AND SECURITY INSTRUCTIONS**

These instructions apply to the organisers of, and to the associations and clubs participating in futsal matches played in any of the UEFA competitions. They provide details of 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, participating associations and clubs. The aim of these instructions is to make the match organisers, whether they are associations, clubs or other entities, aware of their duties and responsibilities before, during and after a 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.

### **1. 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 associations and clubs, and all other authorities involved, the match organisers must do everything possible to ensure that the event passes off without disturbance.

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.

### **2. 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.

### **3. 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.

### **4. Inspection of the venue**

The venue in question must have been thoroughly inspected by the competent local safety authorities.

## **5. 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.

## **6. 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.

## **7. 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.

## **8. Distribution of alcohol**

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

## **9. 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.

## **10. 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, for example, the use of one or more of the following measures, depending on the 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.

Whichever form 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 grandstands 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.

**11. Public address system**

Every venue must have a public address system which is capable of being heard clearly, both inside and outside the venue, above the crowd noise, 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.

**12. Announcements**

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

**13. 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 or 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.

**14. 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.

## **15. Ticketing**

For all matches, ticket sales must be strictly controlled. A ticket should provide ticket-holders with all the relevant 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 seat location indication (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 III - MEDIA MATTERS**

### **1. Media requirements**

#### **1.1. Pre-season requirements**

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 on 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.

#### **1.2. Club press officer**

Each club must designate a specific person who is responsible for media matters to coordinate cooperation between the club, UEFA and the media in accordance with the present regulations. This person is responsible for promotional activities, providing UEFA with requested information, ensuring that media facilities and services provided by the club meet the competition requirements and coordinating the team's media activities around matches. For the Futsal Cup Finals this person will be responsible for cooperating with the UEFA media officer at the venue.

The visiting club must provide a full list of media accreditation requests to the host club no later than five days before the match.

#### **1.3. Pre-match media activities**

Clubs must ensure that, upon request, their coach and at least one key player are available to the media the day before a match. If this media activity takes the form of a press conference, the host club (LOC) is responsible for providing suitable facilities and infrastructure, including a qualified interpreter if required.

If their head coach is suspended for the match, clubs have the option of replacing him at the pre-match press conference with the assistant coach.

#### **1.4. Training sessions**

If the clubs arrange to hold official training sessions in the hall in the qualifying stage, they should, in principle, be open to the media. Each club may decide whether the entire training session in question or only the first or last 15 minutes will be open to the media. If a club decides to make only 15 minutes open, this applies to all the media, i.e. audiovisual media, audio media, written press, photographers, the official club platforms and the club photographers.

For the Futsal Cup Finals, local and foreign media are given access to the first 15 minutes of a training session of each club the day before the matches.

Should a club decide to open its training session for only 15 minutes and if its own official club platform crew wishes to attend the entire session, then an ENG crew from the host broadcaster and the main audiovisual rights holders in the territory of the relevant teams must be given the same opportunity.

Should the club allow its own photographer to attend the entire training session (of which only 15 minutes are open to the media), the club photographer must provide UEFA – upon request – with photos which UEFA will then make available to the international media.

#### **1.5. Press seating**

An adequate number of seats must be made available for the written press with desks big enough to accommodate a laptop computer and a notepad. All seats with desks must be equipped with a power supply and internet connections.

Non-rights holders may, if space permits, be allocated observer seats (without desk) in the press box. On entering the hall, cameras and other recording or broadcasting equipment must be deposited in a secure location indicated by the host club. Such equipment may only be retrieved after the end of the match (including any extra time and kicks from the penalty mark), or in the case of the final, after the trophy ceremony.

#### **1.6. Interviews**

Interviews are not permitted before, during or after matches on the field of play itself or in its immediate vicinity. However, arrival, half-time, and flash interviews can take place under the following circumstances, at locations pre-determined by the host club, or, in the case of the Futsal Cup Finals, by the UEFA media officer.

Interviews are allowed with coaches and players upon their arrival at the hall, subject to their agreement. A half-time interview may be conducted in a designated area with a listed team official, subject to his agreement. Players may not be interviewed during the half-time interval. Flash interviews take place after the match has finished in an area between the field of play and the dressing rooms. For post-match interviews, both clubs must make their team manager/coach and at least two key players, i.e. players who had a decisive influence on the result, available upon request. For the Futsal Cup Finals, such interview opportunities are reserved exclusively for rights-holding audiovisual media. If their head coach is suspended for the match, or is sent off during the match, clubs have the option of replacing him with the assistant coach for post-match interviews.

#### **1.7. Post-match press conference**

The post-match press conference must start no later than 15 minutes after the final whistle unless the match schedule does not allow, in which case they should take place at the end of the day's schedule of matches.

The host club is responsible for providing the necessary infrastructure and services (including a qualified interpreter and technical equipment). Clubs are obliged to make their manager/coach and at least one player available for this press conference. If their head coach is suspended for the match, clubs have

the option of replacing him at the post-match press conference with the assistant coach.

#### **1.8. Mixed zone**

After the match, a mixed zone must be set up for the media on the way from the dressing rooms to the team transport area. This area must be accessible only to coaches, players and representatives of the media. The host club must ensure that the area is safe for players and coaches to walk through. All listed players of both teams are obliged to pass through the mixed zone in order to offer reporters additional opportunities to conduct interviews.

#### **1.9. Dressing rooms**

The team dressing rooms are strictly off limits to all representatives of the media before, during and after the match. However, subject to the prior consent of the club, one host broadcaster camera may enter the dressing room to film the players' shirts and equipment and also conduct one brief presentation involving the main reporter or presenter from such audiovisual rights holder. This filming must be completed well before the arrival of the players, ideally some 90 minutes before kick-off.

#### **1.10. Field of play and its boundaries**

No media representatives are allowed to go on to the field of play before, during or after the match, with the exception of the hand-held camera crew covering the team line-ups at the start of the match and the time-outs during the match and up to two host broadcaster cameras filming after the end of the match, including extra time and kicks from the penalty mark. The same applies to the tunnel and dressing-room area, with the exception of UEFA-approved flash interviews 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.

A limited number of photographers, cameramen and production staff of the audiovisual rights holders – all equipped with the appropriate pitch-access accreditation – are allowed to work in the area between the boundaries of the field of play and the spectators, where they will carry out their work in the specific locations assigned to them.

### **2. Audiovisual and audio media requirements**

#### **2.1. Qualifying stage**

For technical purposes only, the clubs may film and record their own matches, subject to UEFA authorisation on a match by match basis.

Audiovisual and audio media reporters may attend the post-match press conferences and will be granted access to the mixed zone.

Requests for audio media accreditation and technical installations must be sent to the host club at least ten days before the match in question.

## **2.2. Futsal Cup Finals**

The host club of the Futsal Cup Finals has certain obligations towards the host broadcaster for all matches.

The host club undertakes to provide the audiovisual and audio media rights holders with the necessary technical assistance, facilities and access for technical personnel (relevant accreditation passes, etc.).

## **3. Written press**

This section applies to media that report in writing only, whatever the support they use (e.g. newspaper, internet websites, mobile portals). Clubs should accept accreditation applications from such media as written press, with access to the post-match press conference and mixed zone, on condition that they do not cover the game (including press conferences and the mixed zone) live in sound and/or pictures.

Accredited media may take photos from the press seats provided that these photos are used for editorial purposes only. These photos may be published online (including internet and mobile), subject to the following conditions:

- a) they must appear as stills and not as moving pictures or quasi-video;
- b) there must be an interval of at least 20 seconds between postings of photographs.

## **4. Photographers**

Unless protection nets obstruct the view, a limited number of photographers may work in defined areas behind the advertising boards situated between the goals and the corners unless, in exceptional circumstances, special dispensation to work in other areas is given by the host club (or by the UEFA administration for the Futsal Cup Finals). Photographers may only change ends at half-time or, if applicable, during the interval before the start of extra time. Photographers may attend the pre- and post-match press conferences subject to sufficient space being available. However, no photography is allowed in the mixed zone.

Each photographer must obtain – and sign for – a photographer's bib before the match and must return it before leaving the hall. The bib must be worn at all times, with the number clearly visible on the back.

The host club is responsible for producing the photographers' bibs (as well as bibs for audiovisual rights holders) for mini-tournaments. For the Futsal Cup Finals, UEFA issues special bibs. In both cases, the host club is responsible for providing sufficient personnel to distribute the bibs before the match and collect them at the hall exit.



Photographs taken by officially accredited photographers may be published online (including internet and mobile) for editorial purposes only, subject to the following conditions:

- a) they must appear as stills and not as moving pictures or quasi-video;
- b) there must be an interval of at least 20 seconds between postings of photographs.

## **5. Principles for the media**

### **5.1. Respect of the field of play:**

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. Generally, cameras should be two metres from touchlines and behind advertising boards on goal lines. The field of play itself must always be kept free of cameras, cables and media personnel.

### **5.2. Respect of officials:**

Media equipment and personnel may not obstruct the view or movement of, or cause confusion for referees or players/coaches.

### **5.3. Respect of spectators:**

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.

### **5.4. Respect of players/coaches:**

Media must respect the needs of the players and coaches. Interviews may be arranged only in areas defined and approved by the host club or UEFA. Reporters must not approach players or coaches for interviews or comments during play.

### **5.5. Respect of other media:**

All media representatives must respect the needs of other media colleagues. For example, adequate positions for photographers must be available behind the advertising boards, in principle behind each goal.

## **6. Further details**

For further details on media matters, please refer to the relevant part of the *UEFA Futsal Cup Club Manual*.

## **ANNEX IV - CALCULATION OF THE FUTSAL CUP RANKINGS**

1. Places in the UEFA Futsal Cup are allocated as follows:
  - a) the titleholder qualifies automatically and its association may enter a second representative, being either the winner or runner-up of a regular domestic competition;
  - b) all other associations are entitled to one place each.
2. Clubs from the associations with the lowest coefficients in the rankings have to take part in the preliminary round. In the case of an association which has not entered a club for the competition before, the club coefficient is zero.
3. Clubs are seeded for the draw in accordance with rankings covering the last three competition seasons. These Futsal Cup rankings are calculated annually, with the oldest season dropped each time for the purpose of the calculations.
4. Points are awarded as follows:
  - 2 points for a win (1 point for preliminary round matches)
  - 1 point for a draw (½ point for preliminary round matches)
  - 0 points for a defeat

Clubs which reach the main round or elite round, the semi-finals or the finals are awarded three extra points for each of these rounds as applicable. No extra points are awarded for the third-place match.
5. Each club has its own coefficient, hereafter the club coefficient, calculated on the basis of its results in the last three seasons. For calculating the UEFA Futsal Cup rankings, club coefficients are only taken into account for the seasons in which the club played in the competition.
6. The points obtained each season by the clubs representing an association are added up, then divided by the total number of its participating clubs, to produce the coefficient of the association concerned (hereafter the national association coefficient).
7. The UEFA Futsal Cup rankings are obtained adding the club coefficient and half the association coefficient, if any.
8. Coefficients are calculated to the thousandth and not rounded up.
9. In the case of equal coefficients, the UEFA administration will decide the final ranking positions, taking into consideration the individual club coefficient of the most recent season, as well as, if necessary, the following criteria: goal difference in the most recent season, then the number of goals scored in the most recent season. Such decisions are final.

10. Points are awarded only for matches which have actually been played, in accordance with the results ratified by UEFA. Kicks from the penalty mark to determine which club qualifies, or the winners, do not affect the result used to calculate the coefficient.
11. The official UEFA Futsal Cup rankings are published on [www.uefa.com](http://www.uefa.com) two weeks before Draw 1.
12. The UEFA administration will take final decisions on any matters not provided for by these provisions.

## **ANNEX V - RESPECT FAIR PLAY ASSESSMENT**

### **1. Introduction**

The fair play assessment forms part of the respect campaign. Conduct according to the spirit of fair play is essential for the successful promotion and development of and involvement in sport. The objective of activities in favour of fair play is to foster a sporting spirit, as well as the sporting behaviour of players, team officials and spectators, thereby increasing the enjoyment of all those involved in the game.

### **2. UEFA Respect fair play rankings**

In its efforts to promote fair play, UEFA establishes association fair play rankings for each season, based on all matches played in all UEFA competitions (national representative and club teams) between 1 May and 30 April. In establishing these rankings, only those associations whose teams have played at least the required number of matches (i.e. total number of matches assessed divided by the number of associations) are taken into account. For this purpose, fair play conduct is assessed by the appointed UEFA match delegate.

### **3. Criteria for an additional place in the UEFA Europa League**

In reward for the fair play example they set, the three best-ranked associations which attain an average of 8.0 points or more in the rankings each receive one additional place in the next season's UEFA Europa League. If associations are equal on points in the rankings, lots will be drawn by the UEFA administration to define the associations that receive an additional place. These additional places are reserved for the winners of the respective domestic top-division fair play competitions, provided that this national assessment is based at least on the following criteria: red and yellow cards, positive play, respect for the opponents as well as for the referee, and the behaviour of the team officials and of the crowd. If the winner of the domestic top-division fair play competition in question has already qualified for a UEFA club competition, the UEFA Europa League fair play place goes to the next-ranked team in the domestic top-division fair play rankings which has not already qualified for a UEFA competition.

### **4. Methods of assessment**

After the match, the UEFA match delegate is expected to complete a fair play assessment form in consultation with the referee and, where applicable, the referee observer. The referee confirms that fair play aspects have been duly discussed by signing the fair play assessment form.

### **5. Individual items on the assessment form**

The assessment form identifies six criteria (items) for the evaluation of the fair play performance of the teams. Assessment should be based on positive rather than negative aspects. As a general rule, maximum assessment marks should not be awarded unless the respective teams have displayed positive attitudes.

### **5.1. Red and yellow cards**

Deduction from a maximum of 10 points:

- yellow card      1 point
- red card          3 points

If a player who has been cautioned with a yellow card commits another offence which would normally be punishable with a yellow card, but who must be sent off for this second offence (combined yellow and red card), only the red card counts, i.e. total of 3 points to be deducted.

If, however, a player who has been cautioned with a yellow card commits another offence for which the punishment is dismissal, a total of 4 points (1+3) must be deducted.

Red and yellow cards is the only item which may take a negative value.

### **5.2. Positive play**

- maximum 10 points
- minimum 1 point

The aim of this item is to reward positive play which is attractive for the spectators. In assessing positive play, the following aspects should be taken into consideration:

a) Positive aspects:

- attacking rather than defensive tactics
- acceleration of the game
- efforts to gain time, e.g. bringing the ball quickly back into play, even when in a winning position
- continued pursuit of goals, even if the desired result (e.g. qualification or an away draw) has already been achieved

b) Negative aspects:

- deceleration of the game
- time-wasting
- tactics based on foul play
- play-acting, etc.

In general terms, positive play correlates with the number of goal-scoring chances created and the number of goals scored.

### **5.3. Respect for the opponents**

- maximum 5 points
- minimum 1 point

Players are expected to respect the Futsal Laws of the Game, the competition regulations, opponents, etc. They are also expected to ensure that fellow

team members and everyone else involved in the team abide by the spirit of fair play as well.

In assessing the players' behaviour vis-à-vis the opposition, double counting against the item 'red and yellow cards' should be avoided. However, the UEFA match delegate may take into account the seriousness of the offences punished by cards, as well as offences overlooked by the referee.

Assessment should be based on positive attitudes (e.g. helping an injured opponent) rather than infringements. Blameless behaviour, but without any particularly positive attitude or gestures towards opponents, should be assessed with a mark of 4 rather than 5.

#### **5.4. Respect for the referee team**

- maximum 5 points
- minimum 1 point

Players are expected to respect the referee team as people, as well as for the decisions they take. Double counting against the item 'red and yellow cards' should be avoided. However, the UEFA match delegate may take into account the seriousness of the offences punished by cards.

A positive attitude towards the referee team should be rewarded by high marks, including the acceptance of doubtful decisions without protest. Normal behaviour, but without any particularly positive attitude or gestures with respect to the referee team, should be assessed with a mark of 4 rather than 5.

#### **5.5. Behaviour of the team officials**

- maximum 5 points
- minimum 1 point

Team officials, including coaches, are expected to make every effort to develop the sporting, technical, tactical and moral level of their team through all permitted means. They are also expected to instruct their players to behave in a manner which is in accordance with the fair play principles.

Positive and negative aspects of the behaviour of team officials should be assessed; e.g. whether they calm or provoke angry players or fans, how they accept the referee's decisions, etc. Cooperation with the media should also be considered as a factor in the assessment. Blameless behaviour, but without any particularly positive attitude or gestures, should be assessed with a mark of 4 rather than 5.

#### **5.6. Behaviour of the crowd**

- maximum 5 points
- minimum 1 point

The crowd is considered to be a natural component of a futsal game. The support of the fans may contribute to the success of their team. The crowd is not expected to watch the game in silence. Encouragement of teams by

shouting, singing, etc. may have a positive influence on the atmosphere, in accordance with the spirit of fair play.

The spectators are, however, expected to respect the opposing team and the referee. They should appreciate the performance of the opposition, even if they emerge as the winners. They must in no way intimidate or frighten the opposing team, the referee or opposing supporters.

A maximum number of points (5) should not be awarded unless all these requirements are satisfied, especially with respect to the creation of a positive atmosphere.

This item is applicable only if a substantial number of fans of the team concerned are present. If the number of fans is negligible, 'N/A' (not applicable) should be recorded under this entry.

## **6. Overall assessment**

**6.1.** The overall assessment of a team is obtained by adding up the points given for the individual items, dividing this total by the maximum number of points and multiplying the result by 10.

**6.2.** The maximum number of points per game generally equals 40. If, however, a given team is being supported by a negligible amount of fans, and the item "Behaviour of the crowd" is not being assessed as a result ('N/A' – see paragraph 5.6 above), the maximum number of points obtainable will be 35.

Example:

The various items for team 1 are assessed as 8+7+3+4+5+4, giving a total of 31. The general assessment will therefore be:

$$(31/40) \times 10 = 7.75$$

If team 2 had only a small number of fans, and the assessment for the other items was 7+8+2+5+2, with 24 as the total, the general assessment would be:

$$(24/35) \times 10 = 6.857$$

**6.3.** The general assessment should be calculated to three decimal points and not rounded up.

## **7. Written comments**

In addition to this assessment, the UEFA match delegate should also give brief written comments on the fair play performance of the teams, to explain the positive and negative aspects which formed the basis for his assessment. This written explanation may also include outstanding individual gestures of fair play by players, officials, referees or any other persons.

## INDEX

Accommodation.....	38	Group formation.....	6
Admission criteria.....	1	Half-time interval.....	19
Admission procedure.....	2	Hall and safety requirements.....	15
Alternative venues.....	15	Hall conditions.....	14
Announcement of the host clubs.....	10	Halls.....	39
Appointment of referees.....	25	Host of the Futsal Cup Finals.....	11
Arrival of referees.....	26	Identification.....	21
Arrival of the teams.....	11, 12, 17	Insurance.....	5
Badges.....	24	Intellectual property rights.....	33
Balls.....	25	Kick-off times.....	11
Break before extra time.....	19	Kicks from the penalty mark.....	20
Cancellation of a match.....	12	Kit.....	22
Cancellation of a mini-tournament.....	12	Kit approval procedure.....	22
Captains' armbands.....	24	Laws of the Game.....	18
CAS.....	33	Lighting.....	16
Closing Provisions.....	33	List of players.....	21
Colours.....	23	LOC.....	36
Commercial rights.....	29	Local Organising Committee.....	36
Competition system.....	6	Main round.....	7
Court of Arbitration for Sport.....	33	Match abandoned.....	13
Deadlines.....	21	Match dates.....	10, 11
Departure of the teams.....	11, 12	Match organisation.....	40, 17
Distances.....	14	Match sheet.....	18
Doping.....	27	Match venues.....	11
Drawing of lots.....	9	Meals.....	39
Draws.....	6, 10	Medals.....	3
Duties.....	1	Media Matters.....	47
Duties of the clubs.....	2	Medical requirements.....	17
Elite round.....	7	Mini-tournament host.....	35
Entries.....	1	Mini-tournaments.....	7, 35
Entries for the competition.....	1	Names.....	23
Equality of points.....	8	New goalkeeper registration.....	22
Extra time.....	9	Numbers.....	23
Fair Play Assessment.....	54	Penalties.....	20
Financial Provisions.....	28	Plaques.....	3
Fixtures.....	10	Player eligibility.....	20
Flags.....	17	Player eligibility - responsibility.....	22
Flying goalkeeper.....	23	Player list.....	21
Futsal Cup finals.....	9, 11	Player transferred in the course of the season.....	22
Futsal Laws of the Game.....	18	Preliminary round.....	7
Giant screens.....	15		



Pre-match procedure.....	41
Protests .....	27
Ranking .....	52
Red cards .....	27
Referee liaison officer .....	26
Referee's report.....	26
Referees.....	25
Refusal to play and similar cases ...	12
Registration procedure .....	21
Replacement of players on the match sheet .....	19
Respect .....	54
Responsibilities of the associations and clubs .....	4
Rooms .....	38
Safety .....	43
Schedule .....	36
Scope of application .....	1
Scoreboards .....	16

Seeding of clubs .....	6
Shirt sponsors.....	24
Special material .....	25
Substitutes' benches.....	18
Substitution of players .....	18
Technical area .....	18
Tickets .....	17
Tournament office .....	36
Training sessions.....	40
Training sessions in the hall.....	17
Transport .....	41
Trophy .....	3
UEFA Disciplinary Regulations .....	26
UEFA Kit Regulations .....	22
Unfit referee .....	26
Unforeseen Circumstances.....	33
Venue data coordinator .....	17
Visas.....	4
Yellow cards .....	27



WE CARE ABOUT FOOTBALL

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