



WE CARE ABOUT FOOTBALL



**Regulations of the  
European Qualifying Competition for the  
6th FIFA Futsal World Cup**

**2008**



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## **Preamble**

FIFA has delegated the task of running the qualifying competition for the FIFA Futsal World Cup to the confederations. Therefore, UEFA is organising this qualifying competition for European futsal representative teams.

The present regulations govern the rights, duties and responsibilities of all parties participating and involved in the preparation and organisation of the European qualifying competition (hereinafter the competition) for the 6<sup>th</sup> FIFA Futsal World Cup 2008.

## **I Representation – Entries – Duties and Obligations**

### **Article 1**

#### **Representation**

1.01 UEFA stages alternately a European Futsal Championship and a qualifying competition for the FIFA Futsal World Cup. All UEFA member associations are invited to enter their national futsal team for the competition.

#### **Admission criteria**

1.02 To be eligible to participate in the competition, the national association must fulfil the following criteria:

- a) it must confirm in writing that the association itself, as well as its players and officials, agree to recognise the jurisdiction of the Court of Arbitration for Sport in Lausanne as defined in the relevant provisions of the *UEFA Statutes*;
- b) it must fill in the official entry form, which must reach the UEFA administration within the set deadline together with all other documents which the UEFA administration deems necessary for ascertaining compliance with the admission criteria.

#### **Admission procedure**

1.03 Associations which fulfil the admission criteria are informed of their admission to the competition by the UEFA administration in writing.

1.04 If an association does not fulfil the admission criteria, the UEFA administration decides not to admit this association to the competition. Such decisions are final.

#### **Duties of the associations**

1.05 On entering the competition, participating national associations 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 field their strongest team throughout the competition;

- d) not to represent UEFA without UEFA's prior written approval;
- e) to stage all matches in the competition in accordance with the present regulations, including the Instructions for the organisation and staging of mini-tournaments (Annex I);
- f) to comply with the Safety and Security Instructions set in Annex III for all matches in the competition and to send the UEFA administration a copy of the certificates issued by the competent public authorities confirming that the halls where matches are proposed to be played, including their facilities (emergency lighting system, first aid facilities, type of protection against intrusion by spectators into the playing area, etc.), have been thoroughly inspected and meet all safety requirements laid down by the applicable national law;
- g) to 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 name, emblem and team shirt (including references to the kit manufacturers) free of charge worldwide for the full duration of any rights for non-commercial promotional and/or editorial purposes and/or as reasonably designated by UEFA. On request, the associations 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.

## **II Responsibilities of the associations**

### **Article 2**

#### **Responsibilities of the competing associations**

- 2.01 The associations are responsible for the behaviour of their players, officials, members, supporters and any person carrying out a function at a match on their behalf.
- 2.02 If necessary, competing national associations must apply for entry visas from the diplomatic mission of the host country well in advance of a match or tournament.

#### **Responsibilities of the host association**

- 2.03 The national association of the country where matches in the competition are being staged is considered the host association.
- 2.04 The host association shall be responsible for order and security before, during and after matches. The host association may be called to account for incidents of any kind, and may be disciplined in accordance with the *UEFA Disciplinary Regulations*.

- 2.05 The contracts required for the organisation of matches are concluded by the host association in its own name and on its own account. The same provision applies to agreements reached with the government authorities.
- 2.06 Matches may, in principle, be played in a hall within the territory of the host association. Exceptionally, matches may be played in the territory of another UEFA member association, if so decided by UEFA, for reason of safety or following a disciplinary measure. If matches are being played in another hall, city or country, the venue is subject to the approval of the UEFA administration.

### **III Insurance**

#### **Article 3**

- 3.01 Each association shall conclude insurance coverage with reputable insurers at its own cost, in relation to any and all risks, according to the following principles:
- a) the participating teams are responsible for and undertake to conclude all necessary and adequate insurance coverage for their delegations, including players and officials;
  - b) the associations hosting matches shall conclude and maintain adequate insurance coverage for risks in connection with the staging and organising of the matches in question and which shall include, without limitation, third-party liability insurance providing for appropriate guaranteed sums for damage to persons, objects and property, as well as for pure economic losses corresponding to the specific circumstances of the associations concerned;
  - c) if the relevant association is not the owner of the halls in which matches are played, then it is also responsible for providing fully comprehensive insurance policies, including, without limitation, third party liability and property insurance, taken out by the relevant hall owner and/or tenant;
  - d) in any case, the association shall hold UEFA harmless from any and all claims for liability accruing in relation to the staging and organising of the relevant matches.
- 3.02 At any time UEFA may request from all involved, in writing and free of charge, releases of liability and/or confirmations or copies of the policies concerned in one of UEFA's official languages.

## **IV Competition System**

### **Article 4**

#### **Phases of the competition**

- 4.01 The UEFA administration decides on the competition system.
- 4.02 The competition consists of the following phases:
- a) preliminary round (mini-tournaments), if more than 40 associations enter the competition
  - b) main round (mini-tournaments)
  - c) play-off matches (home and away)

#### **Group formation**

- 4.03 Depending on how many associations enter the competition, the UEFA administration may form groups for the draw for the first two phases, taking the coefficients of the participating associations into consideration as far as possible.

#### **Mini-tournaments**

- 4.04 Mini-tournaments are hosted by one of the participating associations in a given group. Each team plays other teams in the group once, with three points awarded for a win, one for a draw and no points for a defeat.
- 4.05 When establishing the match schedule, the host association is in position 1 (see Annex I, point 3).

#### **Seeding of associations**

- 4.06 The UEFA administration seeds associations for the competition in accordance with the association coefficient rankings established at the beginning of the season.
- 4.07 For seeding purposes, rankings are drawn up on the basis of a combination of the respective national association's coefficients for the European Futsal Championship seasons 2002/03 and 2004/05, and the final round of the FIFA Futsal World Championship 2004 (see Annex IV). The top ten associations in the 2008 coefficient rankings are seeded teams.

#### **A. Preliminary round**

- 4.08 If more than 40 associations enter the competition, a preliminary round will be organised for the lowest-ranked teams. 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 more runners-up will qualify for the main round. The number of teams in the preliminary round and the number of associations that qualify for the main round depend on how many teams enter the competition.

## **B. Main round**

- 4.09 The associations participating in the main round are drawn into ten groups of three or four teams, depending on the number of entries.
- 4.10 All matches in the main round must be played in the form of mini-tournaments. There will be ten mini-tournaments and the ten winners of these mini-tournaments will qualify for the play-off matches.

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

- 4.11 If, on completion of a mini-tournament, two or more teams are equal on points, their position within the group will be established according to the following criteria:
- a) Number of points obtained in the matches between the teams in question
  - b) Goal difference resulting from the matches between the teams in question
  - c) Number of goals scored in the matches between the teams in question
  - d) If two teams still finish equal on points, with the same goal difference and having scored the same number of goals, the winner of the match between the two teams in question will be ranked higher in the group.
  - e) Results of all group matches:
    1. Better goal difference
    2. Higher number of goals scored
  - f) Drawing of lots
- 4.12 If the 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 said match, the ranking of the two teams in question will be determined by kicks from the penalty mark (see Article 13) and not by the criteria listed under 4.11 a) to f), provided that the other teams:
- have fewer points, or
  - have the same number of points, but an inferior goal difference, or
  - have the same number of points, the same goal difference, but have scored fewer goals.

### **Drawing of lots**

- 4.13 If, upon completion of a mini-tournament, a draw is required, the drawing of lots will take place in the team hotel after the final match. The lots will be drawn by the match delegate, and the heads of delegation or team representatives must sign a document stating that they accept the result of this draw.

### **C. Play-off matches**

- 4.14 The ten winners of the main round mini-tournaments will contest play-off matches, played on a home-and-away basis (two legs).
- 4.15 The play-off ties are determined by means of a draw. The teams will be seeded according to the European futsal national teams coefficient ranking.
- 4.16 Each of the five highest-ranked teams that have qualified will be paired with any of the other five teams that have qualified.
- 4.17 The team which scores the greater aggregate of goals in the two matches qualifies for the 2008 FIFA Futsal World Cup. Otherwise, the stipulations of Article 5 apply.

### **Article 5**

#### **Away goals, extra time**

- 5.01 For play-off matches, if the two teams involved in a tie score the same number of goals over the two legs, the team which scores more away goals is the winner. If this procedure does not produce a result, i.e. if the two teams score the same number of goals at home and away, extra time of two periods of five minutes is played at the end of the second leg. If one of the teams scores more goals than the other during extra time, that team shall be declared the winners. If the two teams are still equal after the end of extra time, the winners shall be determined by kicks from the penalty mark (Article 13). The away goals rule does not apply for extra time.

## **V Match administration**

### **Article 6**

#### **Match dates**

- 6.01 Unless all the teams in a group agree otherwise, matches in the competition will be played within the following international match date periods.

#### Preliminary round

19-27 January 2008

#### Main round

23 February-2 March 2008

#### Play-off matches

1st leg: 29 March-2 April 2008

2nd leg: 12-16 April 2008

#### **Draws**

- 6.02 Draw 1 will take place on 5 September 2007 to determine the groups for the preliminary round and the main round. On completion of the main round,

draw 2 will take place on 5 March 2008 to determine the pairing of the qualified teams for the play-off matches.

#### **Announcement of the host associations**

- 6.03 For the preliminary and main rounds, associations wishing to host a mini-tournament must notify the UEFA administration in writing on the entry form by the set deadline. The UEFA administration designates the hosts of each mini-tournament according to the principles defined in Annex I, point 2. Associations playing the preliminary round cannot apply for the organisation of a mini-tournament in the main round. In the event that no association can be found to host the mini-tournament, or if no agreement can be reached by the teams concerned by the set deadline, the UEFA administration will decide.

#### **Announcement of match dates**

- 6.04 The host associations must inform the UEFA administration of all match dates by Wednesday 3 October 2007 for the preliminary and the main rounds, and by Friday 7 March 2008 for the play-off matches. Unless the teams concerned agree otherwise, all matches must be fixed on the reserved dates (see 6.01 above).

#### **Match venues**

- 6.05 Match venues and halls will be fixed by the host associations and announced to their opponents and the UEFA administration by Monday 19 November 2007 for the preliminary round, Monday 17 December 2007 for the main round, and Friday 14 March 2008 for the play-off matches.

#### **Kick-off times**

- 6.06 Kick-off times must be fixed by the host associations and announced to the opponents and to the UEFA administration by the Monday 17 December 2007 for the preliminary round, Monday 24 January 2008 for the main round, and Friday 14 March 2008 for the play-off matches.

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

- 6.07 The associations must ensure that their national team arrives at the venue one day prior to the start of the mini-tournament.

### **VI Refusal to Play and Similar Cases**

#### **Article 7**

- 7.01 In the case of an association's refusal to play or if, through the fault of an association, a match cannot take place or cannot be played in full, the Control and Disciplinary Body will take a decision in the matter and impose the appropriate disciplinary measure(s).

- 7.02 Exceptionally, the Control and Disciplinary Body can validate the result as it stood at the moment when the match was abandoned if the match result was to the detriment of the team of the association responsible for the match being abandoned.
- 7.03 An association which refuses to play also loses all rights to payments from UEFA.
- 7.04 Upon receipt of a justified and well-documented request from the association concerned, the UEFA administration may set an amount of compensation due for financial loss.

## **VII Halls and Match Organisation**

### **Article 8**

#### **Hall conditions**

- 8.01 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 provisions of the applicable national legislation. The UEFA administration shall refuse to permit matches to be played in halls which do not comply with these requirements.
- 8.02 Temporary stands may not be used for the matches of this competition.

#### **Alternative venues**

- 8.03 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, UEFA may consult with the associations concerned and ask them to propose an alternative venue, in accordance with the standards required by UEFA. Should such an association not be able to propose an acceptable alternative venue within 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 with the relevant association and local authorities. In both cases, the costs of staging the match shall be borne by the host association. The UEFA administration shall take a final decision on the match venue in due time.

#### **Safety**

- 8.04 Associations taking part in the competition must ensure that the halls they use undergo a periodic safety check, including a determination of the capacity, by the competent authorities, or by a body recognised by the latter.
- 8.05 The UEFA administration requires a completed hall questionnaire and UEFA safety certificate from each host association for each match hall. This hall questionnaire and safety certificate must be submitted to the UEFA administration at least 30 days prior to the match.

- 8.06 In the interests of the safety of players and referees, host associations must provide access to the pitch that guarantees the safe entry and exit of these persons.
- 8.07 The pitch perimeter must have at least a 2-meter safety distance from the external lines to the stands and/or walls.

#### **Giant screens**

- 8.08 Transmissions of any images and/or messages on giant viewing screens inside or outside the hall where a match is played are, in principle, not allowed. However, transmissions of the above and, in particular, replays on such giant viewing screens may be authorised subject to a licence being granted by UEFA. On receipt of a justified request to this effect, the UEFA administration may grant a participating association such a licence which may, however, be withdrawn at any time during the season for improper use. Nevertheless, the results of other matches can be shown on the scoreboard and/or the giant screen during the match without need for a licence, while simultaneous transmissions and replays are authorised for press monitors and closed-circuit channels.

#### **Electronic scoreboards**

- 8.09 Each hall shall have an electronic scoreboard to provide spectators, players and officials with accurate information concerning:
- the names of both teams,
  - the time remaining in any period, counting down from 20.00 to 0.00,
  - remaining penalty time to be served by two players on each team, counting down from 2.00 to 0.00,
  - the score,
  - the time-outs, counting down from 1.00 to 0.00,
  - the accumulated fouls
  - the half-time interval, counting down from 15.00 to 0.00.

#### **Lighting**

- 8.10 Matches must be played in halls equipped with a lighting system that provides a standard lighting level of Ev (lux) 1800. In addition, an emergency lighting system of at least Ev (lux) 1000 should be available, ensuring that a match can be completed even in the event of a power failure.

#### **Balls**

- 8.11 Balls used must conform to the requirements laid down in the *FIFA Futsal Laws of the Game*.
- 8.12 For all matches in this competition, and for training sessions, FIFA-approved match balls must be provided by the host association.

## **Article 9**

### **Cancellation of a mini-tournament or of a play-off match**

- 9.01 If the host association, for reasons of force majeure, must cancel a mini-tournament or a play-off match, it must notify the visiting team(s), the referees and the match officers prior to their departure. Otherwise, the host association is responsible for their travel, board and lodging expenses. The UEFA administration must be notified at the same time. The UEFA administration decides when the mini-tournament or the play-off match will be rescheduled.

### **Unfit fields of play**

- 9.02 If any doubt arises as to the condition of the fields of play after the departure of the visiting team(s) from home, the referee will decide on the pitch itself whether or not it is fit for play.
- 9.03 If the referee at a mini-tournament declares that the match cannot commence because the field is not fit for play, the match must in principle be played the following day. Such rearranged fixtures are subject to the approval of the UEFA administration, whose decision is final. In cases of controversy, UEFA shall fix the dates of the relevant match or mini-tournament.

### **Match abandoned**

- 9.04 If a match is abandoned before the end of normal time or during any extra time, because of reasons beyond control, the match must in principle be played the following day. In consultation with the respective associations concerned, the match may, however, be replayed on an alternative date set by the UEFA administration within two hours of the referee's decision to abandon the match. In case of dispute, the UEFA administration shall fix the date and the kick-off time of the match. This decision shall be final.

### **Reasons beyond control**

- 9.05 If the match cannot commence for reasons beyond control, the match must in principle be played on a new date set by the UEFA administration. This decision will be final.

### **Expenses**

- 9.06 If, after the arrival of the teams at the venue, a match or an entire mini-tournament cannot commence or has to be abandoned, the travel, board and lodging expenses of the visiting teams, as well as the relevant hosting costs, are borne by the associations concerned in equal parts.

## **Article 10**

### **Match arrangements**

- 10.01 The UEFA, FIFA and UEFA Fair Play flags, as well as the flags of the teams taking part in the match, must be flown in the hall at all matches in this competition. The national anthems of both teams involved must be played.
- 10.02 At all matches in this competition, the players are invited to shake hands with their opponents and the referees after the line-up procedure, as well as after the final whistle, as a gesture of fair play.
- 10.03 Only six team officials, one of whom must be a team doctor, and seven substitute players are allowed to sit on the substitutes' bench, i.e. a total of 13 persons. The names of all these persons and their functions must be listed on the match sheet. Suspended players are not allowed to warm up and to sit on the bench on match days.
- 10.04 If the association delegation is composed of 14 players, the two players not listed on the match sheet for a given match may warm up with the team, provided they are not suspended, and must sit in the stand during the match.
- 10.05 Smoking is not allowed in the technical area during the match. Any violation of this rule will be reported to the Control and Disciplinary Body.
- 10.06 An adequate number of ground staff and police must be present, to guarantee safety and security in the hall.
- 10.07 The host association must ensure an appropriate medical service at matches, including a stretcher and a sufficient number of carriers, an ambulance and stand-by medical personnel. The stretcher should be kept next to the field of play.
- 10.08 No spectators are allowed in the area between the stands and the touch-line or goal-line.
- 10.09 An adequate number of complimentary and purchase tickets must be reserved for the visiting associations.
- 10.10 The official UEFA representatives and at least three representatives of the visiting association must be seated in the best category of seats.
- 10.11 The visiting association will be allowed to train in the hall where the match is to take place the day before the match. The visiting association will agree with the host association on the length of the training session, which shall not exceed one hour, unless agreed otherwise with the host association. In addition, the visiting association may hold private training sessions at a location to be agreed on with the host association, but not at the hall where the match will be played.

### **Media arrangements**

- 10.12 Before the start of the season each association shall provide UEFA 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.

- 10.13 For each stage of the competition, teams must hold a pre-match press conference the day before a match. These press conferences must be arranged so that the media can attend all conferences, and so that media deadlines in the countries concerned can also be respected. Each press conference must be attended by at least the head coach of the team plus one or, preferably, two players. Unless a visiting association has made a prior arrangement, the host association is responsible for providing a qualified interpreter.
- 10.14 For each stage of the competition, if the teams arrange to hold official training sessions in the hall, these should, in principle, be open to the media. If the coach requires a degree of privacy, he may arrange for part of the training session to be closed but must allow media access for at least 15 minutes.
- 10.15 For the play-off matches, local and foreign media will be given access to the first 15 minutes of a training session of each association the day before the matches.
- 10.16 Interviews are not permitted before, during or after matches on the pitch itself or in its immediate vicinity. However, the host association may designate an area between the substitutes' benches and dressing rooms in which "flash" interviews can take place at half-time and at the end of the match. A "flash" interview during the half-time interval may only be conducted in the designated area with the coaches of the two teams involved in the match, subject to their prior consent. Players may not be interviewed during the half-time interval. Interviews are also allowed with coaches and players upon their arrival at the hall, on their way from the team bus to the dressing-room area. For the play-off matches, "flash" interview areas may only be used by rights holders.
- 10.17 Post-match press conferences at the venue 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.
- 10.18 The host association is responsible for providing the necessary infrastructure (interpreting and technical equipment). Both associations are obliged to make their team manager/coach, as well as one or two players if possible, available for this press conference.
- 10.19 For play-off matches, the host association must provide a large area equipped for the needs of the media, containing:
- desks and chairs to enable 50 people to work at the same time;
  - four computers with Internet connection;

- one laser printer;
  - four ISDN lines or a wireless Internet access;
  - two fax machines;
  - one telephone area with four to five public telephones;
  - one long table with trays to display/issue the information generated;
  - one notice board to post key information (pre-match training sessions, press conferences, bus service, other events, etc.);
  - two television monitors connected to the press conference room and the on-court signal as well;
  - two centrally located seats with desk in the Press Box reserved for uefa.com reporters.
- 10.20 After the match, a mixed zone will be set up for the media on the way from the dressing rooms to the team transport area. This area - accessible only to coaches, players and representatives of the media, to offer reporters additional opportunities to conduct interviews - should be divided into three areas: one for ENG crews, one for radio reporters and one for journalists from the written press. For the play-off matches private mixed zones may be set up for rights holders.
- 10.21 The team dressing rooms are strictly off limits to all representatives of the media before, during and after the match.
- 10.22 An adequate number of seats, with a clear view of the playing surface and both goals, and, in principle, at least half of them equipped with desks and phone/internet connections must be put at the disposal of media representatives.
- 10.23 No representatives of the written press or radio journalists are allowed in the playing area or the area between the boundaries of the pitch and the spectators.
- 10.24 In terms of the mass media, only a limited number of photographers, TV cameramen and the personnel required to operate an electronic television camera of the host broadcaster - all equipped with special permits for the event - are allowed in the area between the boundaries of the pitch and the spectators, where they will carry out their work in the specific locations assigned to them.
- 10.25 Unless otherwise authorised by UEFA in writing, it is strictly forbidden (whether before, during or after the matches) to record and/or transmit any sound, image and/or description of the match hall and/or the matches (as well as any result or statistic of the matches) for any commercial purpose other than solely for the editorial purposes permitted via the accreditation pass.
- 10.26 In principle, the Internet has to be considered as a technological communication tool and, consequently, treated in the same way as TV and

radio. The host associations should therefore accept accreditation applications from websites, on condition that they do not cover the game (for the sake of clarity, this includes media conferences and the mixed zone) live in sound and/or pictures. They may cover the game in text only. Therefore, subject to places being available in the press box, they should be accredited as written press, with access to the post-match press conference and to the mixed zone. Photographs taken by officially accredited photographers may be published on websites as long as they appear as stills and not as moving pictures or quasi-video streaming. Should such photographs be published on the unrestricted public Internet, they are to be limited to no more than ten photographs per half of normal playing time, and five per half of extra time, if applicable. There must be an interval of at least one minute between the posting of each photograph on the website.

## **VIII    Futsal Laws of the Game**

### **Article 11**

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

#### **Substitution of players**

- 11.02 The maximum number of substitutes permitted per team is seven. The number of substitutions during the match is unlimited.

#### **Match sheet**

- 11.03 Before the match, each team will receive a match sheet on which the numbers, full names, dates of birth and, if applicable, the nicknames of the 12 players in the squad must be entered, together with the full names of the officials seated on the substitutes' bench. The match sheet must be properly completed in block capitals, and signed by the captain and competent team 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.
- 11.04 Both teams must hand their match sheets to the referee at least 60 minutes before kick-off.
- 11.05 The referee may ask to see the player's registration licence, personal identity card or passport of the players whose names are listed on the match sheet.
- 11.06 If the match sheet is not completed and returned in time, the matter will be submitted to the Control and Disciplinary Body.
- 11.07 All seven substitutes listed on the match sheet may take part in the match.
- 11.08 If there are fewer than three players on either of the teams, the match will be abandoned. In this case, the Control and Disciplinary Body decides on the consequences.

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

- 11.09 After the match sheets have been completed and signed by both teams and returned to the referee, and if the match has not yet kicked off, the following instructions apply:
- a) If any of the first five players listed on the match sheet are not able to start the match for any reason, they may be replaced by any of the seven substitutes. Such replacements will reduce the quota of substitute players accordingly.
  - b) If any of the seven substitutes listed on the match sheet are not able to be fielded for any reason, they may not be replaced, which means that the quota of substitute players will be reduced accordingly.
  - c) If a goalkeeper listed on the match sheet is not able to be fielded for any reason, he may be replaced by another goalkeeper not previously listed on the match sheet.

### **Article 12**

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

- 12.01 The half-time interval must not exceed 15 minutes. If extra time is required, there will be 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 13**

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

- 13.01 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.
- 13.02 The referee decides which goal will be used for the kicks from the penalty mark:
- In particular, but without limitation, for reasons of safety/security, state of the field of play, lighting, etc., 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.
  - If he considers that both goals 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.
- 13.03 If the taking of kicks from the penalty mark cannot be completed for reasons beyond control, the results will be decided by the drawing of lots by the referee in the presence of the match delegate and the two team captains.

- 13.04 If through the fault of a team, the taking of kicks from the penalty mark cannot be completed, paragraphs 7.01 and 7.02 of the present regulations shall apply.

## **IX Player Eligibility**

### **Article 14**

- 14.01 Each national association must select its national representative team from players who are citizens of its country and who comply with the provisions of Article 15 of the *Regulations governing the Application of the FIFA Statutes*.

#### **Identification**

- 14.02 Each player taking part in the competition must be in possession of a valid player's registration licence issued by his national association and an official personal identity card/passport, containing a photograph and giving full particulars of his date of birth (day, month, year). If a player is not in possession of a valid identity card/passport, he will not be allowed to take part in the competition.

#### **Provisional list of 20 players**

- 14.03 For the purpose of pre-registration, each competing national association must provide the UEFA administration with a provisional list of 20 players indicating the surname, first name, the name on the shirt (if applicable), club and date of birth of each player. The name of the coach must also be indicated on the list. This list must be submitted to the UEFA administration by Monday 17 December 2007 for the preliminary round, Monday 24 January 2008 for the main round, and Friday 14 March 2008 for the play-off matches.
- 14.04 Amendments to the provisional list of players are allowed until the final list of 14 players has been submitted to the match delegate (see 14.05 below).

#### **Final list of 14 players**

- 14.05 The UEFA administration will provide all participating teams with an official form for 14 players before the start of the mini-tournament or play-off match, which must be completed with the surname, first name, the name on the shirt (if applicable), club, date of birth and shirt number of the 14 players selected for the mini-tournament or play-off match.
- 14.06 Only the 14 players listed in the final list of 14 players are entitled to participate in the mini-tournament or play-off match. No player can be replaced during the mini-tournament or play-off match, with the exception of goalkeepers upon submission of medical evidence.
- 14.07 The final list of 14 players must be submitted with each player's identity card/passport to the UEFA match officers for age and identity verification, one day prior to the start of the mini-tournament or play-off match. A meeting

with the UEFA match officers and the heads of delegation of the participating teams will be held for this purpose.

- 14.08 The 14 players must wear set numbers between 1 and 15. No number may be used by more than one player in the course of a mini-tournament.
- 14.09 Only 12 of the 14 players may be selected for each match.

#### **Protests against the eligibility of players**

- 14.10 Protests against the eligibility of players who are included in this list of 20 players must be submitted to the UEFA administration eight full days before the first match of the tournament.

#### **New goalkeeper registration**

- 14.11 If an association cannot count on the services of at least two goalkeepers registered on the list of players because of long-term injury or illness, the association concerned may temporarily replace the goalkeeper concerned and register a new goalkeeper at any time during the Competition, subject to paragraph 14.13, and complete the official list with a goalkeeper who is fit to be fielded. The national association must provide UEFA with the necessary medical evidence. UEFA may require further medical examination of the goalkeeper(s) by an expert appointed by the UEFA administration at the cost of the national association. Once the 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 24 hours before the next match in which the goalkeeper is due to play, by means of the official player list.

#### **Responsibility**

- 14.12 The national associations are responsible for ensuring that the aforementioned provisions concerning player eligibility and lists of players are respected.
- 14.13 The UEFA administration decides on questions of player eligibility. In the event of disputes, the Control and Disciplinary Body takes a final decision.

### **X Kit**

#### **Article 15**

#### **UEFA Kit Regulations**

- 15.01 The *UEFA Kit Regulations* apply to any kit used in the hall during the entire competition except where otherwise specified.

#### **Second-choice kit**

- 15.02 In addition to the first-choice kit, each team must have a second-choice kit (shirt, shorts and socks) which must be noticeably different from the contrast

and colours of the first-choice kit. This second-choice kit must be taken to every match.

### **Kit approval procedure**

- 15.03 Kit used by associations must be approved by the UEFA administration. The associations must therefore submit samples of their first-choice and second-choice kits (shirt, shorts and socks) with the official kit application form to the UEFA administration for approval by Monday 17 December 2007 for the preliminary round, Monday 24 January 2008 for the main round, and Friday 14 March 2008 for the play-off matches.

### **Colours**

- 15.04 Each team must, in principle, wear its first-choice kit as announced to the UEFA administration on the entry form, unless the associations concerned agree otherwise in due time, in which case the details must be submitted to the UEFA administration in writing. If the colours of the two teams might cause confusion, the team of the host association will always be entitled to wear its first-choice kit and the visiting team must use its second-choice kit or, if necessary, a combination of the first-choice and second-choice kit. If the associations are unable to agree on the colours to be worn, the UEFA administration will decide in consultation with the referee.

### **Disclaimer**

- 15.05 UEFA declines all responsibility in the event of conflicts arising from contracts between an association and its sponsors and/or an association and a manufacturer on account of the provisions of the *UEFA Kit Regulations* or these regulations regarding sponsor advertising and/or manufacturer identification.

### **Responsibility**

- 15.06 The match delegate has the right and duty to check kit items at the match venue. He is also entitled to send such items to the UEFA administration for further inspection after the match.

## **XI Referees**

### **Article 16**

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

#### **Appointment of referees for the mini-tournaments and for the play-off matches**

- 16.02 The Referees Committee, in cooperation with the UEFA administration, designates referees for each match. Only referees whose names appear on the official FIFA list of futsal referees are appointed. For each mini-

tournament or play-off match, the Referees Committee will appoint three referees (Nos 1, 2 and 3). The host association will appoint a timekeeper and will cover all the costs related to the timekeeper (e.g. daily allowances, travel costs, board and lodging).

#### **Arrival of referees and timekeeper**

- 16.03 The referees and timekeeper must arrange to arrive at the venue the day before the first match of a mini-tournament or the play-off match.

#### **Late arrival of referees**

- 16.04 If the referees do not arrive at the match venue by the evening before the start of the mini-tournament or the play-off match, the UEFA administration and the teams must be informed immediately. The UEFA administration will take the appropriate decisions. If the UEFA administration decides to replace any of the referees, such decision is final, and no protests against the person or nationality of the referees are allowed.

#### **Unfit referee**

- 16.05 If a referee or a second referee becomes unfit before or during a match through illness, injury, etc., and is unable to continue to officiate, the third referee will replace him. If there is any exception to this general rule, the UEFA administration will inform the associations concerned.

#### **Referee's report**

- 16.06 Directly after the match, the referee completes an official report, signs it and faxes it to the UEFA administration (+41 848 03 2727), together with both match sheets. In addition, the originals must be sent by post within 24 hours of the end of the match. The referee must always keep a copy of his report and both match sheets.
- 16.07 On his report, the referee reports in as much detail as possible on any incidents before, during, or after the match, such as:
- a) misconduct of players, leading to caution or expulsion;
  - b) unsporting behaviour by officials, members, supporters, or anyone carrying out a function at a match on behalf of an association;
  - c) any other incidents.

#### **Referee liaison officer**

- 16.08 During their stay at the match venue, the referees are taken care of by a referee liaison officer, who is an official representative of the host national association, in accordance with the guidelines issued by UEFA.

## **XII Disciplinary Law and Procedures - Doping**

### **Article 17**

#### **UEFA Disciplinary Regulations**

- 17.01 The provisions of the *UEFA Disciplinary Regulations* apply for all disciplinary offences committed by associations, officials, members or other individuals exercising a function at a match on behalf of an association, unless the present regulations stipulate otherwise.
- 17.02 Participating players agree to comply with the FIFA Futsal Laws of the Game, UEFA Statutes, competition regulations, UEFA Disciplinary Regulations, UEFA Anti-Doping Regulations, as well as the UEFA Kit 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*.

### **Article 18**

#### **Yellow and red cards**

- 18.01 As a rule, a player who is sent off the pitch is suspended for the next match in a UEFA national-team competition. The Control and Disciplinary Body is entitled to increase this punishment.
- 18.02 In the case of repeated cautions in different matches, the offending player is suspended for one match in the same competition as from the second and fourth caution, as well as following any subsequent caution.
- 18.03 On completion of the main round, single yellow cards are cancelled and not carried forward to the play-off stage.
- 18.04 Pending yellow-card suspensions from the main round are carried forward to the play-off matches. Single yellow cards and pending yellow-card suspensions are cancelled on completion of the play-off matches and are not carried forward to the FIFA Futsal World Cup. Red-card suspensions are always carried forward to the next match or to the next UEFA/FIFA futsal national-team competition.

## **Article 19**

### **Declaration of protests**

- 19.01 Member associations are entitled to protest. The party protested against and the disciplinary inspector have party status.
- 19.02 Protests must reach the Control and Disciplinary Body in writing, stating the reasons within 24 hours of a match.
- 19.03 This 24-hour time limit cannot be extended.
- 19.04 The protest fee is CHF 1,000. It must be paid at the same time as the protest is filed.

## **Article 20**

### **Reasons for protest**

- 20.01 A protest is directed against the validity of a match result. It is based on a player's eligibility to play, a decisive breach of the regulations by the referee, or other incidents influencing the match.
- 20.02 Protests concerning the state of the field of play must be submitted to the referee in writing by the relevant officials before the match. If the state of the field of play becomes questionable in the course of the match, the team captain must inform the referee, as well as the captain of the opposing team, orally without delay.
- 20.03 Protests cannot be lodged against factual decisions taken by the referee.
- 20.04 A protest against a caution or expulsion from the field of play after two cautions is admissible only if the referee's error was to mistake the identity of the player.

## **Article 21**

### **Appeals**

- 21.01 The Appeals Body deals with appeals lodged against decisions of the Control and Disciplinary Body. The *UEFA Disciplinary Regulations* apply.

## **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 in accordance with the *UEFA Disciplinary Regulations*. This may include the imposition of provisional measures.
- 22.03 UEFA may test any player at any time.

- 22.04 The national associations undertake to ensure that the *Acknowledgment and Agreement* form (see Annex V) is duly completed and signed for each minor participating in the competition before the beginning of the competition. The forms must be kept by the national associations and submitted to UEFA upon request.
- 22.05 The national associations undertake to verify in accordance with their respective domestic laws who is considered a minor and what requirements the form has to fulfil to be legally binding.

### **XIII Financial Provisions**

#### **Article 23**

- 23.01 No levy is paid to UEFA for matches in this competition.
- 23.02 The amounts paid by UEFA correspond to gross amounts. As such they cover any and all taxes, levies, charges, etc. (including, but not limited to, Value Added Tax).
- 23.03 Any dispute regarding the settlement of accounts will be decided on by the UEFA administration.

#### **UEFA match officers' costs**

- 23.04 For all matches in this competition, the host association, on behalf of UEFA, assumes the costs of the board and lodging of the referees and UEFA match officers (match delegate, tournament administrator, and referee observer if applicable), as well as their transport costs within the territory of the association concerned. The international travel expenses and daily allowances of these officials are borne by UEFA. The host association will appoint a timekeeper and is responsible for any travel expenses and daily allowances in this respect.
- 23.05 UEFA will credit to the associations in question the following amounts to cover the costs of board and lodging of the above-mentioned referees and UEFA match officers:
- CHF 13,000 for the preliminary and main round matches played in the form of mini-tournaments.
  - CHF 7,000 for the play-off matches played home and away.

#### **Preliminary and main rounds (played in the form of mini-tournaments)**

- 23.06 In principle, the host association retains its revenue and bears all organisational costs.
- 23.07 The host association bears the following costs for the visiting teams:
- a) the board and lodging in a hotel of at least medium standard for a maximum of 21 persons per delegation;

- b) local transport;
  - c) laundry service for the match kit of the competing teams and referees.
- 23.08 The UEFA administration will charge each travelling association a flat amount of CHF 13,000. An equivalent amount will be credited to the organisers, to cover all financial demands connected with the staging of the mini-tournament, in accordance with the present regulations.
- 23.09 The visiting associations assume their international travel expenses to and from the mini-tournament venue.
- 23.10 If necessary, the provisions of Article 9 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 association as a result.
- 23.11 Where applicable, the provisions of Annex I apply.

#### **Play-off matches (played home and away)**

- 23.12 In principle, the host association retains its receipts and bears all organisational expenses.
- 23.13 Unless the two associations agree otherwise, the host association bears the following costs for the visiting team:
- a) the board and lodging in a hotel of at least medium standard for a maximum of 21 persons per delegation;
  - b) local transport.
- 23.14 If necessary, the provisions of Article 9 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 association as a result.

### **XIV Exploitation of the Commercial Rights**

#### **Article 24**

- 24.01 For the purpose of these regulations, "commercial rights" means any and all commercial and media rights and opportunities in relation to the competition, which include, without limitation, the following: (a) all current and/or future world-wide visual, audio-visual and sound-broadcasting rights of still and/or moving images transmitted via radio, television, or current and/or future electronic media (including Internet and wireless technology); and (b) all marketing, sponsorship, advertising, licensing and franchising rights, as well as any data and statistics rights in and in relation to the competition.
- 24.02 Associations hosting mini-tournaments or play-off matches are authorised to exploit the commercial rights to the matches that take place under their respective auspices. The host associations of the mini-tournaments or play-

off matches hold the commercial rights of all matches played in the respective mini-tournament or play-off match. In doing so, they must observe the stipulations of Article 48 of the UEFA Statutes, as well as the regulations governing the implementation of the said article.

- 24.03 The commercial rights to matches may not be sold unless an appropriate fee is paid. Revenue from the exploitation of these rights constitutes part of the match revenue and is retained by the host association.
- 24.04 Any contracts concluded by member associations in relation to the competition and/or for the exploitation of commercial rights regarding the competition must be presented to UEFA upon request. If a member association withholds documents and/or avoids the payment of levies - if such levies are provided for – such matter will be referred to the Control and Disciplinary Body and may entail measures which could ultimately lead to disqualification from the competition and/or the non-payment by UEFA of any bonuses which may otherwise be due.
- 24.05 All contracts for the exploitation of commercial rights regarding 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, then such contracts can be adapted to incorporate the amended provisions within 30 days of the regulations coming into force.
- 24.06 Associations hosting mini-tournaments or play-off matches undertake to provide UEFA – free of charge, and at least 60 minutes prior to the kick-off of the match – with access to the television frequency information for receiving the broadcast signal of the relevant match in the competition at a location of UEFA's choice. For the purpose of directly or indirectly promoting UEFA futsal competitions, these broadcasts may be recorded by UEFA for editorial purposes, while a copy of the recording will be available for the respective home team upon request. If the signal is unavailable, member associations undertake to provide UEFA with a recording of the entire match – free of charge, in Digibeta (or if not available, in Betacam SP) format – to be sent to the destination of UEFA's choice within seven days of the match. For the above purposes, and in particular within programmes produced by or on behalf of UEFA to be broadcast in any form of media, the person who owns such rights shall grant 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 requiring any clearances, including payment of any associated clearance costs.

## **XV 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, medals and trophies. Any use of the aforementioned rights requires the prior written consent of UEFA, and must always comply with any conditions imposed by UEFA.
- 25.02 All rights to the fixture list, as well as the matches in the competition, are the sole and exclusive property of UEFA.

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

### **Article 26**

- 26.01 In the event of any 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 will apply.

## **XVII Unforeseen Circumstances**

### **Article 27**

- 27.01 Any matters not provided for in these regulations, such as cases of force majeure, will be decided by the Emergency Panel and, if not possible due to time constraints, by the President or, in his absence, by the General Secretary. Such decisions are final.

## **XVIII Closing Provisions**

### **Article 28**

- 28.01 The UEFA administration is entrusted with the operational management of the competition and adopts, in the form of directives, the detailed provisions necessary for implementing these regulations.
- 28.02 All annexes form an integral part of these regulations.
- 28.03 In the event of any discrepancy in interpretation between the official languages of UEFA in the wording of these regulations, the English version is the authoritative text.

28.04 These regulations come into force on their approval by the UEFA Executive Committee on 23 June 2007.

For the UEFA Executive Committee:

Michel Platini  
President

David Taylor  
General Secretary

Nyon, 23 June 2007

## **ANNEX I: Instructions for the Organisation and Staging of Mini-tournaments**

This Annex provides guidelines and instructions on how to organise and stage a mini-tournament in the European Qualifying Competition for the 6th FIFA Futsal World Cup.

It also sets out requirements that must be met to ensure that the expectations of the visiting teams and UEFA are met.

For the sake of simplicity, the term “host” refers to the national association hosting a mini-tournament.

The term “UEFA match officer” refers in this Annex to the match delegate, the tournament administrator and the referee observer, if applicable.

### **INTRODUCTION**

Experiences encountered and reports received by UEFA in recent years show that the way mini-tournaments in UEFA competitions are organised differs considerably from one host to another. The purpose of this Annex is therefore to eliminate such inconsistency in organisation and services by providing the host with all the necessary information.

In this way, UEFA is aiming to ensure that mini-tournaments will be organised in the same way and to the same standard all over Europe.

### **1. PURPOSE OF A MINI-TOURNAMENT**

Mini-tournaments are intended to encourage mutual understanding and promote closer ties between futsal players. They are also meant to prevent problems related to the fixing of match dates, and help avoid excessive pressure being placed on players.

In addition, mini-tournaments should serve to:

- enable ambitious players to demonstrate their skills on top-quality pitches;
- provide modern and adequate infrastructures that meet the expectations of the players, referees and team officials;
- provide a playing environment where players with similar ambitions can meet in friendship and are encouraged to respect the spirit of fair play on and off the pitch.

It is also recognised that the costs of a mini-tournament are considerably cheaper than those of matches played on a home-and-away basis.

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

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

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

- a) If there are more national associations interested in hosting a mini-tournament than mini-tournaments to be allocated, the UEFA administration will choose hosts according to the following criteria:
  - quality of the infrastructure (tournament hotel, halls, etc)
  - travel distances
  - promotional concept
  - previous experience as a host
  - development of futsal.
- b) If there are fewer national associations interested than mini-tournaments to be allocated, the UEFA administration will designate the host, applying the same above-mentioned criteria (see 2a).
- c) Should it not be possible to allocate the mini-tournament hosts at the time of the draw, the teams in a given group have to agree, within a set deadline following the draw, as to which of them will host the mini-tournament. If the national associations cannot agree, the UEFA administration will decide.

## **3. GENERAL OBLIGATIONS**

### **3.1. Exploitation of the commercial rights**

For the European Qualifying Competition for the 6th FIFA Futsal World Cup, the host is authorised to exploit the commercial rights for the matches taking place under its auspices (see paragraph 24.02 of the competition regulations).

### **3.2. Cooperation with UEFA**

UEFA appoints the referees and the UEFA match officers. The host will be notified of their travel arrangements in good time prior to the tournament either by the individuals in question or by the UEFA administration.

UEFA and the visiting national associations must be notified of the match dates, venues and kick-off times by the set deadlines. UEFA is entitled to

request changes to these match details if deemed necessary and appropriate.

### **3.3. Host**

The host is responsible for providing the services and infrastructures as laid down in these guidelines. In addition, the host is also requested to assist the visiting teams and the referees in any matters related to the tournament and their travel arrangements (i.e. customs formalities, delayed departure, any other events of force majeure, etc.) in cooperation with the UEFA match officers.

### **3.4. Visiting team – arrival/departure**

Unless the host and the visiting team concerned agree otherwise, a visiting team should, in principle, arrive at the nearest international airport to the tournament venue the day before its first group match. If this is not possible, for reasons of force majeure, the team concerned may arrive two days prior to the start of the tournament. The costs caused by this early arrival (i.e. overnight costs, additional meals, coach rental - excluding transport from the airport to the hotel, which must be covered by the host in all cases, etc.) must be borne by the national association concerned.

A visiting team must depart one day after its last group match.

Should the visiting team wish to arrive earlier or depart later, all costs caused by this decision must be borne in full by the team in question.

### **3.5. Costs and charges**

The host's obligations commence one day before the first group matches and end one day after the last group matches.

The host receives the following financial contributions to cover the costs of the mini-tournament.

- a) Contribution from the visiting national associations amounting to CHF 13,000 per visiting association.

This amount will be debited from the visiting association's account with UEFA and credited to the host association's account on completion of the mini-tournament in question.

- b) Contribution of the host

In addition to the contributions from the visiting associations, the host will contribute to the tournament budget an amount corresponding to the costs it saves as a result of its national team not participating in a mini-tournament abroad.

- c) UEFA's contribution to the host association for the UEFA match officers

UEFA contributes CHF 13,000 to cover the costs of board, lodging and transport of the referees and UEFA match officers as well as any costs incurred during a possible preliminary site visit. The sum in question is credited to the host association's account with UEFA.

The host must cover the costs of providing the facilities and services specified in the present regulations.

### **3.6. Local Organising Committee (LOC)**

The host is responsible for setting up a Local Organising Committee composed of at least:

- a) One tournament director (who should not have a leading role with his own team)
- b) One transport officer
- c) One referee liaison officer (RLO), preferably an active or former referee. The RLO must speak fluent English and be familiar with the region where the tournament is taking place. He should also hold a valid driving licence
- d) One officer for safety/security and match hall matters. He/she is responsible for:
  - informing the competent local authorities in time about the staging of the mini-tournament;
  - the implementation of all directives given by the local authorities (and UEFA) regarding safety and security (alcohol, removal of dangerous materials at the venue, racist behaviour, prevention of pitch invasion and securing the technical zone);
  - ensuring that the measures are implemented in such a way that teams, officials, spectators, etc. are accommodated in a safe, comfortable and friendly environment.
- e) One medical officer
- f) One media officer

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

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 match officers can carry out administrative work. Consequently, it should be centrally located and easily accessible.

This office should be equipped with a photocopier and a fax machine with an international line.

### **3.7. UEFA attendance**

For each mini-tournament UEFA appoints the following persons:

- a) Referees

Four referees will be appointed from neutral countries.

The referees should be given the possibility to use training facilities.

In cooperation with the match delegate, the local Referee Liaison Officer is in charge of the referees.

b) UEFA match officers

As a rule, one match delegate, one referee observer, and, if applicable a tournament administrator from different countries than the referees and teams are appointed for the mini-tournament. If the referees do not stay at the same hotel as the teams, the referee observer should be accommodated at the referees' hotel and the match delegate and the tournament administrator at the teams' hotel.

c) Communication

The referees and UEFA match officers must have the possibility to fax their reports to the UEFA administration immediately after matches, either from the hall or the hotel. The host is responsible for providing the UEFA match officers with the necessary means of communication.

d) Hotel bills

The referees and UEFA match officers are instructed not to pay any hotel bills except to settle for extras they have used (mini-bar, additional meals, phone calls, etc.).

The accommodation costs (board and lodging) of these officials must be borne by the host who will be reimbursed by means of the UEFA contribution (see Annex I, point 3.5c above).

e) Possible preliminary inspection

UEFA may organise a preliminary inspection of the proposed tournament facilities (accommodation, match halls, training halls, etc.). Upon receipt of the corresponding report, UEFA is entitled to request the choice of other facilities.

f) Employment of a Tournament Administrator (TA)

Following the preliminary inspection report, UEFA, if deemed appropriate, may appoint a TA whose main task will be to support the LOC and the UEFA match officers in their duties.

In principle, the TA will arrive two days before the start of the tournament and must inspect all tournament facilities e.g. match halls, hotels, training halls, etc.

#### 4. TOURNAMENT SCHEDULE

In principle, the 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 match officers

Tournament organisational meeting

**Day 2:**

First match day: Matches 1 vs 3 and 2 vs 4

**Day 3:**

Second match day: Matches 1 vs 4 and 3 vs 2

**Day 4:**

Rest day

**Day 5:**

Third match day: Matches 4 vs 3 and 2 vs 1

**Day 6:**

Departure of the all the teams

Departure of the referees

Departure of the UEFA match officers

The host is considered as Team 1. Teams 2, 3 and 4 are ranked according to the 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.

The host is requested to provide a sufficient number of FIFA-approved match balls.

## **5. TOURNAMENT ORGANISATIONAL MEETING**

A tournament organisational meeting must take place preferably the day before the start of the tournament. The time of this meeting has to be determined according to the arrival of the delegations, referees and UEFA match officers. If this meeting cannot take place the day before the start of the tournament, it should be organised in the morning of the first match day.

The meeting will be chaired by the match delegate and, in principle, be held in English. If necessary, the host should provide one or more interpreters. This meeting must be attended by the following persons.

a) UEFA

- The referees
- match delegate
- UEFA tournament administrator, if applicable

b) Delegations

- Head of delegation

### c) LOC

- Tournament director
- Officer for security/safety and match hall matters
- Transport officer
- Medical officer
- Team liaison officers
- Referee liaison officer
- Media officer

The aim of this meeting is to provide the delegations and all the other tournament participants with the following information:

- Tournament programme
- Rules and guidelines regarding the hotel
- Match arrangements
- Transport system
- Referee appointments.

In addition, at the end of the meeting, the match delegate, in cooperation with the heads of delegation, will arrange a timetable with regard to the players' identity check (see also paragraph 17.02) and inspect the team colours for all matches. For this purpose, the heads of delegation are requested to bring with them the official UEFA 14-player list, the players' passports/identity cards and the full first- and second-choice kits for the field players as well as the full goalkeeper kits.

For the purpose of this meeting, a room for a minimum of 30 persons must be reserved.

If deemed necessary, a meeting can be organised every morning in order to review the previous day, to discuss the programme of the day and the following day. In addition, any complaints or suggestions can be raised in the presence of the match delegate. This meeting should be attended by the tournament director, the heads of delegation, the match delegate and the UEFA tournament administrator, if applicable.

## 6. ACCOMMODATION

The delegations must be accommodated either in sports schools or medium-standard hotels (3-star minimum).

The use of one place of accommodation for all teams and officials is the ideal solution. If this is not possible, a maximum of two hotels in the immediate vicinity and in the same city should be chosen to accommodate the four teams, referees and UEFA match officers. In this case, both places of accommodation must offer the same standard.

The hotel accommodation chosen for a tournament should be located in safe and secure areas where players are not exposed to danger when, for example, having a walk outside the building.

Should any of the visiting associations arrive early (i.e. more than one day before the first match), the host must assist them in extending their hotel booking and arrange for them to be transported from the airport to the hotel free of charge. Furthermore, the host must inform the visiting associations concerned about the extra costs incurred (i.e. accommodation, bus rental, training hall, etc.). The following facilities must be provided and be paid for by the host for a maximum of 21 persons per delegation:

### **6.1. Rooms for the delegations**

- Twin rooms for the players (14 players = seven rooms). Two individual beds must be provided in these rooms. One large bed for two players is not acceptable.
- Single rooms for the seven delegation officials (seven rooms) in the same place of accommodation as their team.
- Additional members of the delegation may be accommodated, at the expense of their own association, either at the same hotel/sports school or at a nearby hotel/sports school.
- If possible, each delegation should be accommodated on a different floor.
- Two additional rooms or one suite must be provided per team for medical treatment and the storage of their equipment. The host is also requested to provide a massage table in the medical treatment room. The cost of these two rooms or this suite must be borne by the host. It is assumed that the rate for these rooms should be cheaper than for a room used by players or officials.

### **6.2. Rooms for the referees and UEFA match officers**

- Single rooms for the referees and the UEFA match officers.
- If possible, the referees and all UEFA match officers should be accommodated on the same floor, separate from the teams.

### **6.3. General room requirements**

- All hotel rooms must have bathroom and toilet facilities which meet standard hygiene requirements.
- All rooms should have an adequate number of wardrobes in which to keep clothing.
- All rooms should, in principle, be equipped with a heating and/or air conditioning unit.
- Rooms must be cleaned daily.

#### **6.4. Laundry**

A 24-hour laundry service for the playing strips of the participating teams and referees (kit which has been worn for matches, i.e. shirts, shorts and socks, but not tracksuits) must be provided and paid for by the host.

#### **6.5. Meeting room**

One meeting room for a minimum of 25 persons should be made available for the entire duration of the tournament. A meeting schedule should be established in cooperation with the teams before the organisational meeting.

This room should be equipped with a TV/video and overhead projector.

The cost for this room must be covered by the host.

#### **6.6. Dining room**

A spacious dining room split into five different areas – four areas for the teams, one area for the referees, UEFA match officers and LOC – should be provided.

The referees and UEFA match officers should, in principle, take their meals in the same dining room as the delegations, at a separate table.

Officials should refrain from smoking and drinking alcohol in the dining room in front of the players.

#### **6.7. General remarks**

At the organisational meeting, the host must provide the delegations with clear information on the safety regulations and procedures applicable in case of an emergency, rules regarding telephone and mini-bars in the rooms, as well as the code of conduct in the hotel.

A room occupancy plan should be prepared by the host and distributed to the UEFA match officers only.

The host should ensure that the teams can prepare for their matches in a comfortable, quiet and undisturbed environment.

### **7. MEALS**

Three meals per day must be served to the tournament participants. The host must check whether special wishes can be catered for as far as the type of food is concerned, and also the time at which meals are served. The possibility for teams to bring their own cook should also be considered.

Breakfast, lunch and dinner must be provided for the tournament participants, based on the match and training schedules of the teams in question.

Emphasis should be placed on providing suitable food for futsal players, which also takes national eating habits of participating teams into account. The following minimum standard of food should be made available:

### **7.1. Breakfast**

Bread, crispbread, toast, butter, jams, assorted cereals (cornflakes, etc.), fruit, ham, salami and cheese, boiled and scrambled eggs, bacon, yoghurt.

### **7.2. Lunch**

The lunch menu should consist of a starter, main course and dessert. In principle, a combination of the following foods should be made available:

#### **a) Starter**

- Soup, ham, salami and cheese, choice of salads, cold pasta salad.

#### **b) Main course**

- Meat (chicken and beef)
- Fish and meat (as some people do not like fish or meat, it is therefore recommended to serve a main dish consisting of both foods)
- Vegetables and pasta
- Vegetables and rice
- Vegetables and potatoes

#### **c) Dessert**

- Cake and/or ice cream
- Pudding
- Fruit salad.

### **7.3. Dinner**

Similar food as for lunch should be served for dinner. However, when establishing the menu plan for dinners, the kick-off times and return of the teams to the hotel must be taken into consideration. In principle, a combination of the following foods should be made available:

#### **a) Starter**

- Soup, ham, salami and cheese, choice of salads, cold pasta salad

#### **b) Main course**

- Meat (chicken and beef)
- Fish and meat (as some people do not like fish or meat, it is therefore recommended to serve a main dish consisting of both foods)
- One pasta dish (without meat or fish)
- Vegetables and pasta
- Vegetables and rice
- Vegetables and potatoes

- c) Dessert
  - Cake and/or ice cream
  - Pudding
  - Fruit salad.

#### **7.4. Accompanying food**

For lunch and dinner, the following accompanying foods should be provided:

- Butter
- Bread
- Fruit
- Yoghurt.

A detailed menu plan must be sent to the participating teams one month before the start of the tournament. Should a delegation have any special dietary requests, these must be submitted to the host three weeks before the start of the mini-tournament at the latest. Any cost difference between a special menu and the proposed menu must be borne by the requesting association.

All meals should be served buffet-style. The host must ensure that all teams are provided with hot food at scheduled times previously agreed with the participating teams.

#### **7.5. Snacks, light meals**

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

#### **7.6. Drinks**

A sufficient supply of soft drinks and tea should be made available for the participants at meals. At all training sessions and matches a sufficient amount of still mineral water must be provided to the teams. In addition, mineral water should also be provided for the players in their rooms. Coffee, tea, milk (hot and cold) and chocolate drinks or powder must be available at breakfast.

The participants themselves must pay for all other drinks.

#### **7.7. 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.

## 8. 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 laid down in the competition regulations (Article 9), the following requirements must be met:

### 8.1. General requirements

- a) The halls must be located within a one-hour bus ride of the team accommodation.
- b) Pitches must measure at least 38 x 18m.
- 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 13 people in total. These benches must be positioned at least two metres from the touchline and must not present a risk for the safety of the players. In addition, a table with two seats must also 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 tape recorder and/or 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 Anti-Doping Regulations must be provided at the hall.

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.

## 9. TRAINING SESSIONS

One training 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 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.

If the visiting teams do not bring their own balls, the host shall provide a sufficient number of training balls to the team in question, if so requested. If possible, the same type of ball should be provided as 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 cooperation with the referee and match delegate, will take the final decision in the event of any uncertainty.

## **10. MATCH ORGANISATION**

The following principles apply.

### **10.1. Match arrangements**

Please refer to the competition regulations (Article 12).

A minimum of four ball girls/boys should be provided for each match.

Ten match balls should be made available per match.

There must be a minimum of two hours between kick-off times on the same match day.

A suitable warm-up area must be provided for the two teams playing the second match, should the first match finish less than 45 minutes before the second match kicks off.

### **10.2. Pre-match procedure**

The following principles apply.

*Day before the match:*

Training session for both teams.

*Match day:*

**Arrival at the hall:**

- 90' Teams, referees, match delegate and/or referee observer

**Match sheet to be completed and signed by:**

- 60' Both teams

**Match timetable:**

- 60' to -15' Warm-up on the pitch (or in dedicated area)

- 4' Teams come onto the pitch and stand in line facing the VIP box

- 3' Hand-shaking procedure and team photos
- 1' Toss of coin
- 0' Kick-off (no earlier than 10.00 hours and no later than 22.00 hours local time).

This timetable may be adjusted 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, say goodbye to each other, wave goodbye to the spectators and leave the pitch.

**11. TRANSPORT**

The host is responsible for providing the following vehicles:

*Teams*

Each team must be provided with a bus with driver for the entire duration of the tournament.

*Referees*

Two spacious and comfortable cars – preferably people carriers (minibuses with six to eight places) – with drivers must be provided to transport referees to and from matches.

*UEFA match officers*

As a rule, the match delegate and the referee observer, if applicable, will travel with the referees.

*General requirement*

The teams, international referees and UEFA match officers 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 the point from where they will leave the host country on the day of their departure.

**12. MEDICAL MATTERS**

The health of the players must be the first priority for the organiser of any futsal event. Consequently, the host is requested to ensure that the necessary measures are taken to guarantee adequate medical services during the entire tournament for all players and officials.

Apart from the normal match arrangements in this respect, e.g. stretcher at the hall, ambulance at the hall, doctor on standby in the hall or at a nearby hospital, first-aid officers, etc., the host must ensure that any player needing medical care can receive preferential treatment and avoid the normal waiting process in a hospital or clinic.

Medical arrangements should be explained to the tournament participants at the organisational meeting.

### **13. UEFA MATCH OFFICERS**

The UEFA match officers play an important role at these tournaments. They are an instrument of the disciplinary bodies, and their reports serve as groundwork for the activities of the Futsal and Beach Soccer Committee and the Referees Committee. In addition, they are also requested to report to the UEFA administration on any major problems that occur during the tournament and to inform UEFA of any organisational deficiencies or weaknesses. On the basis of their neutral and objective information, the UEFA administration is able to take the necessary steps to avoid any unpleasant situations and to constantly improve the staging of such events in the future.

In this context, the LOC and all participating teams are welcome to discuss any issues relating to the tournament with the UEFA match officers, to draw their attention to any shortcomings and to provide them with any ideas or proposals. The UEFA match officers will be more than happy to forward any matter raised by a participating team to the UEFA administration.

### **14. CLOSING REMARKS**

Although it is recognised that all participating teams are ultimately playing to win and qualify for the next round of the Competition, mini-tournaments should, as already mentioned, also be used to foster friendship and relations between the participants. A friendly atmosphere based on mutual understanding and appreciation can be achieved with small gestures like:

- joint events (meal, drinks, excursion, etc.) for the delegation officials, preferably at the beginning of the tournament;
- running of a small information desk where the tournament participants can get the ranking table, leading scorer list, results of other tournaments, etc. The local media officer should be able to provide such a service;
- organisation of an event where gifts can be exchanged.

It is up to the host to show its hospitality “skills” and to ensure that the visiting delegations go home with happy memories of a successful and well-run mini-tournament.

## ANNEX II: Fair Play Assessment

### Introduction

1. 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. 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 June and 31 May. In establishing these rankings, only those associations whose teams have played at least the required number of matches (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. In reward for the fair play example they set, a maximum of three associations which attain a previously-defined standard (average of 8.0 points or more in the rankings) each receive one additional place in the UEFA Cup of the next season. These additional places are reserved for the winners of the respective domestic top-division fair play competition. If the winners of the domestic top-division fair play competition in question have already qualified for a UEFA club competition, the UEFA Cup fair play place goes to the highest team in the domestic top-division fair play rankings which has not already qualified for a UEFA competition.
3. After the match, the 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.

### Methods of Assessment

4. The assessment form identifies six criteria (components) 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.

#### a) The individual items on the assessment form

5. **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.

## 6. **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.

### **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

### **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.

## 7. **Respect of the opponent**

- maximum 5 points
- minimum 1 point

Players are expected to respect the *FIFA 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 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.

8. **Respect of the referee**

- maximum 5 points
- minimum 1 point

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

A positive attitude towards the referee 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.

9. **Behaviour of 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. Co-operation 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.

10. **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.

#### **b) Overall assessment**

11. The overall assessment of a team is obtained by adding up the points given for the individual components, dividing this total by the maximum number of points and multiplying the result by 10.
12. 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 10 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:

$$(31/40) \times 10 = \mathbf{7.75}$$

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:

$$(24/35) \times 10 = \mathbf{6.857}$$

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

13. In addition to this assessment, the 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.

## **ANNEX III: 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 regarding precautionary measures to be taken to ensure safety and security at the venues and to prevent crowd disturbances.

These instructions cannot be regarded as an exhaustive list of the security measures to be taken by the match organisers and participating associations and clubs. The aim of these instructions is to make the match organisers, be they associations, clubs or other entities, aware of their duties and responsibilities before, during and after 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 to and from the match.

### **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/security, medical service and fire service.

### **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 and confusion.

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

The venue in question must have been thoroughly inspected throughout by the competent local safety authorities and a safety certificate testifying as to

its suitability issued by those authorities. Such a certificate must have been valid for no more than one year prior to the date of the match.

**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 shall 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 referees 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 shall also be capable of being directed to 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, nor to support the home team, nor should it be used 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 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.



### **Coefficient Ranking System**

1. The associations are classified on the basis of their results in the qualifying and final rounds of the 2002/03 and 2004/05 UEFA European Futsal Championships as well as the final round of the 2004 FIFA Futsal World Championship.
2. In the case of an association which has not previously entered the competition, its coefficient is zero.
3. The table is compiled as follows:
  - In each of the qualifying competitions for the UEFA European Futsal Championships the total number of points obtained are divided by the number of matches played.
  - Bonus points are awarded to the eight associations who reach the final rounds of the UEFA European Futsal Championships (1 point for champion; 0.5 points for the others).
  - Bonus points are awarded to the five associations who represented Europe in the 2004 FIFA Futsal World Championship (1 point for champion; 0.5 points for the others).
4. The coefficients obtained each season by the associations are added, then divided by three, and this, with the addition of any bonus point(s) awarded, produces the rankings.
5. In the case of the association which qualifies automatically for the final tournament in question, the coefficient is calculated on the basis of its results in its most recent qualifying competition.
6. Coefficients are calculated to the thousandth, and not rounded up.
7. In the case of equal coefficients, the UEFA Administration will apply the following criteria in the order given until a decision is obtained:
  - a) Coefficient in the 2004/05 competition
  - b) Goal difference in the 2004/05 competition
  - c) Goals for in the 2004/05 competitionIf necessary, criteria b and c will be reapplied to the next most recent competition(s). As a last resort, lots will be drawn.
8. If the associations in question did not all participate in the same previous competition, the following criteria apply:
  - a) bonus points awarded in the most recent competition and, if necessary, in any previous competition
  - b) Coefficient in the most recent competition in which all the associations concerned participated

- c) Goal difference in the most recent competition in which all the associations concerned participated
- d) Goals for in the most recent competition in which all the associations concerned participated

If necessary, criteria b, c and d will be reapplied to the next most recent competition(s). As a last resort, lots will be drawn.

- 9. 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 association qualifies, or the winners, do not affect the result proper of the match.
- 10. The UEFA Administration will take final decisions on any matters not provided for by these provisions.

## ANNEX V: Doping controls - Acknowledgment and Agreement

The undersigned player agrees to comply with the *UEFA Anti-Doping Regulations* and the applicable UEFA competition regulations, which he has read and understood. In particular, he acknowledges that he must refrain from using substances and methods prohibited by the *UEFA Anti-Doping Regulations*.

The undersigned player recognises that failure to comply with the said regulations may result in investigation and imposition of sanctions by UEFA. He acknowledges and agrees that UEFA has the jurisdiction to impose sanctions as provided for in the *UEFA Disciplinary Regulations*.

The undersigned player agrees to undergo doping controls at any time (in and out of competition).

The undersigned player agrees that any dispute that remains unresolved after the legal remedies established by UEFA have been exhausted shall be submitted exclusively to the Court of Arbitration for Sport (CAS) for final and binding arbitration. He notes that he must submit such a dispute to the CAS within 10 days of notification of the challenged decision. Proceedings before the CAS shall take place in accordance with its Code of Sports-related Arbitration.

The undersigned has/have read and understood the present Acknowledgment and Agreement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of player  
(surname, first name)

\_\_\_\_\_  
Date of birth  
(day/month/year)

\_\_\_\_\_  
Signature of player

\_\_\_\_\_  
Name of parent/legal guardian  
(surname, first name)

\_\_\_\_\_  
Signature of parent/legal guardian

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