



UEFA  
**FUTSAL**  
CUP®



**Club Manual**  
**2006/07**



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# 1 Concept

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## **1 CONCEPT**

### **1.1 Definitions**

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The following words shall have the following meanings:

“Manual” means this UEFA Futsal Cup Club Manual;

“Brand Identity” means the UEFA Futsal Cup brand identity developed by UEFA;

“Clubs” means the futsal Clubs participating in the UEFA Futsal Cup;

“Final” means the final match of the UEFA Futsal Cup, played on a Final Four basis;

“Host” means the host club of the match or mini-tournament;

“LOC” means the Local Organising Committee appointed by the host club to organise the match or mini-tournament;

“Logo” means the UEFA Futsal Cup Logo;

“UEFA Futsal Cup Materials” means all the applications developed by UEFA as part of the Brand Identity;

“Competition Regulations” means UEFA’s Regulations of the UEFA Futsal Cup;

### **1.2 Use of the Manual**

---

The Club Manual is directly linked to the 2006/07 Regulations of the UEFA Futsal Cup and contains further information and guidelines for participating clubs.

This Manual should be used in conjunction with the Regulations of the UEFA Futsal Cup which shall always prevail in the event of conflict with the content of the Manual.

Additionally, it should be noted that while sections of the Manual contain extracts from the Competition Regulations, the Competition Regulations contain matters which are not

covered by this Manual (for example, competition system, player eligibility, disciplinary law and procedures, etc).

Whenever reference is made to a mini-tournament, the same principles may be applied to the organisation of a single match, with the appropriate adjustments.

In the case of the Finals (played on a Final Four basis), responsibilities will be defined under the Staging Agreement between UEFA and the finalist clubs.



### 1.3 Purpose

---

The Club Manual is intended as a tool to assist Clubs hosting matches in the competition to:

- ⚽ organise high-level mini-tournaments (qualifying rounds)
- ⚽ organise high-level Finals (final four)
- ⚽ provide the visiting teams, referees and UEFA representatives with the highest possible level of service so that they can fully concentrate on their matches and duties
- ⚽ provide the participating teams with the best possible conditions to ensure they can play high-quality futsal

- ⚽ provide modern and adequate infrastructure that meet the expectation of the players
- ⚽ ensure that the same level of organisation can be found through-out Europe
- ⚽ promote the matches and, consequently, realise maximum hall attendances and media coverage
- ⚽ realise their commercial potential

Clubs attain experience in organising high-level competition matches, which experience may also be applied in the preparation of their domestic league matches.

### 1.4 Responsibilities

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In hosting a mini-tournament or match in this competition, the Host is responsible for organising this event according to the Competition Regulations and for implementing the guidelines contained in this Manual as far as possible.

The Host is requested to assist the visiting teams and the UEFA representatives in any matters related to the mini-tournament or match and their travel arrangements (e.g. customs formalities, delayed departure, force majeure events).

Moreover, the Host is responsible for ensuring a safe and secure environment for the participating teams, officials, referees, UEFA representatives and, not least, the spectators. In this respect, we refer to the relevant UEFA regulations as well as to section 2.10 of this Manual.

The Host must observe any deadlines set and respect any decisions taken by the UEFA Administration.

Furthermore, in order to protect the UEFA Futsal Cup Brand Identity, the Host must observe the provisions as stipulated in section 7 of this Manual.



## 1.5 Financial Provisions

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The Host and/or its association, as agreed between the two parties, must cover the costs for the provision of the facilities and services specified in the Competition Regulations.

### 1.5.1 Qualifying Stage

In principle, the Host retains its receipts and bears all organisational costs.

The Host bears the following costs for the visiting teams:

-  the board and lodging in a hotel of at least medium standard (standard 3-star minimum) for a maximum of 21 persons per delegation
-  local transport
-  laundry service for the match kit of the competing teams and referees

The Host's obligations commence one day before the first matchday and end one day after the last matchday.

### Contribution from the Visiting Clubs

To cover the costs of the mini-tournament, the Host receives a contribution from the national associations of the visiting Clubs amounting to CHF 13,000 per visiting Club. This amount will be debited from the UEFA accounts of the visiting associations concerned and credited to the UEFA accounts of the Host's association on completion of the mini-tournament.

### Contribution from the Association of the Host

The association of the Host will contribute to the mini-tournament budget the amount of CHF 13,000 it is saving by its Club not participating in a mini-tournament abroad.

The visiting Clubs cover their international travel expenses to and from the mini-tournament venue.

### UEFA Representatives' Costs

UEFA will credit the association of the Host with an amount of CHF 13,000 to cover the costs of board and lodging of the official UEFA representatives i.e. referees, UEFA Delegate, UEFA Referees Observer and Tournament Administrator (if appointed), as well as any costs incurred due to a possible preliminary site visit.

### 1.5.2 Futsal Cup Finals

In principle, each Club retains its receipts and bears all organisational expenses.

The Host bears the following costs for the visiting team:

-  the board and lodging in a hotel of at least medium standard for a maximum of 21 persons
-  local transport

The Host's obligations commence one day before the match and end one day after the match.

For the Futsal Cup Finals, UEFA pays the Host a flat amount of:

-  CHF120,000

to help cover the financial demands connected with the staging of the event, including the costs of board and lodging for the official UEFA representatives.

This contribution is credited to the Club via its association.



## 1.6 Commercial Concept

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### 1.6.1 Preliminary Round, Main Round, Elite Round

Member associations and their affiliated organisations or clubs are authorised to exploit the Commercial Rights to the matches that take place under their respective auspices. The mini-tournament Hosts hold the Commercial Rights of all matches played in the respective mini-tournament. 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.

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 or its affiliated organisation or Club.

Any contracts concluded by member associations or their affiliated organisations or Clubs 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, affiliated organisation or Club 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.

All contracts for the exploitation of Commercial Rights regarding the Competition must contain:

- ⚽ 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
- ⚽ 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.

### 1.6.2 Futsal Cup Finals

UEFA is the exclusive, absolute and beneficial owner of the Commercial Rights which comprise all Commercial Rights in relation to the Futsal Cup Finals, including, 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 from the competition transmitted via radio, television, or current and/or future electronic media (including internet and wireless technology) on a live and/or delayed basis, as well as any current and/or future secondary rights deriving therefrom; and (b) all marketing, sponsorship, advertising, licensing, franchising, hospitality and ticketing rights as well as any rights to the results, data and statistics of the competition.

UEFA shall be entitled to exploit, retain and distribute all revenues derived from the exploitation of such Commercial Rights exclusively (or appoint a third party to act on its behalf in this regard). No third party shall enter into any contract for the exploitation of the Commercial Rights without UEFA's prior written approval.

No existing contracts of any kind, including, without limitation, for the exploitation of audio-visual and sound-broadcasting rights, ground advertising, merchandising and licensing, reserved seats or otherwise, will be recognised for the Futsal Cup Finals without UEFA's prior written approval.



## 1.7 Advertising on Kit

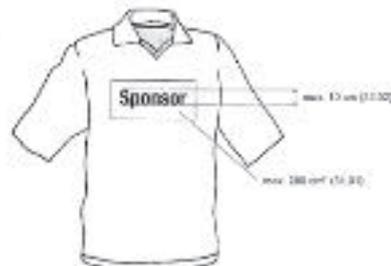
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Sponsor advertising on players' shirts shall be authorised in all the matches (see UEFA Kit Regulations).

Each Club taking part in the qualifying stage must submit a copy of the official kit approval form by 24 August 2006.

### 1.7.1 Shirt Sponsor(s) for the Qualifying Stage

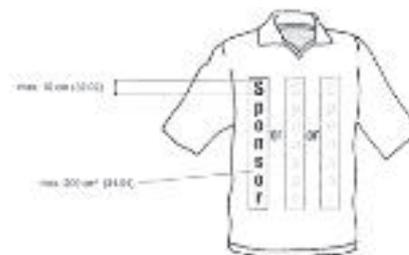
According to paragraph 30.06 of the UEFA Kit Regulations, Clubs may use for qualifying-round matches the shirt which has been approved for domestic competition matches provided that no more than three different sponsors appear. No sponsor may appear on the shorts and socks.



### 1.7.2 Shirt Sponsor for the Futsal Cup Finals

For the Futsal Cup Finals only one sponsor is allowed on the front of the shirt in accordance with the *UEFA Kit Regulations* (see diagram).

For Clubs that qualify for the Futsal Cup Finals, the players' kit must be approved by the UEFA Administration. Clubs participating in the Final must therefore submit samples of their first-choice and second-choice kit (shirt, shorts and socks) to the UEFA Administration, together with the corresponding application form, duly completed and signed, by 28 March 2007. At a Club's request, the UEFA Administration may extend the mentioned deadline as far as the announcement of the shirt sponsor is concerned. Kit authorisation granted by the UEFA Administration is valid only for the season in question.







## 1.8 The UEFA Futsal Cup Brand Identity

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Important to the profile and impact of the UEFA Futsal Cup is the implementation of its Logo which should be applied consistently across all visual and sound media so that football fans recognise the UEFA Futsal Cup message in the written press and in the halls where the matches are played.

### 1.8.1 UEFA Futsal Cup Logo



The 5 stars represent the 5 star players of each team and the 5-a-side game. The 3 lines coming in characterise the movement and dynamism of the futsal matches.

### 1.8.2 Season Design Concept

For 2006/07, a new design concept will be implemented for the UEFA Futsal Cup Finals. This design will be applying across all material which will be produced by UEFA and the finalist Clubs to brand the 2006/07 UEFA Futsal Cup Finals.

In the meantime, we are pleased to offer Clubs a design concept for use in the matches of the preliminary, main and elite rounds. Details and artwork, as well as instructions for correct usage, are included in section 7 *UEFA Futsal Cup Brand Identity* and can be found on the accompanying CD-ROM.

Prior approval from UEFA ([brand@uefa.ch](mailto:brand@uefa.ch)) must be obtained for all uses of the UEFA Futsal Cup Logo.

## 1.9 The Competition

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### 1.9.1 Introduction

The sixth season of the UEFA Futsal Cup has a format with a preliminary round, a main round and an elite round, played in the form of mini-tournaments, each with four teams, followed by the Futsal Cup Finals, played in the form of a Final Four (2 semi-finals, a 3<sup>rd</sup> place match and a Final).

Sixteen teams participate in the Preliminary Round, i.e. four groups of four teams. Each group winner qualifies to the Main Round.

Twenty teams will participate in the Main Round which consists of six groups of four teams. Each group winner and runner-up will qualify for the Elite Round.

The Elite round is composed of four groups of four teams, with the top four clubs in the rankings entering the Competition as seeded teams. The twelve remaining teams are the clubs who qualified in the Main Round.

For further information, please refer to the Regulations of the UEFA Futsal Cup 2006/07.



### 1.9.2 Qualifying stage

Unless the four teams in question agree otherwise, mini-tournaments must be organised according to the following schedule, bearing in mind that the Host is considered as Team 1 for the match schedule:

#### Preliminary Round, Main Round, Elite Round

**First Matchday:**

1 vs 3 and 2 vs 4

**Second Matchday:**

1 vs 4 and 3 vs 2

**Third Matchday:**

2 vs 1 and 4 vs 3

### 1.9.3 Futsal Cup Finals

**26 & 28 April 2007:**

26.04.2007            SF1 and SF2  
28.04.2007            3<sup>rd</sup> place match and Final

The Host of the Futsal Cup Finals is one the finalists.



## 1.10 Choice of a Mini-Tournament Host

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Mini-tournament hosts have been selected for the season 2006/07, based on the following criteria:

-  quality of the infrastructure (tournament hotel, halls, etc)
-  travelling distances
-  promotional concept
-  previous experience as a host
-  development of futsal

### 1.10.1 Preliminary and Main round

The UEFA Administration has sent UEFA inspectors in the potential host countries before the Draw 1 in order to define which Clubs will be organising the mini-tournaments in the preliminary and the main round. A final appointment has been made based on the above-mentioned criteria and the reports submitted by the UEFA inspectors.

For the designation of mini-tournament hosts, UEFA may also take into consideration Clubs who have hosted a mini-tournament in the past seasons.

## 1.11 Workshop

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UEFA is planning to organise a Workshop with the Hosts of the preliminary and main round on a yearly basis at UEFA Headquarters in Nyon, Switzerland, before the start of each season, the day before draw 1.

### 1.10.2 Elite round

Due to the short time span between the main and the elite round, qualified Clubs interested in hosting will have few days to fill in the official application form that will be sent after completion of the main round. UEFA Administration will assign the hosts of the four mini-tournaments of the elite round, based on the UEFA Delegates' reports and/or on the following criteria:

-  quality of the application form
-  quality of the infrastructure (tournament hotel, halls, etc)
-  travelling distances
-  promotional concept
-  previous experience as a host
-  development of futsal

If there are fewer clubs interested than mini-tournaments to be allocated, the UEFA Administration will conduct a draw to determine the hosts.

For the designation of mini-tournament hosts, UEFA may also take into consideration Clubs who have hosted a mini-tournament in the past rounds and/or the past seasons.

One person per Club will be invited to attend this Workshop. This should be the same person who will be appointed by the Host as the tournament director (see section 2.2). This person must be fluent in English.



## **2 General Organisation**

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- 2.1 UEFA Representatives**
- 2.2 The LOC**
- 2.3 Site Visits**
- 2.4 Distances**
- 2.5 Accommodation**
- 2.6 Transport**
- 2.7 Training**
- 2.8 Social Events**
- 2.9 Medical Matters and Doping Controls**
- 2.10 Security**
- 2.11 Insurance**



## 2. GENERAL ORGANISATION

### 2.1 UEFA Representatives

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Every match or mini-tournament involves the following persons from UEFA, who are on site to liaise with the clubs:

#### **UEFA Delegate**

The UEFA Delegate has full overall authority for all aspects of match or mini-tournament organisation.

The LOC as well as all participating clubs are welcome to raise any issues regarding a match or mini-tournament organisation with the UEFA Delegate, who will revert to the UEFA Administration, if necessary.

#### **UEFA Referee Observer**

The UEFA Referee Observer deals with all matters related to refereeing.

#### **Official UEFA Referees**

For mini-tournaments, UEFA appoints a team of four referees. The association of the Host appoints an official timekeeper, in principle for the entire mini-tournament.

### 2.2 The LOC

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To facilitate the co-operation between the Host and UEFA, the Host must appoint a coordination person (UEFA Futsal Cup Tournament Director), responsible for administrative and organisational matters, who is fluent in English. The UEFA Futsal Cup Tournament Director needs to have the full authority of the club board and management to decide upon operational issues in connection with the match

For a single match, UEFA appoints two main referees and a third official. The association of the Host appoints the timekeeper.

#### **UEFA Tournament Administrator (if appointed; mini-tournaments only)**

The role of the Tournament Administrator is to provide support to the Host, visiting teams, referees and the UEFA Delegate. He will:

-  assist the Host with the mini-tournament organisation, including with the production of match-related documents and the match arrangements
-  assist the local media officer to promote the tournament
-  provide uefa.com with editorial information for promotional purposes

The Tournament Administrator is not appointed to take over responsibility for the mini-tournament organisation, which responsibility remains with the Host.

organisation.

Preferably, the organisation of a mini-tournament or match should be undertaken by a Local Organising Committee (LOC), which is headed by the UEFA Futsal Cup Tournament Director. The LOC should consist of the club media officer, the hall authorities, the city, the police and the

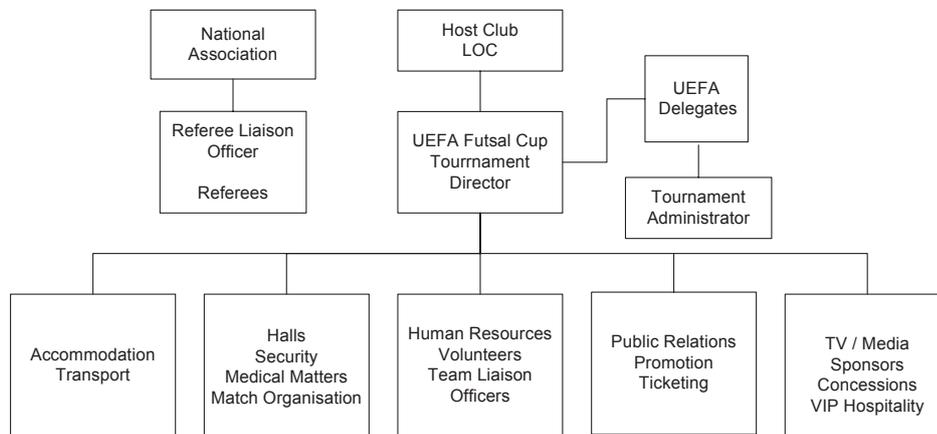
fire brigade as well as any other public authorities' representative(s) required.

Volunteers to assist with the mini-tournament/match organisation may be recruited from amongst current or former football players, current or former national or

international referees, youth players, retired persons, club members, regional football association members, students, etc.

A possible LOC organisational chart follows:

### LOC Organisational Chart



The LOC should be set up in good time before the start of the tournament and should be comprised of at least the following persons, who have the authority to fulfil their various tasks:

1 UEFA Futsal Cup Tournament Director who:

- ⚽ has total control over the entire event
- ⚽ is available 24 hours per day during the entire event
- ⚽ must have a good knowledge of English
- ⚽ should not have a leading role with his own team

1 Manager for Sports Facilities and Match Organisation who is responsible for:

- ⚽ ensuring that the facilities and services are provided in accordance with the hall and training hall sections of this Manual
- ⚽ ensuring that the necessary measures are taken and requested facilities are provided for the medical arrangements and doping controls as described in section 2.9
- ⚽ informing the competent local authorities about the staging of the mini-tournament or match
- ⚽ the implementation of all directives given by the local authorities and UEFA regarding safety and security (no sale of alcohol, removal of dangerous materials at the venue, racist behaviour, prevention of pitch invasion and securing the technical zone, etc)
- ⚽ ensuring that an adequate number of ground staff and police are present at each match to guarantee safety and security in the hall
- ⚽ ensuring that all necessary measures are implemented in a way that teams, officials, spectators, etc. are accommodated in a safe, comfortable and friendly environment

1 Manager for Human Resources who is responsible for:

- ⚽ recruiting volunteers

1 Manager for Accommodation and 1 Manager for Transport who is responsible for:

- ⚽ the hotel reservations and ensures that all teams and UEFA representatives are provided with the appropriate rooms, facilities (equipment room, massage room, meeting room, etc.) and services
- ⚽ ensuring that the necessary vehicles are provided to the teams and UEFA representatives as described in section 2.6.
- ⚽ coordinating the team liaison officers

1 Manager for PR, Promotion and Ticketing who is responsible for:

- ⚽ ensuring an appropriate promotion of the tournament/match
- ⚽ preparing and implementing a ticketing strategy as outlined in section 6.3

1 Manager for TV/Media, Sponsors, Concessions and VIP Hospitality who is responsible for:

- ⚽ ensuring that the local and international media are provided with the necessary facilities at the halls as described in section 3.3
- ⚽ coordinating all media activities and ensuring a high level of media servicing as outlined in section 5.1
- ⚽ exploiting the Commercial Rights to the match(es) taking place under their auspices (with the exception of the Final)
- ⚽ coordinating the matchday concessions
- ⚽ ensuring the necessary measures are taken for the VIP hospitality on matchday as outlined in section 3.1.11

Provided the work volume permits, and if deemed appropriate, a person within the LOC may occupy several positions and assume responsibility for various tasks.



### Referee Liaison Officer (RLO)

The national association of the Host is responsible for appointing an RLO who must be actively involved in refereeing matters. This RLO must speak fluent English and be familiar with the region where the tournament is taking place. He/she is responsible for transporting the referees and referee observer throughout their stay, including making provisions for vehicle(s) for this purpose (minimum of six seats).

### Team Liaison Officers (TLO)

The Host should do their best to ensure that the visiting teams are satisfied with the facilities and services provided. For this purpose, and in order to assist the participating teams in all matters during their stay in the host country, a TLO should be at their disposal 24 hours a day from their arrival at the airport until their departure.

The LOC should organise a briefing with the TLOs before the tournament, during which all the necessary information should be provided and detailed explanations given regarding their tasks.

TLOs should meet the following requirements:

-  good knowledge of the English language and the language of the team for which he/she will act as team liaison officer
-  good knowledge of the region where the tournament/match is taking place
-  good knowledge of football/futsal
-  service-minded

Provided that the TLO lives near the team's hotel, there is no need to accommodate her/him together with the delegation. However, the TLO must be reachable 24 hours per day. In addition, the TLO must be available during the entire event and should not be involved in other business, school or other time-consuming activities during this period.

The main duties of a TLO are:

-  to act as contact person between the team, LOC and, if applicable, the UEFA Tournament Administrator
-  to attend daily meetings with the LOC to discuss all practical details
-  to accompany the team to any event including training sessions, matches, excursions, etc.
-  to ensure that any material or services promised by the LOC are delivered
-  to attend any official meetings
-  to act as interpreter
-  to provide useful information on the life-style and tradition of the regions where the matches take place.

The TLO will be contacted first when something goes wrong or complaints are lodged. The TLO should be in a position to solve any problems immediately. For this purpose, the TLO should be given certain responsibilities to act accordingly. If the problems encountered exceed the TLO's competence, she/he must contact the UEFA Futsal Cup Tournament Director for help.



## 2.3 Site Visits

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UEFA may carry out site visits to the mini-tournament Hosts in order to assess the facilities and services proposed.

The outcome of the site visit may be that UEFA requests the Host to provide alternative facilities of a higher standard than those originally proposed.

The costs of local transport, board and lodging of the UEFA representative must be assumed by the national association of the Host who will receive a contribution to cover the costs of the official UEFA representatives, as well as the costs incurred at the site visit (refer to section 1.5 as well as to Article 24 of the Competition Regulations).

### Site visit Schedule

#### Club meeting

**Participants:** UEFA/LOC

### Club Meeting Agenda

- ⚽ Site Visit Schedule
- ⚽ Match Organisation and Countdown
- ⚽ Accommodation
- ⚽ Transport
- ⚽ Refereeing
- ⚽ Medical Matters
- ⚽ Promotion
- ⚽ Social Events
- ⚽ Participating Teams

### Inspection of:

- ⚽ Hotels
- ⚽ Halls
- ⚽ Training halls, if any

The club will be asked to make the necessary arrangements.



## 2.4 Distances

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The Host must ensure that all hotels used for the mini-tournament are easily accessible and that the travelling conditions are favourable for the visiting team(s). Unless the visiting delegation(s) give their approval, no hotel may be situated more than a two-hour bus drive from the nearest international airport. Special approval by the UEFA Administration is required for venues located on islands or in other places which have few international flights or which necessitate internal flights. Unless the visiting team(s) agree otherwise, no match venue should be located more than a one-hour bus drive from all hotels.

The Host must ensure that the following requirements are met:

### **Airport – Team Hotel**

The maximum driving time from the arrival airport to the teams accommodation must not exceed more than two-hours by bus. An exception to this rule is only possible if the visiting delegation(s) give their approval.

### **Team Hotel – Team Hotel**

The maximum driving time from one hotel to another must not exceed 30 minutes by bus.

### **Team Hotel – Hall**

The maximum driving time from a team hotel to a match venue must not exceed one hour by bus.

### **Team Hotel – Training hall**

The maximum driving time from a team hotel to a training pitch must not exceed more than 20 minutes by bus.



## 2.5 Accommodation

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### 2.5.1 General Remarks

The delegations must be accommodated in a hotel of at least medium-standard (3-star).

For the Futsal Cup Finals, the UEFA will proceed to inspections of several hotels in the host city in order to select one or two suitable hotels.

The use of one accommodation for all tournament participants is the ideal solution for logistical reasons as well as to ensure a tournament atmosphere.

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 representatives.

If two hotels are used, the UEFA Referee Observer should be accommodated at the referees' hotel and the UEFA Delegate should be accommodated together with the teams. Note that the referees should not be accommodated together with one single team.

If two places of accommodation are used, the travel time between these facilities should not exceed 30 minutes by car. Both places of accommodation must offer the same standard of facilities and service.

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 representatives.

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

### 2.5.2 Rooms for the Delegations

The Host is responsible for providing the following facilities for a maximum of 21 persons per delegation:

- ⚽ Seven twin rooms for the players (14 players = 7 rooms). Two individual beds must be provided in these rooms (one large bed for two players is not acceptable);
- ⚽ seven single rooms for the delegation officials in the same place of accommodation as their team;
- ⚽ one room for medical treatment equipped with a massage table;
- ⚽ one room for equipment storage preferably located on the ground floor for ease of access from the carpark (unless requested otherwise by the team concerned);
- ⚽ as an alternative solution, a suite can be booked and used as storage and massage room.

If possible, each delegation should be accommodated on a different floor or wing.

Additional members of the delegation may be accommodated, at the expense of their own club, either at the same hotel/sports school or at a nearby hotel/sports school.

Unless otherwise indicated by the visiting team's head of delegation, in the players' rooms:

- ⚽ the mini-bar should be emptied
- ⚽ pay TV should be blocked
- ⚽ international telephone lines should be blocked

Unless the Host and the visiting team concerned agree otherwise, a visiting team shall in principle arrive the day before its first match. If this is not possible for reasons of force majeure, the team concerned may arrive two days prior to its first match. The costs caused by this early arrival (i.e. overnight costs, coach rental, additional meals, etc.) must be borne by the team concerned.

In the event that the visiting team wishes to arrive earlier or to depart later, all costs must be borne by the team concerned in full.

### **2.5.3 Rooms for the Referees and UEFA Representatives**

The national association of the Host is responsible for providing board and lodging (single rooms) for:

- ⚽ the referees
- ⚽ the UEFA Delegate and Referee Observer
- ⚽ Tournament Administrator (if applicable)

If possible, the referees and all UEFA representatives should be accommodated in the same hotel as the participating teams, but on a different floor or wing of the hotel.

The referees and UEFA representatives are instructed not to pay any hotel bills except to settle extras (phone calls, faxes, mini-bar, Pay TV, etc.).

The national association will be reimbursed by means of the UEFA contribution as outlined in section 1.5.

### **2.5.4 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.

### **2.5.5 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.

### **2.5.6 Meeting Room**

The Host must provide one meeting room for a minimum of 20 persons per two teams for the entire duration of the mini-tournament. A meeting schedule should be established in cooperation with the teams before the organisational meeting.

All meeting rooms should be equipped with seating for 20 persons, a table with 2-3 chairs, TV/DVD/video set, overhead projector and flipchart.

### **2.5.7 Dining Room**

The Host must provide a spacious dining room split into five different areas: four areas for the teams, one area for the referees, UEFA representatives and LOC.

The referees and UEFA representatives 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.



## 2.5.8 Common Recreational Facilities

Preferably, the hotel should have a recreational area where teams can meet during their leisure time. Facilities could include fitness rooms, swimming pool, sauna, billiards, etc.

If possible, an area set up with computers with Internet access should also be available.



## 2.5.9 Tournament Office

A tournament office must be installed in the hotel or one of the hotels where the teams are staying. This should become the tournament's central point where:

- ⚽ the UEFA representatives can carry out administrative work
- ⚽ information can be obtained on the mini-tournament itself or on other mini-tournaments taking place in parallel (ranking table, leading scorer list, etc)

Consequently, the tournament office should be centrally located and easily accessible. It should be equipped with a photocopier and a fax machine with an international line. If possible, an ADSL/ISDN line should also be available in the

tournament office for laptop connection.



## 2.5.10 Meals

Three meals per day must be served to the mini-tournament participants, based on the match and training schedules of the parties in question.

Menus should follow sports nutritional guidelines as well as taking national eating habits of participating teams into account.

A detailed menu plan must be submitted to the participating teams one month before the start of the mini-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. Any cost difference between the proposed and requested menus must be borne by the requesting Club.

The hotel should be flexible when it comes to catering for special requests and the teams should have the possibility to bring their own cook, food and drink. The hotels should also be flexible with regard to the meal times.

A good variety of food in sufficient quantities must be provided. All meals should be served multi-buffet style and the food must be kept at an appropriate temperature.

Examples of menus suitable for athletes follow:

### Breakfast

Toast & Jam  
Cereals with skim milk  
Fresh fruit salad & yoghurt  
Poached or scrambled egg  
Lean ham  
Grilled tomato & grilled/boiled mushrooms  
Fruit juices – orange/pineapple/apple

### Lunch

|             |  |
|-------------|--|
| Starter     | Soup & Bread rolls   |
| Main course | Grilled Chicken/turkey/beef strips/fish<br>Rice/pasta/potatoes<br>Steamed or boiled vegetables<br>Salads |
| Dessert     | Fruit salad<br>Fresh fruit<br>Cake   |

### Dinner

|                       |   |
|-----------------------|---|
| Starter               | Soup & bread rolls<br>Salads  |
| Main course<br>fillet | Fish/chicken/turkey/lean steak /pork<br><br>Rice/pasta/potatoes<br>Steamed or boiled vegetables<br>Salads |

Dessert

Fruit salad  
Fresh fruit  
Cake and/or pudding

### Drinks

A sufficient supply of drinks should be made available for the participants at meals as follows:

-  Water
-  Soft drinks
-  Tea, coffee

Additional drinks requested should be paid by the requesting team itself.

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 in the players' rooms.

NB: The Host should provide each team with a minimum of 30 litres of water per day with the distribution system being agreed between the Host and each team. Ideally, the water should be provided in half-litre bottles.

### Snacks, Light meals

Snacks or light meals requested in addition to the three meals provided by the Host must be made available to the requesting team, who will be responsible for assuming the cost. However, if the snack replaces an ordinary meal, the Host must bear the costs.



## 2.6 Transport

### 2.6.1 Airport Pick-up

The teams, international referees and UEFA representatives must be welcomed upon their arrival in the host country and transported from their arrival place to the hotel. They must also be provided with transport from their accommodation to the place from where they will leave the host country on the day of their departure.

The Host should indicate to the tournament participants the most suitable arrival airport.

Should the most suitable airport be located in a neighbouring country - distance to the tournament headquarters being considerably nearer than from an airport within the territory of the host country - the Host must assume the cost of the airport transfers.

Should the nearest arrival airport be an airport with few international flights or which necessitate internal flights, special approval by the UEFA Administration is required. If such approval is given, and in the case where a bus transfer from the international airport would be more timely than an internal flight, the Host should make the arrangements for a transfer from the international airport and should assume the corresponding costs.

### 2.6.2 Vehicle Fleet

The Host is responsible for providing the vehicles for the different parties as follows:

#### Teams

Each team must be provided with a modern 50-seater air-conditioned bus with driver for the entire duration of the tournament. Each team bus should display a clearly-marked sign with the name of the team.



In addition, each team should be provided with an equipment van on arrival and departure days between their place of arrival/departure and their hotel, at the cost of the Host.

#### Special requests from teams

Any special requests from the visiting teams (e.g. equipment vans for the entire duration of the tournament, VIP limousines, additional dedicated vehicles, etc.) should be arranged by the transport manager, but paid for by the team in question.

#### Individual cars

UEFA recommends that the Host provides two cars with drivers for the entire duration of the tournament for:

-  the UEFA representatives
-  transport of official members of delegations for reasonable requests (e.g. to see matches involving opponents or in the case of emergency)



## Referees

The national association of the Host is responsible for providing the transport for the referees group. One spacious and comfortable people carrier (capacity for 6 – 8 persons) with driver must be provided for the entire duration of the tournament.



- ⚽ running an efficient reservation system
- ⚽ conclusion of insurance for all cars and drivers

The transport manager must also ensure the following:

- ⚽ he/she has a contact sheet with the mobile phone numbers of all drivers
- ⚽ maps indicating the tournament hotels and halls, plus route descriptions for all venues, are given to each driver and team liaison officer
- ⚽ the drivers are familiar with the region where the matches are played
- ⚽ the drivers are punctual and do not leave the tournament participants waiting
- ⚽ there are sufficient parking places at the venues and the necessary number of VIP parking passes must be provided

The transport manager should present the transport concept at the organisational meeting including services offered and services to be paid.

### 2.6.3 Transport Manager

Transport is a key element for a successful organisation of a tournament. An experienced transport manager should be appointed well in advance of the mini-tournament. He/she should be accommodated at the tournament headquarters and should be reachable 24 hours a day. His/her main responsibilities are:

- ⚽ organisation of the car fleet
- ⚽ selection, briefing and management of drivers
- ⚽ preparation of a transport concept



## 2.7 Training

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### 2.7.1 Training halls

A training hall should be available for all teams in case the training sessions cannot take place in the match hall. The LOC has to determine in advance with the visiting teams if this will be necessary.

Should the LOC use a training hall, it should ideally have the same surface as the match hall.

The training hall should be:

-  Comply with the FIFA Laws of the Game
-  in good condition
-  fully marked
-  Conform to the security prescriptions of the competent civil authorities.

The training hall facilities should include dressing rooms suitable for 20 persons with showers and seated toilets.

The training halls must be located near the team accommodation and travel time by bus must not exceed 20 minutes.

### 2.7.2 Training Balls

The Host shall provide a sufficient number of training balls to all participating teams. The balls provided for training should be the same type as will be used for the matches.

### 2.7.3 Training Sessions in the Match Hall

The training sessions should normally take place in the match hall and should not last more than 1 hour. The Host should inquire the visiting teams about its training wishes and elaborate a training plan. This plan must be distributed to all the participating teams and updated regularly according to the wishes.

#### Clash

In the case two or more teams have the same training wishes, the following criteria apply:

-  The kick-off time of the match is determining the allocation of the training slots.
-  First team to be allocated 30 minutes ahead of the scheduled kick-off time, second team to be allocated 30 minutes after the scheduled kick-off time.
-  Any other team may choose to have its training session either before or after the first two teams.

The use of a training hall will help plan the training sessions.

The Host is responsible for the maintenance of the hall immediately following the training sessions.

### 2.7.4 Referees Training

The referees must have the possibility to use training facilities. These facilities should be located nearby the referees' accommodation, with travel time not exceeding 20 minutes.



## 2.8 Social Events

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While participating teams are ultimately playing to win and qualify for the next stage of the competition, mini-tournament is also a means of fostering good relations between Clubs.

For the Futsal Cup Finals, a Host should organise an official dinner with guests including the UEFA delegate and at least two persons from the finalist delegation.

In mini-tournaments, a Host can create a good tournament atmosphere by organising events such as the following:

- ⚽ an informal gathering immediately following the organisational meeting, if this takes place in the evening prior to the first matchday
- ⚽ an official dinner with guests including the UEFA delegate and at least two persons per delegation
- ⚽ a small-scale excursion to visit regional attractions for all tournament participants (including players)
- ⚽ a farewell dinner for all tournament participants (including players) in the teams' hotel on the evening of the third matchday

## 2.9 Medical Matters and Doping Controls

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### 2.9.1 General Remarks

The Host should outline the medical arrangements at the organisational meeting.

Twenty-four hour medical care for match/mini-tournament participants must be guaranteed by a Host. For mini-tournaments, UEFA recommends the appointment of an official Tournament Doctor who should be available for participants throughout the duration of the event. In addition, arrangements must be made for emergency medical services to be present at all matches.

### 2.9.2 Hospitals

There should be a hospital located in close proximity to the match hall which offers a comprehensive medical service (including 24-hour emergency treatment) on a priority basis for all designated persons.

### 2.9.3 Doctors

One doctor should be present at every UEFA Futsal Cup match.

### 2.9.4 First-Aid Teams

A first-aid service should be arranged for each match with the number of first aid staff to be recruited based on the expected number of spectators (one first aid team consists of four persons). There must be at least one stretcher per match with one first aid team being assigned per stretcher. The stretcher must be positioned nearby the substitutes' benches. One first aid team should be in charge of the hall first-aid room.

### 2.9.5 Ambulance

At least one ambulance must be present at the hall for each match.





## 2.10 Security

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The Host is solely responsible for guaranteeing the safety and security of all persons attending and participating in the mini-tournament or match, and must ensure that the relevant local authorities and the owners and/or operators of the halls take all the necessary measures to this end.

The requirements of the Competitions Regulations as well as the *UEFA Binding Safety and Security Instructions* must be complied with.

The Host should elaborate a security strategy in co-operation with the local or national security authorities and should present this concept at the organisational meeting.

Given that a considerable number of visiting supporters may attend the match(es), the security and ticketing strategies should include a concept to deal with such situations. Such strategies may include a segregation area for the visiting supporters, as well as a car/bus parking concept.

Any special requests from the participating teams should be taken into consideration and discussed with the local or national security authorities.

To guarantee safety and security in the hall, the Host must ensure:

- ⚽ an adequate number of ground staff and police are present
- ⚽ no spectators are allowed in the area between the stands and the touchline or goal-line
- ⚽ there is access to the pitch of play that guarantees the safe entry and exit of the players and match officials
- ⚽ advertising boards around the playing pitch are positioned in such a way that they do not create a

danger for the players (see also diagram in section 10.10)

- ⚽ the dressing room area is safeguarded to ensure that no spectators, journalists, media representatives, scouts, etc may enter

An accreditation system may be implemented in order to guarantee the security of the tournament participants (see section 7.3.9 for sample).

If deemed appropriate and following consultation with the local security authorities, the Host may:

- ⚽ organise security personnel in the teams' hotel
- ⚽ organise police escorts on match days





## **2.11 Insurance**

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All persons involved are responsible for their own insurance coverage and shall, irrespective of UEFA's insurance coverage, cover any and all risks with reputable insurers at their own expense. The participating teams shall conclude all necessary and adequate insurance coverage for their delegations, including players and officials.

Clubs hosting matches must conclude adequate insurance coverage with reputable insurers in connection with the staging of the matches in question, including but not limited to third-party liability coverage. The third-party liability policy must include an appropriate guaranteed sum for damages to persons, objects and property, as well as for pure economic losses corresponding to the specific circumstances of the Club concerned. Likewise, the policies must fully cover all risks connected with the staging of the home matches of the Club in question (including, without limitation, force majeure events).

If the Host is not the owner of the hall in which matches are played, then it is also responsible for providing a fully comprehensive insurance policy, including among others third-party liability and property insurance, taken out by the relevant hall owner and/or tenant. If appropriate insurance and/or release of liability of UEFA is not provided by the hall owner or tenant in due time, the Host concludes such insurance cover at its own costs.

In any case, UEFA is exempt from any claims for liability and the Clubs shall hold UEFA harmless from any and all claims that may arise from, or in relation to, the staging and organising of the relevant matches.





## **3 Hall**

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- 3.1 General Facilities**
- 3.2 Advertising and Dressing**
- 3.3 Media Facilities**



## 3. HALL

### 3.1 General Facilities

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#### 3.1.1 General Hall Conditions

Match hall must be in good condition in terms of both their playing surface and facilities and must fully comply with the Laws of the Game. It must conform to the safety and security directives of the competent civil authorities.

Temporary stands may not be used.

Match halls must be located within a one-hour bus drive of the team accommodation.

To ensure that the match halls are in top condition for the match/mini-tournament, the Host must ensure that the playing fields are not used during the event itself and, if deemed necessary, three days before the first matchday.

UEFA recommends playing preferably on floating wooden floors, but synthetic and rubber floor are also accepted for the qualifying stage. The dimensions must be in accordance with the dimensions laid down in the *FIFA Futsal Laws of the Game* for International Matches.

The hall capacity should offer at least 500 individual covered seats in the preliminary round, at least 1500 in the main round and the elite round. For the Futsal Cup Finals, the hall must have a capacity of at least 5'000 seats. A parking lot should be at disposal for the public and media representatives. Team buses and official cars must have a special parking space near the match hall entrance.

Adequate public sanitary facilities for both sexes must be available.

The hall must have adequate and fully-equipped first-aid treatment facilities for the public.

#### 3.1.2 Technical Rooms

##### Team Dressing Rooms

The team dressing rooms should be of equal size, style and comfort. A dressing room should provide the following minimum installations:

-  at least 15 seats
-  clothes hanging facilities or lockers for 15 persons
-  one massage table
-  at least three showers
-  seated toilets

##### Referees' Dressing Room

The referees' dressing room should be equipped with the following items:

-  at least five seats and a desk
-  clothes hanging facilities or lockers for five persons
-  at least one shower
-  a seated toilet

##### Doping Control Station

The hall must have available a doping control station meeting the requirements of the UEFA Anti-Doping Regulations (see also section 2.9.6).

For the Futsal Cup Finals, teams & officials should be provided with top-class facilities.

### 3.1.3 Benches and Timekeeping Table

Benches have to be provided along the touchlines for:

- ⚽ the substitutes and officials of each team (each bench accommodating 13 persons)

The timekeeping table have to be provided for

- ⚽ The timekeeper, the third referee, and the tournament director supervising the match. The UEFA delegate and the UEFA referee observer may also ask to be seated at the table, which must be between the two team benches

### 3.1.4 Goals

Special mention is made with regard to the goals which must comply with Law 1 of the *FIFA Futsal Laws of the Game*.

- ⚽ The distance between the posts (width) is 3 m and the distance from the lower edge of the crossbar to the ground (height) is 2 m.
- ⚽ Both goalposts and the crossbar must have the same width and depth of 8 cm. The goal lines are the same width as that of the goalposts and the crossbar.
- ⚽ Ideally, the goalposts and crossbars should be made of aluminium.

At least one replacement goal must be available.

### 3.1.5 Hall Questionnaire and Safety Certificate

For each hall used in the UEFA Futsal Cup, the Host must submit to the UEFA Administration a completed hall questionnaire and hall safety certificate (upon request) at least 30 days prior to the match.

### 3.1.6 Pitch

In accordance with Law 1 of the *FIFA Futsal Laws of the Game*, matches must be played on a smooth, flat and non-abrasive surface. UEFA recommends the use of wood or artificial material, ideally with an exclusive Futsal marking. Futsal pitches must also meet all of the following conditions:

- ⚽ Minimum dimensions: 18m x 38m;
- ⚽ all lines are 8 cm;
- ⚽ central circle has a radius of 3 m;
- ⚽ advertising on the pitch is authorised, as far as it guarantees the player's safety, and does not influence the trajectory of the ball;
- ⚽ the pitch perimeter should provide the teams with a sufficient security distance;
- ⚽ if the security distance behind the goal line is less than 2 m and there are no advertising boards, a foam mattress has to be installed to absorb eventual shocks;
- ⚽ if advertising boards are used behind the goal line, a security distance of 2 m is required;
- ⚽ in any case, advertising boards must ensure the safety of the players and referees, both in terms of distance and material.

UEFA cannot be held responsible for any damages to third parties resulting from the use of any playing surface.

### 3.1.7 Floodlights

Clubs must ensure lighting for the field of play according to the following specifications:

- ⚽ average of EV (lux) 1000 at the pitch level
- ⚽ in case of TV broadcasting, an average of EV (lux) 1800 at the pitch level
- ⚽ minimum of EV (lux) 500 towards areas of secondary interest
- ⚽ emergency lighting system available of at least EV (lux) 1000, ensuring that a match can be completed even in the event of a power failure.

Exceptions may be granted by the UEFA Administration.

### 3.1.8 Clocks

Each hall shall have an electric clock (scoreboard) to provide spectators, players and officials with accurate information concerning:

- ⚽ the names of both teams;
- ⚽ the time remaining in any period, counting down in minutes and seconds 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;
- ⚽ time-outs, counting down from 1.00 to 0.00;
- ⚽ the half-time interval, counting down from 15.00 to 0.00.

A countdown clock should also be shown from kick-off – 50' until kick-off – 10', in order to let the teams manage their warming-up and inform them when they have to go back to the dressing-rooms.

### 3.1.9 Giant Screens

Transmissions of any images and/or messages on giant viewing screens inside and outside the hall 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 club such a licence, which may, however, be withdrawn at any time during the season for improper use. The results of other matches can be shown on the scoreboard and/or giant screen during the match without UEFA's prior written permission, while simultaneous transmissions and replays are similarly authorised for press monitors and closed-circuit channels.

### 3.1.10 Match balls

Balls used must conform to the requirements laid down in the *FIFA Futsal Laws of the Game*.

For the qualifying stage, sufficient FIFA-approved balls must be provided by the host club. The balls used for matches and training sessions in the Futsal Cup Finals will be supplied by UEFA.

### 3.1.11 Hospitality

At each match, the Host should ensure that a VIP hospitality area is provided for the VIP guests of the visiting Club, its own guests and commercial partners, and the UEFA representatives. The size of the hospitality area should be appropriate for the number of guests expected.

The hospitality area should be located near the VIP seating area and the level of the hospitality facilities should be of a good standard. Hospitality (buffet style) should be available before the match, at half time, and after the match.





Tents may be constructed outside the hall if the space inside does not offer an appropriate hospitality area.



## **3.2 Advertising and Dressing**

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For the qualifying stage, the Host may exploit the Commercial Rights of all matches played under their auspices (see Article 25 of the Competition Regulations or section 1.6 of this Manual).

### **3.2.1 Advertising Boards**

If the Host installs advertising boards at the match hall, the minimum distances, as indicated in section 1.1.6 above, must be respected. Any variation to the minimum distance shall be authorised only by UEFA.

A board configuration plan template may be found in section 10.10 as well as on the accompanying CD-ROM.

If the advertising boards are on the same side as the substitutes' benches, the solution is to configure the boards by creating a space between the two boards (min. 1 m) in order to let the substitutions take place in a smooth way. Referee must have enough space to run along the side line and boards must not obstruct the view of the timekeeper.

### **3.2.2 UEFA Futsal Cup Competition Board**

The Host may decide to produce and install, at its own cost, the UEFA Futsal Cup competition board at the match hall for all UEFA Futsal Cup matches.

If the UEFA Futsal Cup competition board is displayed, it must comply with the UEFA guidelines for use which include the following:

-  in central position on the main side
-  regular size of 6 m x 90 cm (unless otherwise approved by UEFA to fit in with the existing boards)

The artwork for the UEFA Futsal Cup competition board may be found in section 7.3.11 of this Manual as well as on the accompanying CD-ROM.



### 3.2.3 Directional Signage

The club should also consider installing directional signage in the hall to guide the VIPs and guests to seats and hospitality areas, media to their seats and working areas (media working area, press conference room) and teams to their dressing rooms, etc.



## 3.3 Media Facilities

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### 3.3.1 Access

Ideally, there should be a specific media entrance with reception desk where accreditation/media information packs can be collected.





### 3.3.2 Press Seats

A minimum of 20 seats must be provided for the written press. At least half of them should be equipped with desks, telephone points and modem plugs.



### 3.3.3 Press Conference Room

A press conference room must be available in the hall for the post-match press conference.

The Host is responsible for providing the necessary infrastructure (interpreters, interpreting and technical equipment, podium with tables and chairs). The podium should be large enough to accommodate the Club media officer, the head coach, one player and, if necessary, the UEFA Media Officer, as well as the interpreter.

In the case of TV coverage, a platform for ENG crews should be considered and proper lighting provided.

Ideally, a UEFA Futsal Cup backdrop should be installed on the podium behind the table.



### 3.3.4 Media Working Area

A media working area should be provided. If space allows, this area can be included in the press conference room. The media working area should be equipped with tables and chairs, power points and telephone plugs (if ordered). Hospitality should also be available for the media (i.e. refreshments at reasonable prices).





### 3.3.5 Mixed Zone

At each hall, a Mixed Zone should be set up for the media on the way from the dressing rooms to the team transport area. This area should only be accessible to coaches, players and representatives of the media to offer reporters additional opportunities to conduct interviews. It should be divided into three areas: one for TV crews, one for radio reporters and one for written press.

### 3.3.6 Television Broadcast

If the match will be broadcast on television, the Host should discuss the necessary requirements with the host broadcaster.

### 3.3.7 Media Positioning at Match

No representatives of the written press or radio journalists are allowed in the playing area or the area between the boundaries of the field and the spectators.

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 field and the spectators, where they will carry out their work in the specific locations assigned to them.

The host broadcaster may use a camera on the pitch to cover the following pre-match on-field activities:

- ⚽ team line-ups – as teams stand facing tribune of honour;
- ⚽ the coin toss – when the match officials and team captains come together after the Fair Play Handshake and the team photo session;
- ⚽ the time-outs – when the coaches are giving instructions. A small microphone can also be worn by each coach, to be open only during time-outs and subject to his prior approval.

The following guidelines for the pre-match on-field camera will apply:

- ⚽ only one camera, belonging to the host broadcaster, is allowed on the pitch;
- ⚽ the on-field camera should preferably be a radio frequency camera. If not, a cabled camera can be used providing a cable assistant manages the cable.

At the end of the match, the cameras may follow the players off the pitch as far as the tunnel entrance.

### 3.3.8 Flash Interview Positions

If applicable, space should be provided for a position of approximately 3m x 3m x 2.5m (high) to conduct flash interview with players and coaches after the match. This position should be located as close as possible to the dressing rooms.

Ideally, a UEFA Futsal Cup backdrop should be installed at the Flash Interview Position.





### 3.3.9 Television & Radio Commentary Positions

Upon request of the host broadcaster, television and radio commentary positions should be prepared in the press box area at a location to be designated by the host broadcaster, ideally on the same side as the main camera. Each position includes a desk (dimensions: 1.8m wide, 0.7m deep, 0.7m high), power points, telephone lines and, potentially, TV monitor. Note that each position takes up nine normal spectator seats - three for the desk, three for the seats and three for access.

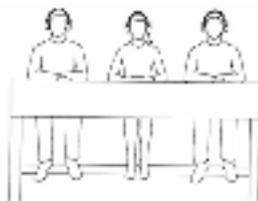


Fig. A



Fig. B

### 3.3.10 Television Studio

Upon request of the host broadcaster, a television studio should be prepared. Standard dimensions are 5 metres long by 5 metres wide by 2.3 metres high. If the hall does not have the necessary space for the preparation of a television

studio, a container outside the hall may be used as a temporary solution.

### 3.3.11 OB (Outside Broadcast) Van Area

The OB van area is an area which offers sufficient parking space for the trucks used by TV companies for their outside broadcasts of matches. The area should be located as close as possible to the main camera and offer stable ground (tarmac or similar) suitable for heavy vehicles.





## **4 Matchday Organisation**

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- 4.1 Schedule for Mini-Tournaments**
- 4.2 Schedule for the Futsal Cup Finals**
- 4.3 Organisational Meeting**
- 4.4 Match Organisation**
- 4.5 Countdown**
- 4.6 Handshake Procedure**
- 4.7 Match Sheet**



## 4. MATCHDAY ORGANISATION

### 4.1 Schedule for Mini-Tournaments

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Unless the four teams in question agree otherwise, mini-tournaments must be organised according to the following schedule:

#### Day 1

-  Arrival of the visiting teams
-  Arrival of the referees
-  Arrival of the UEFA representatives
-  Organisational meeting

#### Day 2

First matchday: 1 vs 3 and 2 vs 4

#### Day 3

Second matchday: 1 vs 4 and 3 vs 2

#### Day 4

Rest day

#### Day 5

Third matchday: 4 vs 3 and 2 vs 1

#### Day 6

-  Departure of the visiting teams
-  Departure of the referees
-  Departure of the UEFA representatives

For the schedule of the matches, the Host team is always considered as team 1, independent of its coefficient. The best ranked-team in the coefficients is considered as team 2. Team 3 and 4 are also allocated according to their positions in the coefficient list.

On the last match day, if one of the matches is decisive for the first place, then this match should be played second. This will prevent the two other teams already eliminated playing in front of empty stands after the decisive game.



## 4.2 Schedule for the Futsal Cup Finals

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Unless the Host and UEFA agree otherwise, the Futsal Cup Finals must be organised according to the following schedule:

### Day 1

-  Arrival of the UEFA representatives
-  Installation of the UEFA office
-  Installation of the pitch
-  Final dressing of the hall
-  Ceremony rehearsals
-  LOC-UEFA meeting

### Day 2

-  Arrival of the finalists
-  Arrival of the referees
-  Arrival of the UEFA officials
-  Organisational meeting

### Day 3

-  Training sessions
-  Media activities
-  LOC dinner

### Day 4

Semi-finals: SF1 and SF2

### Day 5

Rest day

### Day 6

Finals: Third-place match and Final  
Final ceremony  
UEFA Gala dinner

### Day 7

-  Departure of the visiting teams
-  Departure of the referees
-  Departure of the UEFA delegation

The rest day can be dedicated to any social event (excursion, visit, etc.)



### 4.3 Organisational Meeting

In principle, the organisational meeting should take place as follows:

For a mini-tournament and for the Futsal Cup Finals: the day before the first matchday at the tournament headquarters. The time of this meeting must be determined according to the arrival of the delegations, referees and UEFA representatives. If this meeting cannot take place the day before the start of the tournament, it should be organised on the morning of the first matchday at 10.00 hours.

For the purpose of this meeting, a room with a capacity for a minimum of 30 persons must be reserved (40 for the Futsal Cup Finals).

The organisational meeting will be chaired by the official UEFA delegate and will be held in English. If necessary, the host should provide one or more interpreters. This meeting should be attended by the following persons:

#### UEFA

-  UEFA Delegate
-  UEFA Referee Observer
-  Referees
-  UEFA Tournament Administrator, if applicable

Plus for the Finals,

-  UEFA Event Manager
-  UEFA Competition Manager
-  UEFA Marketing Operations Manager
-  UEFA Futsal Committee Chairman

#### Delegations

-  Heads of delegations

#### LOC

-  Tournament Director
-  Manager for Sports Facilities and Match Organisation
-  Accommodation and Transport Manager
-  Manager for Human Resources
-  Team Liaison Officers (accompanying their team's head of delegation)
-  Referee Liaison Officer
-  Manager for PR, Promotion and Ticketing
-  Manager for TV/Media, Sponsors, Concessions and VIP Hospitality

#### Agenda

-  Welcome
  - o UEFA
  - o Host
-  Match schedule
-  Match / Refereeing Matters
-  Disciplinary Matters
-  Safety/Security Matters
-  Administrative Matters
-  Media Matters
-  Hotel Arrangements
-  Transport Arrangements
-  Social Events
-  Confirmation of Team Colours
-  Passport Control

At the end of the meeting, the UEFA Delegate, in cooperation with the UEFA Referee Observer, the referees and the heads of delegation, will arrange a timetable to carry out the players' identity check and inspect the team colours for all matches. For this purpose, the heads of delegation are requested to bring with them the official 14-players list (maximum 12 players being permitted in the final squad), the

player's passports and the full first and second choice kits for the field players (shirt, shorts and socks) as well as the full goalkeeper kits.

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 UEFA Delegate. This meeting should be attended by the Tournament Director, the heads of delegations, the UEFA delegate and the UEFA Tournament Administrator, if applicable.

The following documents may be found in section 10 of this Manual as well as on the accompanying CD-ROM:

-  Invitation to Organisational Meeting
-  Organisational Meeting Agenda
-  Team Colours Summary



## 4.4 Match Organisation

### 4.4.1 Host Responsibilities

It is important that the Host ensures that the matches are organised in conformity with the Competition Regulations and following the guidelines in this Manual as far as possible. The Host must appoint a person who is able to fulfil the necessary tasks (Tournament Director – see section 2.2). A checklist with an overview of the various tasks and duties to be fulfilled by a Host prior to a match can be found in section 10.6 (Local Venue Manager Checklist).

No national anthems are played.

Music may be played when the teams enter the field, at half time, at full time and during goal moments. Music chosen should be appropriate and must not be offensive to any race or religion. UEFA Champion's League music is not allowed in this competition.

### 4.4.2 Flags, Music and Announcements

The UEFA, and UEFA Fair Play flags must be flown in the hall. These flags are available on loan from the national association. Other flags may be flown, e.g. UEFA Futsal Cup participating clubs, host country, region, city.

Any proposed pre-match ceremonies must be discussed in advance at the organisational meeting and require the approval of the UEFA Delegate.

An example of flag protocol may be seen in the illustration below:



Home Club flag

Competition flag

UEFA flag

Fair-Play flag

National Host flag

Away Club flag



Match announcements with relevant information may be made before, during and after the match. Some examples of announcements may be found in the Organisational Templates section of the CD-ROM accompanying this Manual.

#### 4.4.3 Ball Kids

Use of the multiple ball system is recommended to limit the time the ball is out of play. In this case, 6 to 8 ball kids should be appointed who should be:

- ⚽ dressed in different colours than the two teams in neutral clothing
- ⚽ capable of performing the task (i.e. not too young) instructed beforehand

Note that sponsor advertising on kit used by ball kids is prohibited under article 59 of the UEFA Kit Regulations.

#### 4.4.4 Players Escorts

If Clubs decide to use player escorts (children accompanying the players when entering the field of play), this should be discussed and agreed at the organisational meeting. The children should be:

- ⚽ approximately 8 years old



- ⚽ not taller than 1.30 m
- ⚽ capable of performing the task

The Club can provide either two players' escorts (accompanying the captains) or 2 x 12 players' escorts. In this case 12 players' escorts should wear the away team's official kits and the other 12 the home team's official kits.

All players' escorts have to leave the pitch after the line-up before the handshake procedure and the team photo.

Note that sponsor advertising on kit used by players' escorts is prohibited under article 59 of the UEFA Kit Regulations.

An exception to this rule is where the official kit is worn. In this case, the official sponsors' advertisements on the shirts must comply with the UEFA Kit Regulations.

#### 4.4.5 Sales of Beverages in the Hall

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



## 4.5 Countdown

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The matchday countdown should be distributed to the teams, referees, hall speaker and UEFA representatives in order to provide all parties with the match details and the exact timing of activities. This document should not be distributed to the public.

A standard countdown follows, which should be amended as appropriate taking into account the specificities of the hall.

Arrival at the hall:

|             |   |
|-------------|---|
| -90' to 75' | Teams, referees, official UEFA Delegate or Referee Observer |
| -60'        | Both teams  |

Match timetable:

|              |   |
|--------------|---|
| -50' to -10' | Warm-up on the pitch  |
| -4'          | Teams come onto the field and stand in line facing the VIP box                  |
| -3'          | Hand-shake procedure and team photos  |
| -1'          | Coin toss   |
| 0'           | Kick-off (no earlier than 11.00 hours and no later than 21.00 hours local time) |

Half-time interval:

Maximum 15'

Match sheet to be completed by:

After the final whistle:

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

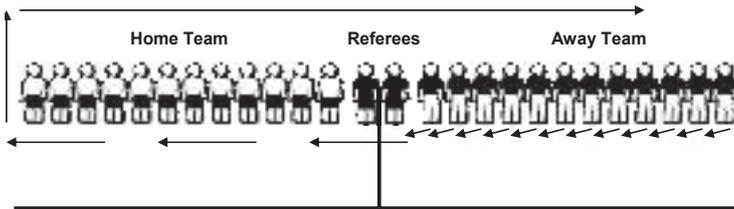
This standard countdown can be found in section 10.7 of this Manual as well as on the accompanying CD-ROM.



## 4.6 Handshake Procedure

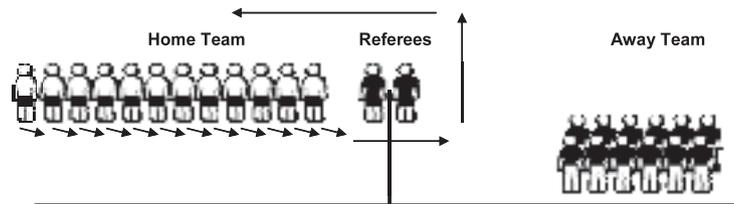
### Step 1

Away Team shake hands with Referees and Home Team, and then line up for team photo



### Step 2

As Away Team ends their handshake, Home Team begin to shake hands with Referees only and then line up for team photo



### Step 3

Both teams line up for team photos





## 4.7 Match Sheet

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In principle, the referee hands the squad list pages of his referee's report to the teams for completion. However, upon agreement with the referees and the UEFA representatives, the Match Sheet provided in section 10.8 of this Manual, as well as on the accompanying CD-ROM, may be used instead. For this purpose the following procedure must be respected:

### 4.7.1 Preparation of the Match Sheets

Following the identity check performed by the UEFA Delegate, which takes place after the organisational meeting, the Host may produce the Match Sheets by listing the full names of the players as well as their shirt numbers (replace the pre-printed numbers 1 to 14 in the template with the actual shirt numbers). This list should then be double-checked by the UEFA Delegate against the official list of 14 players. Once the Match Sheets for the first match day have been produced, the shirt numbers must remain the same throughout the tournament. The names of the team officials and the UEFA officials for each match must also be included.

On each match day, the sheets must be checked by the UEFA Delegate.

### 4.7.2 Completion of the Match Sheets

Before each match (ideally the day before), each team should be provided with the relevant Match Sheet and be asked to return it to the referee 60 minutes before kick-off. They must indicate the "starting five" by placing a cross in the "P" column and the 7 substitutes by placing a cross in the "S" column. The "N" column is reserved for players who cannot be fielded (suspended, injured, additional players above 12, etc.). The players listed in the "N" column are not permitted to sit on the bench but must sit in the main stand.

The team captain and goalkeepers must also be clearly indicated on the Match Sheet.

The Match Sheet must be signed by the competent club official.

### 4.7.3 Photocopying

Ideally, the two squads should be listed on the same Match Sheet. This is possible by copying the away team onto the home team Match Sheet and having it re-signed by the responsible person of the away team. Alternatively, the two sheets can be folded in the middle and photocopied side-by-side ensuring that both squads can be read clearly.

### 4.7.4 Distribution

The Host must decide on the number of copies to be produced taking into account the number of media representatives and VIPs expected at the match. As a minimum, the following persons should be provided with the Match Sheet:

-  Referees
-  UEFA Delegate
-  UEFA Referee Observer
-  UEFA Tournament Administrator, if applicable
-  Teams (minimum 2 copies per team)
-  Media
-  VIPs

### 4.7.5 Original Match Sheets

Whichever form of Match Sheet is chosen, the originals, properly completed and duly signed, must be handed over to the referee.



#### **4.7.6 Responsibility**

The referee is ultimately responsible for the Match Sheet procedure.

The Host (Local Venue Manager or Media Officer), assisted by the UEFA Tournament Administrator, if applicable, is asked to produce these sheets and assist the referee in the collection of the documents and are responsible for the production and distribution of the copies.

Please note that while the Match Sheet may replace the squad list pages in the futsal referee's report, it does not replace information on substitutions, goals and cautions. The futsal referee's report will be considered as the official source of this information.



## **5 Media**

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- 5.1 Media Activities**
- 5.2 Co-operation with Media**



## 5. MEDIA

### 5.1 Media Activities

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Adequate pre-match or pre-tournament media servicing is an important tool to attract more spectators to the match(es) and for promoting club futsal in general.

Interviews and presentations may be scheduled before, during and after each UEFA Futsal Cup match. Each Club should appoint a press officer in order to coordinate all media activities related to its team.

#### 5.1.1 Host's Media Officer

The Host's media officer is responsible for:

- ⚽ coordinating all media activities surrounding the match/mini-tournament including fulfilling the duties outlined in the media section below
- ⚽ undertaking activities in order to promote the event in the region
- ⚽ before and during the event, including providing the media with information on training sessions, matches, press conferences, etc. He/she should also co-operate with the visiting team(s) in order to provide information to the relevant foreign media
- ⚽ facilitating media access and ensuring a high level of media servicing
- ⚽ distributing copies of the official match sheets (line-ups) to media representatives and VIP area as soon as these are available (one hour before kick-off)

In addition, at a mini-tournament, the Host's media officer is responsible for the production of statistical material and the running of an information desk at the tournament office, which is located in the hotel or one of the hotels where the teams are staying (see section 2.5.9).

#### 5.1.2 Official Training Sessions

If the teams arrange to hold official training sessions on the day before a match in the hall where the match will take place, they 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.

#### 5.1.3 Interviews on Match Day

Interviews are not permitted before, during or after the match on the pitch itself or in its immediate vicinity. However, the Host 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, or their assistants, subject to their prior consent. Players, including those on the substitutes' bench, 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.

#### 5.1.4 Press Conferences

UEFA recommends, for promotional purposes, that teams stage a pre-match press conference the day before a match so that the media can meet the coach and some players. The two press conferences should be arranged so that a media reporter can attend both conferences, and so that media deadlines in the countries concerned can also be respected.



There should also be a post-match press conference within 15 minutes of the end of the match.

Each press conference must be attended by at least the head coach of the team plus one or preferably two key players.

Each press conference should be conducted by the press officer of the Club, assisted by the appointed interpreter(s). Unless alternative arrangements have been agreed beforehand by the clubs concerned, the Host is responsible for providing a qualified interpreter.

### 5.1.5 Mixed Zone

After the match, a Mixed Zone may be set up for the media on the way from the dressing rooms to the team transport area. All players are obliged to pass through the Mixed Zone but are not obliged to give interviews. This area should only be accessible to coaches, players and representatives of the media. In principle, all accredited media may be allowed access to the Mixed Zone, space permitting.

## 5.2 Co-operation with Media

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### 5.2.1 Pre-Season Procedure

#### Provision of Information to UEFA

In order to promote and raise the level of exposure of the UEFA Futsal Cup, as well as to give interested parties more information on the participating teams, all Clubs are requested to send the following information to UEFA (greg.demetriou@uefa.ch) by the 4<sup>th</sup> September 2006. This information will be used for promotional purposes including posting on the UEFA Futsal Cup pages of [www.uefa.com](http://www.uefa.com).

### 5.1.6 Dressing Rooms

The team dressing rooms are off limits to representatives of the media before, during and after the match.

### 5.1.7 Internet

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 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 media 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.

### Club History

- 🌐 Individual player statistics:
  - full name of player (including shirt name)
  - date of birth
  - nationality
  - playing position
  - height and weight
  - year joined club
  - date of debut and opponents

- former clubs
- honours (such as Player of the Year, trophies won)
- international debut and opponents
- ⚽ Club details:
  - President
  - Head Coach (full name – date of birth – nationality – career as a player and as a coach – honours)
  - Press Officer
  - Founded
  - Nickname
  - Hall Name
  - Hall Capacity
  - Address
  - Telephone
  - Fax
  - Email
  - Website address (if available)
- ⚽ Complete list of national fixtures
- ⚽ Complete list of match results (throughout season) including scorers, team line-ups and substitutions

### Photographs

The Clubs are requested to provide UEFA with the following photographs (on a CD) by the same deadline:

- ⚽ Individual player photographs
- ⚽ Team group photograph
- ⚽ Coach/Manager photograph
- ⚽ Assistant Coach photograph
- ⚽ President photograph
- ⚽ Home and away team kits
- ⚽ Hall (home ground in the UEFA Futsal Cup)

### 5.2.2 Matchday Procedures

#### Press-kit

Prior to a match in the UEFA Futsal Cup, and in order to service the media, UEFA recommends that the Host prepares a press-kit which includes the following information:

- ⚽ Latest news from the two teams
- ⚽ Updated player list for each Club (including information such as: matches played / goals scored by each player in national league, in UEFA Futsal Cup and for the national team)
- ⚽ Updated list of season competition results for each Club
- ⚽ Head to head results of the two Clubs (if applicable)
- ⚽ Record in Europe for the two Clubs (if applicable)
- ⚽ Disciplinary situation in UEFA Futsal Cup
- ⚽ Information about the referee and assistant referees

The media officer of the Host should cooperate with the media officer of the visiting Club(s) for the preparation of the press-kit.





## **6 Sponsorship and Marketing**

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**6.1 Sponsorship Packages**

**6.2 Promotion**

**6.3 Ticketing Strategy**



## 6. SPONSORSHIP AND MARKETING

### 6.1 Sponsorship Packages

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For the qualifying round, main round and elite round, the Host may exploit the Commercial Rights of all matches played under their auspices (see Article 25 of the competition regulations or section 1.6 of this Manual).

Following are some examples of rights that may be sold to sponsors in relation to the UEFA Futsal Cup matches. Commercial Rights for these matches (excluding the Finals) could be marketed together with a Club's domestic league matches. They could also be offered as a bonus to the Clubs' existing commercial partners.

Sponsorship opportunities include:

- ⚽ Exclusivity
- ⚽ Broadcast rights
  - Broadcast sponsorship, commercial airtime, on-screen credits, etc
- ⚽ Event rights
  - Boards, other advertising (backdrops, magazine, etc), tickets and hospitality
- ⚽ Association rights
  - Use of Marks and designation, merchandise
  - Pass-through rights
- ⚽ Promotional rights
  - On-site, sole and exclusive promotion (priceless moments), Sponsor Recognition Programme

Sponsorship opportunities should be fine-tuned with potential partners and be delivered in a professional way. More details on some of these opportunities follow.

#### 6.1.1 Exposure on Print Material

The sponsor logo may be shown on all printed material. Standard artwork for the following print materials following the UEFA Futsal Cup Brand Identity may be found in the UEFA Futsal Cup Artwork Toolkit in section 7 of this Manual as well as on the accompanying CD-ROM.

- ⚽ Match/Mini-Tournament Programme
  - sponsor logos on back cover
  - one page, half-page or quarter-page advertisements in the programme (depending on the level of sponsorship/supply)
- ⚽ Official Posters, Flyers and Banners
- ⚽ Ticket
  - sponsor logos on back of ticket
- ⚽ Media Backdrops
- ⚽ Press Kit Folders
- ⚽ Press Paper

#### 6.1.2 Exposure in the Match Hall

UEFA would recommend a minimum of two or maximum of four advertising boards in the match hall to be offered to each sponsor or supplier. Standard board dimensions are: 3m length x 0.9m height.

The number of boards offered to a sponsor or supplier would depend on the level of sponsorship/supply.

To ensure quality standards, boards should be made from a rigid material; PVC boards (banners) should not be used. Fixed, rotating and LED boards can also be used.



The structure of the hall can also be used as an advertising billboard to promote the tournament by hanging banners on the walls. This will help promote the event as these banners may also be visible from the main surrounding roads and buildings.

### 6.1.3 Television Exposure

Television rights may be exploited as follows:

-  International rights (outside of the host country)
-  National rights (throughout the host country)
-  Regional rights (regional television)

Rights may be sold on an exclusive or non-exclusive basis to one or more of the above categories.

### 6.1.4 Services

#### VIP Package

Based on the level of sponsorship or supply, a partner may be offered a certain number of VIP packages including a match ticket, hospitality access and parking pass.

## 6.2 Promotion

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The success of a Host's promotional activities may be measured by the attendance figures in the halls.

The Host should formulate a promotional strategy with the aim of realising maximum hall attendances and media coverage.

Possible promotional activities include the following:

-  Radio/TV spots

### Invitations

A partner may be invited to official functions and social events organised by the Host.

### Product Sales

Provided that the hall infrastructure allows, and the corresponding local laws are respected, a partner may expose and sell its products in the match hall.

### Other items

The Host may also offer some souvenir items to a partner.

### 6.1.5 Promotional Material

In addition to the exposure on print material, the sponsor logo may also be shown on the following promotional material or communicated through the following tools:

-  Advertisements in newspapers
-  Radio advertising
-  Television advertising
-  Giant City Television Screen
-  Public address system in the halls
-  Internet (Host website)

-  Banners and billboards throughout the host city/cities
-  Posters throughout the host city/cities
-  Distribution of flyers
-  Ticket competitions
-  Cooperation with newspapers
-  Cooperation with schools (adopt a team, cultural activities related to the countries of the participating clubs)
-  Cooperation with regional football association

- ⚽ “Football/Futsal Ambassadors” – involvement of well-known players
- ⚽ “Old Stars” Futsal match
- ⚽ Promotional activities at domestic league matches such as:
  - information stand
  - announcements at half-time
  - video board
- ⚽ As well as promoting on the Club’s website, advertise on regional association’s and national association’s websites
- ⚽ Club activities linked to the mini-tournament/match, e.g. club’s youth teams
- ⚽ Competition to become player’s escorts and/or ball girls
- ⚽ Active approach towards sponsors, inviting sponsors, employees and their children; providing a special sponsor promotion programme

A matchday/mini-tournament programme, which is intended primarily for supporters, is another important means of promotion which the Host may decide to use.

### **6.3 Ticketing Strategy**

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The Host should formulate a ticket strategy with the aim of attracting spectators to the hall.

Such a strategy should include the following elements:

#### **6.3.1 Ticket Prices:**

- ⚽ prices should be reasonable so as not to deter attendance

Note, in order to emphasize the top international nature of the matches UEFA does not recommend that entrance into the hall be free (except for children).

The programme can be sold to the general public or be distributed free of charge. In addition, the programme should be distributed free of charge to media representatives, the competing teams and VIP guests.

The Host should take an active approach towards the local and national media by providing news and comments on the competition including results of the other groups, possible opponents for the next round, information on the final round, etc.

Standard artwork following the UEFA Futsal Cup Brand Identity may be found in section 7 of this Manual, as well as on the accompanying CD-ROM, for the following items:

- ⚽ city banner
- ⚽ entrance banner
- ⚽ poster
- ⚽ flyer
- ⚽ matchday/mini-tournament programme

#### **6.3.2 Ticket Categories:**

- ⚽ individual match tickets
- ⚽ mini-tournament pass (valid for any match of the tournament)
- ⚽ family ticket e.g. parents attending matches with children under a certain age pay a single price for the whole family
- ⚽ ticket offer to local schools
- ⚽ ticket offer to communities/municipalities at low prices – the local government may distribute tickets to the population free of charge emphasising the municipalities’ support of this tournament

- ⚽ ticket offer to sponsors at low prices – the sponsor may distribute tickets to employees and their children
- ⚽ supporters wearing the shirt of one of the participating teams may enter free of charge or at reduced fee
- ⚽ special offers to local companies
- ⚽ team ticket – a certain number of persons may attend the match for a special rate (a team of 15, 20 or more persons)
- ⚽ invitation cards for VIPs and guests

### 6.3.3 Added Value:

The purchase of a ticket may entitle the buyer to an additional added value. For example, a free souvenir item (T-shirt, cap, etc).

### 6.3.4 Ticket Design

Preferably, the design of the tickets should follow the UEFA Futsal Cup Brand Identity. Standard artwork for a ticket may

be found in section 7 of this Manual as well as on the accompanying CD-ROM.

### 6.3.5 Reserved Tickets

An adequate number of complimentary and purchase tickets must be reserved for the visiting Clubs.

In addition, the official UEFA representatives and at least four representatives of the visiting Club and its national association must be provided with top-category seats in the VIP sector.

Visiting Clubs must advise Hosts of the number of tickets required at least 10 days before the date of the match/mini-tournament. The price of tickets for supporters of the visiting team may not exceed the price paid for tickets of a comparable category that are sold to supporters of the home team.





## **7 UEFA Futsal Cup Brand Identity**

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**7.1 General Guidelines**

**7.2 Use of Logo**

**7.3 Artwork Templates**



## **7. UEFA FUTSAL CUP BRAND IDENTITY**

### **7.1 General Guidelines**

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#### **7.1.1 Intellectual Property Rights**

The UEFA name, the UEFA Futsal Cup Logo and the UEFA Futsal Cup Materials are intellectual property of UEFA and are protected by national and international laws on copyright and/or trademark.

Any and all copyright and other intellectual property rights for all purposes throughout the world, which are created, developed and/or used in relation to the UEFA Futsal Cup Materials and/or the Logo shall remain vested in UEFA or, as the case may be, become the sole and exclusive property of UEFA. The Clubs shall not claim any right, title or interest in relation thereto. All uses of the above will accrue for the sole benefit of UEFA. Should any right, title or interest in any of the above become vested in the Clubs (by operation of law or otherwise), the Clubs shall hold the same in trust for UEFA and shall, at the request of UEFA, forthwith unconditionally assign free of charge all such right, title or interest to UEFA and execute any documents necessary in connection therewith.

#### **7.1.2 Use of UEFA Futsal Cup Logo and UEFA Futsal Cup Materials by the Clubs**

The Clubs shall not use the UEFA Futsal Cup name, the Logo or the UEFA Futsal Cup Materials in any way which: (i) may damage the distinctiveness or value of the UEFA Futsal Cup name or the Logo; or (ii) may be deceptive or misleading. The Clubs undertake that they will not use any name or Logo which is an imitation of or which is confusingly similar to the UEFA Futsal Cup name, the Logo and/or any UEFA Futsal Cup Materials.

All uses of the Logo and the UEFA Futsal Cup Materials by the Clubs must be in full accordance with the guidelines contained in this Manual and other instructions issued by UEFA from time to time. All uses of the Logo and the UEFA Futsal Cup Materials by the Clubs shall faithfully and accurately reproduce the colour, language, design and appearance of the Logo/UEFA Futsal Cup Material as transmitted to the Clubs by UEFA (including, without limitation, any copyright or trade mark notices).

If requested to do so by UEFA, the Clubs will immediately remove the UEFA Futsal Cup name, the UEFA Futsal Cup Logo and/or the UEFA Futsal Cup Materials from any material if the use thereof is in the reasonable opinion of UEFA in breach of the guidelines provided in the Manual.

#### **7.1.3 Approvals**

All proposed uses of the UEFA Futsal Cup Logo and UEFA Futsal Cup Materials that the Clubs wish to make, must be submitted to UEFA for written approval. Unless approval is received in writing, Clubs may not proceed with their proposed use.

Approval requests shall be made to UEFA Brand Management by sending a PDF of the artwork or by sending representative samples or accurate photographic representations of the intended use. UEFA should have ten working days to send its comments/final approval back to the club.

#### **UEFA Brand Management**

Contact details:

E-mail:

brand@uefa.ch

Tel:

+41 848 00 27 27



## 7.2 Use of Logo

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The UEFA Futsal Cup Logo is protected by UEFA and all reproduction and any use of these materials without prior written permission from UEFA will be strictly monitored.

This section sets out the conditions under which the Clubs may use the UEFA Futsal Cup Logo. The Clubs must not use any other marks, devices, symbols, and Logos to identify the event.

The Clubs may only use the UEFA Futsal Cup Logo as provided in the pre-defined templates for the purpose of promoting their participation in the UEFA Futsal Cup competition to the exclusion of any commercial or advertising use or association, in accordance with the conditions set out below. These conditions apply to all Clubs.

UEFA recommends that the following materials, if produced by the Clubs, contain the UEFA Futsal Cup Logo:

-  Advertisements in the newspaper
-  Official posters, flyers and banners to promote the UEFA Futsal Cup matches
-  Matchday/Mini-tournament programmes
-  Match tickets and VIP passes
-  Press kit folders
-  Press paper
-  Accreditation pass
-  Parking pass
-  Car and bus signage
-  Media backdrops for press conferences and flash interviews
-  Welcome backdrop
-  Event giveaways (e.g. pennants)
-  On-screen graphics (if TV broadcast)

UEFA would appreciate receiving, for its files, hard copies of any promotional materials produced (posters, programmes, etc). These should be addressed for the attention of the UEFA Futsal Competition Manager.

### 7.2.1 Conditions

1. No composite or combined Logo is permitted to be created using the UEFA Futsal Cup Logo and the Logo or any other device of the Club.
2. The relevant copyright and trademark notice must always be used on the Logo: ®
3. All elements of the design of the UEFA Futsal Cup Logo must appear together in the exact configuration provided and may not be used in part, or adapted or modified in any way.
4. The Logo must always be used in the exact forms shown in this section and may not be adapted or modified in any way.
5. The Club may not authorise or attempt to authorise anyone else to use or associate themselves with the UEFA Futsal Cup Logo.
6. If at any time it appears to UEFA that the UEFA Futsal Cup Logo is not being used by the Club in the manner approved by UEFA, the Club will be notified accordingly and shall immediately stop such usage.
7. The Clubs can use the UEFA Futsal Cup Logo only as presented in the templates or for pure editorial use, to illustrate an article about the UEFA Futsal Cup competition.

## 7.2.2 Logo Versions

### Full colour Portrait



#### Full colour CMYK

Blue background  
Gradient from

|       |    |       |
|-------|----|-------|
| C=100 |    | C=100 |
| M=9   | to | M=23  |
| Y=0   |    | Y=0   |
| K=6   |    | K=50  |

Yellow stars  
Gradient from

|       |    |       |
|-------|----|-------|
| C=0   |    | C=0   |
| M=0   | to | M=30  |
| Y=100 |    | Y=100 |
| K=0   |    | K=0   |

Black: K=100

#### Full colour Pantone®

Blue: Process blue

Yellow: Pantone® 122 c

Pantone® Black



1 colour Pantone® Process Blue



1 colour Black



1 colour White  
on Pantone® Process Blue



1 colour White  
on Black

### Full Colour Landscape



### 7.2.3 What to avoid



Do not use the logo on white background with a blue border around.



Do not use the logo on a multi-colored background.



Avoid having the logo on a complex or busy background.



Do not distort the logo.



Do not use the logo with a white background and a blue border.



Do not separate the logo from the word mark.



Do not use the logo with any other element, with the exception of the star.



Do not use the logo with any other element, with the exception of the star.



Do not use the logo with a white background and a blue border.



Do not use the logo with a white background and a blue border.



Do not use the logo with a white background and a blue border.





## 7.2.4 Merchandising

The UEFA Futsal Cup Logo may be used on a non-exclusive basis by participating Clubs on a limited number of items of merchandise, namely T-shirts, scarves and caps for sale to the public. The distribution of such items should be limited to Club Shop, Club Official outlet or Official Club Mail order/Internet site.

Such opportunity is subject to:

- a) the prior written approval of UEFA for each use of the UEFA Futsal Cup Logo; pre-production sample requested for final approval.
- b) there being no third party branding appearing on such items;
- c) the manufacture of such products should cease when the Club is eliminated from the competition.

Should a Club want to use the Logo of its opponent Club, it should liaise directly with the relevant Club.

## 7.2.5 Promotional Items

If the Club wishes to use the UEFA Futsal Cup Logo on promotional items bearing their own Logo, it may do so subject to:

- a) the prior written permission of UEFA;

b) there being no third party branding appearing on such items; and

c) such items may only be used as gifts and may not be sold, nor used in any other commercial manner – including, but not limited to, promotions run by Sponsors of Club.

## 7.2.6 Usage of the Templates

-  The texts within the templates can be replaced with the correct information, or deleted if inappropriate. The recommended typeface is Handel. If this is not available, use Helvetica/Arial. To complement the identity, Univers can be used.
-  The text can be written in local language and does not have to be in English.
-  If the artwork size has been adapted, please make sure that the artwork maintains the exact proportions and is not deformed or distorted in any way.
-  The Club Logos and Club names should be used in place of the dedicated boxes. If you do not have all the required Club Logos, use the Club names.
-  The artwork provided can be adapted to fit with common print dimensions, but the overall 'look' should always stay the same.
-  The different elements cannot be changed proportionally to one another.

Please send the revised versions of your layouts to UEFA Brand Management for approval at: [brand@uefa.ch](mailto:brand@uefa.ch) prior to production and implementation.



## 7.3 Artwork Templates

### 7.3.1 Poster

Size of artwork provided: A3

- layout can be modified to fit with your poster requirements
- text can be put in your language
- sponsor logos can be added on the bottom
- Image may be changed to illustrate your club players

**Material Recommendation:** Coated, SK 3, 175gm2

**Colours:** CMYK





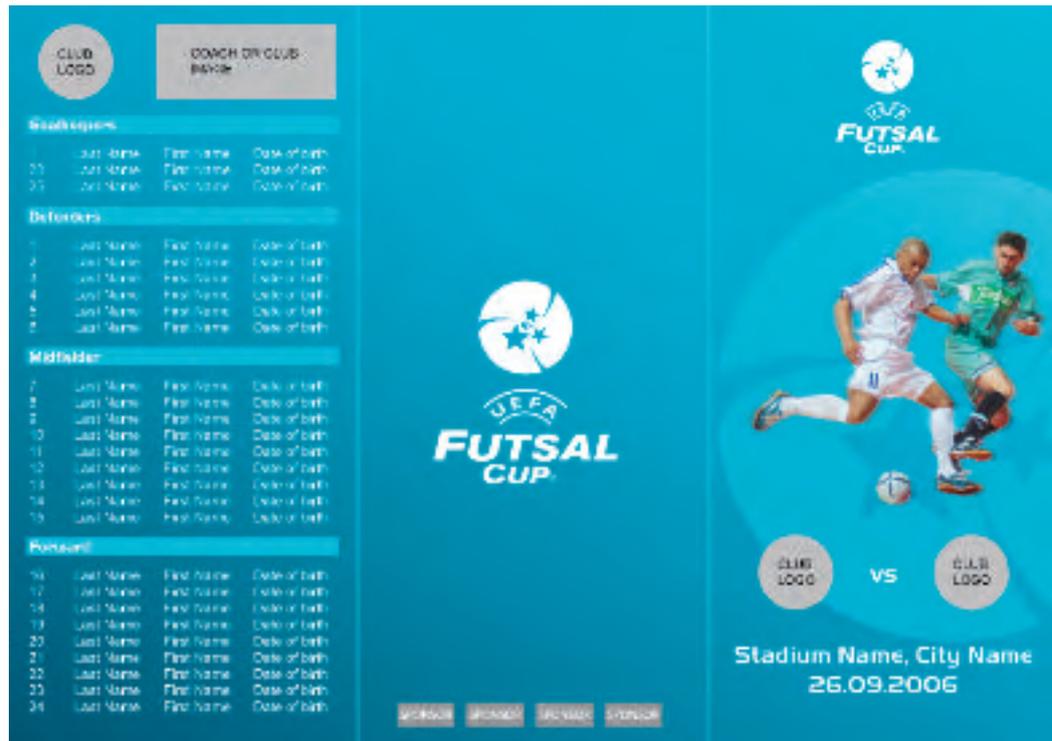
### 7.3.2 Flyer

**Size of artwork provided:** A4 folded in 3

- layout can be modified to fit with your flyer requirements
- text can be put in your language
- sponsor logos can be added on the back
- Image may be changed to illustrate your club players

**Material Recommendation:** Coated, SK 3, 150gm2

**Colours:** CMYK



| CLUB LOGO          |           | COACH OR CLUB NAME |               |
|--------------------|-----------|--------------------|---------------|
| <b>Goalkeepers</b> |           |                    |               |
| 1                  | Last Name | First Name         | Date of birth |
| 21                 | Last Name | First Name         | Date of birth |
| 25                 | Last Name | First Name         | Date of birth |
| <b>Defenders</b>   |           |                    |               |
| 1                  | Last Name | First Name         | Date of birth |
| 2                  | Last Name | First Name         | Date of birth |
| 3                  | Last Name | First Name         | Date of birth |
| 4                  | Last Name | First Name         | Date of birth |
| 5                  | Last Name | First Name         | Date of birth |
| 6                  | Last Name | First Name         | Date of birth |
| <b>Midfielder</b>  |           |                    |               |
| 7                  | Last Name | First Name         | Date of birth |
| 8                  | Last Name | First Name         | Date of birth |
| 9                  | Last Name | First Name         | Date of birth |
| 10                 | Last Name | First Name         | Date of birth |
| 11                 | Last Name | First Name         | Date of birth |
| 12                 | Last Name | First Name         | Date of birth |
| 13                 | Last Name | First Name         | Date of birth |
| 14                 | Last Name | First Name         | Date of birth |
| 15                 | Last Name | First Name         | Date of birth |
| <b>Forward</b>     |           |                    |               |
| 16                 | Last Name | First Name         | Date of birth |
| 17                 | Last Name | First Name         | Date of birth |
| 18                 | Last Name | First Name         | Date of birth |
| 19                 | Last Name | First Name         | Date of birth |
| 20                 | Last Name | First Name         | Date of birth |
| 21                 | Last Name | First Name         | Date of birth |
| 22                 | Last Name | First Name         | Date of birth |
| 23                 | Last Name | First Name         | Date of birth |
| 24                 | Last Name | First Name         | Date of birth |

  
  
 VS   
**Stadium Name, City Name**  
**26.09.2006**






### 7.3.3 City Banner

**Size of artwork provided:** portrait 1m x 4m

- layout can be modified to fit with your banner requirements

**Material Recommendation:** Fabric or PVC

**Colours:** CMYK or Pantone® Process blue



Futsal Cup  
Citybanner 1m x 4m  
■ background colour: (000 50 00 C)  
■ (gold color: (0 85 50 95 C)

### 7.3.4 Entrance Banner

**Size of artwork provided:** landscape 7m x 1m

- size can be modified to fit with your banner requirements
- text can be put in your language

**Material Recommendation:** PVC

**Colours:** CMYK



### 7.3.5 Pennant

**Size of artwork provided:** portrait 15cm x 20.5cm

- shape can be adapted to your requirements
- text can be put in your language

**Material Recommendation:** Textile or PVC

**Colours:** CMYK or Pantone® Process blue c + black





### 7.3.6 Match/Mini-Tournament Programme

The club may produce a matchday / mini-tournament programme if they so wish. Guidelines for the production of a programme follow:

#### Programme Specifications

There are no restrictions on the publication size or the paper weight of the programme.

#### Programme Language

Programmes may be printed in the local language of the club; however, the UEFA Futsal Cup Logo shall always be used in its entirety and be written in English.

#### Programme Design

The use of the UEFA Futsal Cup name and/or Logo requires that the club follows the proper usage outlined in section 7.2. There are no other design restrictions for the programme.

On any page where the UEFA Futsal Cup name and/or Logo are included, third party association (advertisement or sponsorship) is not permitted.

#### Programme Content

There are no restrictions on the programme contents. Information about the UEFA Futsal Cup, such as results tables, are available on uefa.com or from UEFA upon request.

The contents may include:

-  welcome messages from the hosting club/city
-  all relevant information on the participating teams including squad lists and squad numbers (if available)
-  match schedule
-  information on the hosting city
-  results of previous rounds of the competition
-  player or coach interviews

-  feature articles
-  historic data

Pages in the souvenir programme may be sold to sponsors or suppliers of the Hosts as follows (see also section 6.1.1):

-  sponsor logos on back cover
-  one page, half-page or quarter-page advertisements in the programme (depending on the level of sponsorship/supply)

**Material Recommendation:**

Cover 250gm2, laminated  
Inside pages: 100gm2, coated

**Size of artwork provided:**

programme A3 folded in 2 => A4

**Colours:** CMYK



### 7.3.7 Tickets

A standard UEFA Futsal Cup ticket design follows. The design may need to be amended in order to fit the exact size of the ticket to be used.

**Guidelines for ticket design**

Front of ticket should include in the main section:

-  UEFA Futsal Cup Logo
-  Home Club Logo or Name
-  Away Club Logo or Name

-  Match date and time
-  Venue details (name of stadium)
-  Seating information
-  Ticket price
-  Security feature, i.e. hologram (optional)

Back of ticket should include:

-  UEFA Futsal Cup Logo
-  Official partners
-  Stadium information – drawing (optional)
-  Legal information (optional)



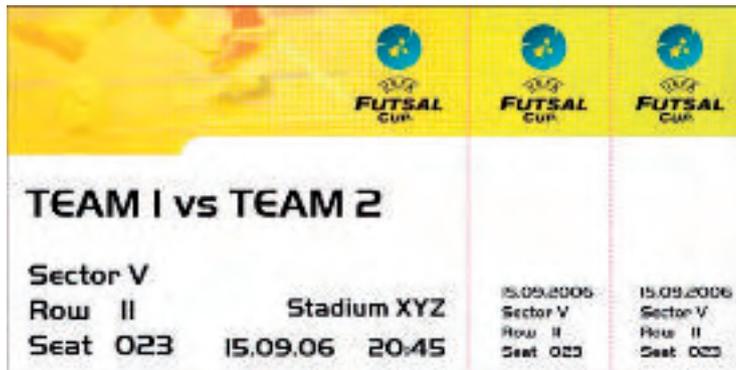
**Size of artwork provided:** landscape 16cm x 8cm

- layout can be modified to fit with your ticket requirements
- the idea is to have on UEFA Futsal Cup Logo per part of the ticket, i.e. If you have only 2 parts, 2 Logos are enough.
- on the back, if there isn't any legal text, please keep a grey line for clear delineation between the UEFA Futsal Cup Logo and the Club's Sponsors.
- Image may be changed to illustrate your club players

**Material Recommendation:** Will depend on the printers production set-up

**Colours:** CMYK

Ticket Front



Ticket Back





### 7.3.8 VIP Passes

**Size of artwork provided:** 8.5cm x 9.5cm

- layout can be modified to fit with your pass requirements

**Material Recommendation:** Paper SK 3, 250gm2, Coated, laminated

**Colours:** CMYK



### 7.3.9 Accreditation Pass

**Size of artwork provided:** 10.5 x 14.85  
(4 accreditations per A4 page)

- layout can be modified to fit with your accreditation requirements
- Club Logos can be added if necessary
- more colours can be used if needed

**Material Recommendation:** different options are possible:  
Paper coated and laminated, plastic or rigid PVC

**Colours:** CMYK





### 7.3.10 Parking Pass

**Size of artwork provided:** A5

- layout can be modified to fit with your requirements
- text can be put in your language

**Material Recommendation:** Paper SK 3, 250gm2, coated, laminated

**Colours:** CMYK





### 7.3.11 Competition Board

**Size of artwork provided:** 2 sizes are provided 3m x 1m and 6m x 0.9m

- Size can be modified to fit with your board requirements
- UEFA Futsal Cup Logo cannot be modified

**Material Recommendation:** Wood 6mm Exterior Plywood

**Colours:** CMYK or Pantone® Process Blue



3m x 1m



6m x 0.9m



### 7.3.12 Press Paper

**Size of artwork provided:** A4

- layout can be modified to fit with your requirements
- Club Logo can be added
- if you have more Sponsors, boxes can be added on the left in line with the others

**Material Recommendation:** Paper 80-100gm2, uncoated

**Colours:** CMYK





### 7.3.13 Stickers

**Size of artwork provided:** landscape 47cm x 10cm

- size can be adapted to fit with your requirements
- sticker can also be used for other applications and decoration

**Colour:** Pantone® Process Blue



### 7.3.14 Clipboard

**Size of artwork provided:** landscape 23.5cm x 34cm

- size can be adapted to fit with your requirements

**Colour:** Pantone® Process Blue



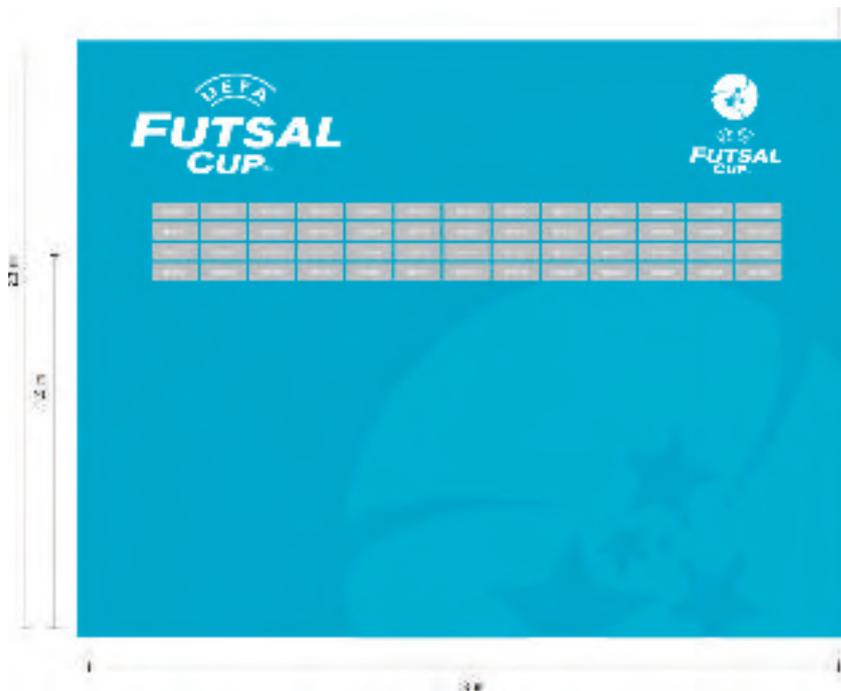
### 7.3.15 Media Backdrops

**Size of artwork provided:** 3m x 2.3m

- layout can be modified to fit with your requirements
- Club Logos can be added
- grey sponsor boxes are for positional use only and should be replaced with Sponsors Logos. The line of Sponsors can be moved to make sure that they are behind the speakers during the press conference

**Material Recommendation:** Correx 4/6mm or Foamex 5mm with supporting structure

**Colours:** CMYK



**Futsal Cup  
Media backdrop 3m x 2.3m**

- background colour: (C100M90Y0K0)
- colour values: (C100M90Y0K0)

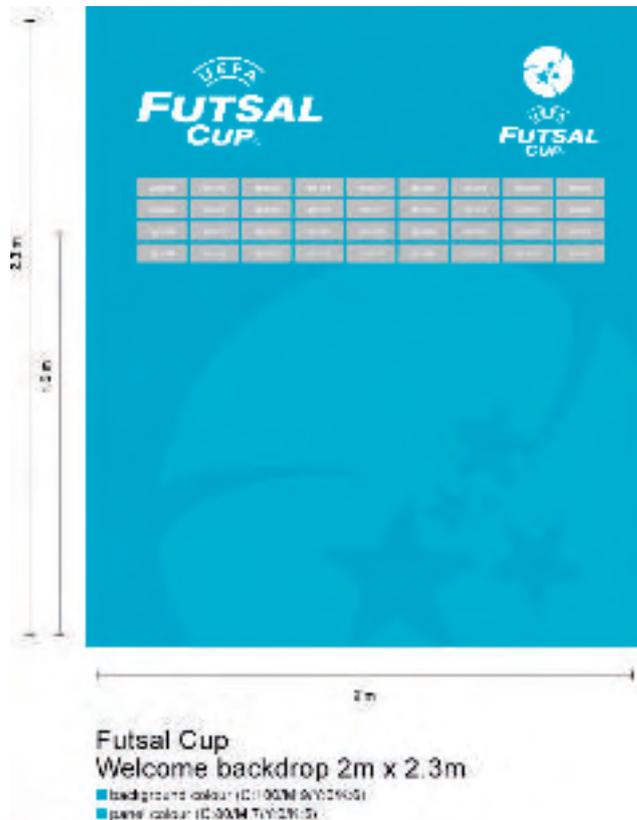
### 7.3.16 Welcome Backdrop

**Size of artwork provided:** 2m x 2.3m

- layout can be modified to fit with your requirements
- Club Logos can be added
- grey sponsor boxes are for positional use only and should be replaced with Sponsors Logos

**Material Recommendation:** Correx 4/6mm or Foamex 5mm with supporting structure

**Colours:** CMYK







## **8 Communication of Information**

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- 8.1 Host to UEFA**
- 8.2 All Participating Teams to UEFA**
- 8.3 Host to the Visiting Team(s)**
- 8.4 Visiting Team(s) to the Host**



## 8. COMMUNICATION OF INFORMATION

### 8.1 Host to UEFA

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For the preliminary round, the Host must provide the UEFA Administration with the following information by the deadlines indicated:

- ⚽ Hotel details (for all mini-tournament participants)  
Monday, 17 July 2006
- ⚽ Match venues (hall name, city) and dates  
Monday, 17 July 2006
- ⚽ Kick-off times  
Wednesday, 9 August 2006

For the main round, the Host must provide the UEFA Administration with the following information by the deadlines indicated:

- ⚽ Hotel details (for all mini-tournament participants)  
Wednesday, 9 August 2006
- ⚽ Match venues (hall name, city) and dates  
Wednesday, 9 August 2006
- ⚽ Kick-off times  
Friday, 8 September 2006

For the elite round, the Host must provide the UEFA Administration with the following information by the deadlines indicated:

- ⚽ Hotel details (for all mini-tournament participants)  
Friday, 3 November 2006
- ⚽ Match venues (hall name, city) and dates  
Wednesday, 8 November 2006
- ⚽ Kick-off times  
Monday, 13 November 2006

For the Futsal Cup Finals, the matches will take place on 26 April 2007 for the semi-finals and 28 April 2007 for the third-place match and the Final.

The UEFA Administration will decide on the following information:

- ⚽ Exact match dates
- ⚽ Hotel details
- ⚽ Match venues
- ⚽ Kick-off times

The Finalists will be duly informed early 2007.

For each hall used in the competition, a completed hall questionnaire and safety certificate shall be sent to the UEFA Administration at least 30 days prior to the first match.



## 8.2 All Participating Teams to UEFA

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All participating teams must provide the UEFA Administration with the following information by the deadlines indicated:

### Preliminary Round

-  List of 20 Players Thursday, 24 August 2006
-  Players Kit Approval Thursday, 24 August 2006
- Request Form

### Main Round

-  List of 20 Players Thursday, 21 Sept 2006
-  Players Kit Approval Thursday, 24 August 2006
- Request Form

### Elite Round

Request Form

-  List of 20 Players Thursday, 16 November 2006
-  Players Kit Approval Thursday, 24 August 2006

### Final

-  List of 20 Players Friday, 31 March 2007
-  Players Kit Approval Wednesday, 28 Feb 2007
- Request Form  
(plus samples of 1st choice and 2nd choice kit)

In addition, information on each club for media information/promotional purposes, as requested in section 5.2.1, should be provided by 4 September 2006.

Contact details for the UEFA Administration can be found in section 9.2.

## 8.3 Host to the Visiting Team(s)

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In order to facilitate the co-operation between the teams concerned the Host should provide the visiting team(s) with the following information:

-  if requested, a standard invitation letter to fulfil visa formalities
-  information on any special procedures regarding visas, customs clearance, passport controls, etc
-  health information (e.g. recommended vaccinations, suitability of tap water for drinking, etc)

-  information on the nearest international or domestic airport to the tournament headquarters/hotels. Note: the Host may also propose an airport in a neighbouring country if the journey from this airport to the venue is considerably shorter (see also section 2.6.1)
-  information on the vehicles which will transport the teams and their luggage (see also section 2.6.2)
-  information on the LOC including names, functions and contact details

- ⚽ the names and contact details of the Team Liaison Officer of each team
- ⚽ full details of the tournament accommodation
- ⚽ information on the room reservations (singles for the officials, twin rooms for the players, equipment room, massage room, meeting room, separate floor, etc.)
- ⚽ details on the room rates to be settled at the hotel before departure for any additional delegation member or for extended stay
- ⚽ names of the match halls
- ⚽ names of the training grounds
- ⚽ distances from the hotel to the airport, halls (in km and minutes) – ideally a map should be provided (see also section 2.4)
- ⚽ proposed menu plan
- ⚽ mini-tournament schedule including venues and kick-off times
- ⚽ information on any official receptions/events

A copy of the relevant correspondence should be sent to the UEFA Administration.

Ideally, a small folder or tournament guide should be produced and handed over to the visiting teams and UEFA representatives upon their arrival. This document may include the following items:

- ⚽ information as outlined above
- ⚽ a welcome message
- ⚽ the printed souvenir programme, if applicable
- ⚽ the names and nationalities of the UEFA Delegate and referees

## 8.4 Visiting Team(s) to the Host

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In order to ensure that the appropriate reservations and arrangements are made, a visiting team should provide the Host with the following information/requests, as applicable, well in advance of the match or mini-tournament:

- ⚽ a list of important numbers (LOC members, hospital, police, embassy, etc.)
- ⚽ a hotel brochure
- ⚽ photos of the match venues
- ⚽ important information on the match venues (name, city, capacity, lighting, dimensions of the pitch, etc.)
- ⚽ a list of interesting places to visit / a proposal regarding excursions
- ⚽ a day-to-day programme (including the activities of each team)
- ⚽ training schedule
- ⚽ meeting schedule
- ⚽ information on television coverage
- ⚽ information on any pre-match activities
- ⚽ match countdown
- ⚽ Host's expectations regarding the conduct of a visiting team during the mini-tournament
- ⚽ information on any special habits in the Host's country
- ⚽ pre-tournament press releases
- ⚽ information on the ticketing procedure, accreditation, etc.
- ⚽ information on any security issues at the hotel, training grounds or match venues (police escort, etc.)
- ⚽ information on the expected spectator attendance at the matches
- ⚽ information on any special activity during the mini-tournament (national holiday, grassroots events before the matches, etc.)
- ⚽ feedback form, on which a visiting team can provide the Host with its feedback and suggestions

- ⚽ flight details
- ⚽ exact number of delegation members
- ⚽ special wishes regarding hotel room categories (singles, doubles, suites, etc.)

- ⚽ rules with regard to mini-bar, Pay TV, telephone lines in the players' rooms, etc
- ⚽ training schedule
- ⚽ meeting schedule
- ⚽ menu plan and any special dietary requests
- ⚽ eating times (including pre-match snacks)
- ⚽ information on the luggage to be collected at the airport (number of pieces, type of luggage, approximate weight, etc.)
- ⚽ whether a cook would travel with the team
- ⚽ information on any food/beverages to be brought into the country
- ⚽ information on any special equipment (television camera, computer equipment, etc.) to be brought into the country
- ⚽ whether the team travels with its own massage table
- ⚽ whether the team travels with its own training balls
- ⚽ requests regarding equipment/services to be provided at the match halls or training grounds (additional massage tables, tactical board, number of balls, mobile goals, small goals, specific quantity of water, tea, fruits, etc.)
- ⚽ requests for additional vehicles
- ⚽ colours of the first-choice and second-choice team kits
- ⚽ colours of the goalkeeper kits
- ⚽ requests with regard to attending matches of the other teams
- ⚽ information as to how the visiting team will settle its extras, including the expenses of additional delegation members or additional days
- ⚽ requests regarding equipment in the meeting room



## **9 UEFA Contact Information**

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- 9.1 Main Address**
- 9.2 UEFA Futsal Cup Contact Persons**



## 9. UEFA CONTACT INFORMATION

### 9.1 Main Address

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UEFA - Union des associations européennes de football  
Route de Genève 46  
1260 Nyon 2  
Switzerland

Tel: +41 22 848 00 27 27  
Media Desk Tel: +41 22 848 04 27 27  
Fax: +41 22 848 01 27 27  
Press Fax: +41 22 707 28 38  
www.uefa.com

**President**  
Lennart Johansson

**Chief Executive**  
Lars-Christer Olsson

**Director Professional Football**  
Giorgio Marchetti

**Head of National Team Competitions**  
Mikael Salzer

### 9.2 UEFA Futsal Cup Contact Persons

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The following persons may be contacted in case of specific queries or for general assistance or advice with regard to the organisation of a mini-tournament or match of the UEFA Futsal Cup:

#### Futsal Competition Manager

Laurent Morel (laurent.morel@uefa.ch)

-  competition format
-  financial conditions
-  Competition Regulations
-  Club Manual
-  coefficients and draws

#### Futsal Competition Assistant

Susan Forrester (susan.forrester@uefa.ch)

#### Competition Administration

Martine Senn (martine.senn@uefa.ch)

-  administration of matches/mini-tournaments (dates, venues, kick-off times, preliminary site visits)
-  players' registration
-  kit approval

Florian Camarena (florian.camerena@uefa.ch)

-  delegates

#### Refereeing Operations Manager

Luzia Porret (luzia.porret@uefa.ch)

-  refereeing matters



### **Junior Brand Manager**

Mary-Laure Bollini (brand@uefa.ch)

- ⚽ use of UEFA Futsal Cup Logo and Artwork Templates
- ⚽ approval of designs

### **Press Officer - Media Services**

Rebecca dubs (rebecca.dubs@uefa.ch)

- ⚽ media matters

### **uefa.com**

Greg Demetriou (greg.demetriou@uefa.ch)

- ⚽ UEFA Futsal Cup editor
- ⚽ club information and photographs



## **10 Organisational Templates**

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- 10.1 Telephone Contact Sheet**
- 10.2 Invitation to Organisational Meeting**
- 10.3 Organisational Meeting Agenda (Mini-Tournament)**
- 10.4 Organisational Meeting Agenda (Match)**
- 10.5 Team Colours Summary**
- 10.6 Local Venue Manager Checklist**
- 10.7 Countdown**
- 10.8 Match Sheet**
- 10.9 Announcements in the Hall**
- 10.10 Hall Board Configuration Plan**
- 10.11 Mini-Tournament Ranking**
- 10.12 Mini-Tournament Statistics**
- 10.13 Mini-Tournament Top Scorer**



## 10. ORGANISATIONAL TEMPLATES

### 10.1 Telephone Contact Sheet



#### 6TH UEFA FUTSAL CUP 2006/07

#### Telephone Contact List

| Name | Telephone | Fax | Mobile | Private Telephone | Function                               |
|------|-----------|-----|--------|-------------------|--|
|      |           |     |        |                   | Tournament Director                    |
|      |           |     |        |                   | Accommodation/Transport Manager        |
|      |           |     |        |                   | Referee Liaison Officer                |
|      |           |     |        |                   | X Team Liaison Officer                 |
|      |           |     |        |                   | X Team Liaison Officer                 |
|      |           |     |        |                   | X Team Liaison Officer                 |
|      |           |     |        |                   | X Team Liaison Officer                 |
|      | XXX       | XXX |        | XXX               | UEFA Delegate                          |
|      | XXX       | XXX |        | XXX               | UEFA Referee Observer                  |
|      | XXX       | XXX |        | XXX               | UEFA Tournament Administrator (if any) |
|      |           |     |        |                   |  |
|      |           |     |        |                   |  |
|      |           |     |        |                   |  |
|      |           |     |        |                   |  |
|      |           |     |        |                   |  |
|      |           |     |        |                   |  |
|      |           |     |        |                   |  |



## 10.2 Invitation to Organisational Meeting

---

Date : Day, xx Month 200x  
Time: xx:xx hours  
Place: Hotel Name – Floor x, Room Name

Please bring to the meeting:

-  The final 20 players list
-  The passports or identity cards of the players listed on the above list who are participating in the mini-tournament
-  Official kit as well as the reserve kit of a field player (socks, shorts, shirt)
-  Goalkeeper kits (socks, shorts, shirt, gloves)

## 10.3 Organisational Meeting Agenda (Mini-Tournament)

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# ORGANISATIONAL MEETING AGENDA

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1. Welcome and introduction of all those present by Chairman
2. Welcome by the Host
3. Match Schedule
4. Match / Refereeing Matters
  -  Kick-off
  -  Transport for the referees / delegates / teams
  -  Technical hall facilities
  -  Colours of the playing kits
  -  Floodlighting
  -  Matters relating to television and the press



- ⚽ Referee's report form
- ⚽ Countdown
- ⚽ Substitutes' bench
- ⚽ Field of play, surface, goal dimensions, position of the advertising boards, etc
- ⚽ Instructions from the referees
- 5. Disciplinary Matters
- 6. Safety/Security Matters
  - ⚽ Hall capacity: number of seated/standing places
  - ⚽ Expected attendance
  - ⚽ Security measures for the visiting teams
  - ⚽ Information and measures with regard to the supporters of the visiting teams
  - ⚽ Security measures in the halls
  - ⚽ Television surveillance system in the halls
  - ⚽ No public sale of alcohol
  - ⚽ Entry control procedures
  - ⚽ Public address announcers
  - ⚽ Hall exit doors and emergency gates
  - ⚽ Liaison group
- 7. Administrative Matters
  - ⚽ Doping Controls
  - ⚽ Eligibility of players
  - ⚽ Seats for the UEFA Delegate, Referee Observer and Doping Control Officer
  - ⚽ Flags in the hall
  - ⚽ Accreditation and hall passes
- 8. Media Matters
- 9. Hotel Arrangements
- 10. Transport Arrangements
- 11. Social Events
- 12. Confirmation of Team and Referee's Colours
- 13. Passport/ID control



## 10.4 Organisational Meeting Agenda (Match)

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### ORGANISATIONAL MEETING AGENDA

Welcome and introduction of all those present by the chairman

#### 1. Match / Refereeing Matters

-  Kick-off
-  Transport for the referees / delegates / teams
-  Arrival at the hall of the referees / delegates / teams
-  Technical hall facilities
-  Colours of the playing kits
-  Players
-  Goalkeepers
-  Referees
-  Advertising on the players' kits
-  Floodlighting
-  Matters relating to television and the press
-  Referee's report form
-  Countdown
-  Substitutes' bench
-  Field of play, surface, goal dimensions, position of the advertising boards, etc.
-  Instructions from the referee

#### 2. Safety / Security Matters

-  Hall capacity: number of seated/standing places
-  Expected attendance
-  Security measures for the visiting team
-  Information and measures with regard to the supporters of the visiting team
-  Security measures in the hall
-  Television surveillance system in the hall
-  No public sale of alcohol
-  Entry control procedures
-  Public address announcers

- ⚽ Hall exit doors and emergency gates
- ⚽ Liaison group

**3. Administrative Matters**

- ⚽ Doping Controls
- ⚽ Eligibility of players
- ⚽ Seats for the UEFA Delegate, Referee Observer (where applicable) and Doping Control Officer
- ⚽ Flags in the hall
- ⚽ Accreditation and hall passes



## 10.5 Team Colours Summary



6<sup>th</sup> UEFA FUTSAL CUP 2006/07

X ROUND  
GROUP X MINI-TOURNAMENT PLAYED IN X

DETERMINATION OF COLOURS

|           | Date     | Match | Shirt | Shorts | Socks | Goalkeeper | Referee      |
|-----------|----------|-------|-------|--------|-------|------------|--------------|
| Home team | xx.xx.xx | Team  |       |        |       |            | name         |
| Away team |          | Team  |       |        |       |            | shirt colour |
| Home team | xx.xx.xx | Team  |       |        |       |            | name         |
| Away team |          | Team  |       |        |       |            | shirt colour |
| Home team | xx.xx.xx | Team  |       |        |       |            | name         |
| Away team |          | Team  |       |        |       |            | shirt colour |
| Home team | xx.xx.xx | Team  |       |        |       |            | name         |
| Away team |          | Team  |       |        |       |            | shirt colour |
| Home team | xx.xx.xx | Team  |       |        |       |            | name         |
| Away team |          | Team  |       |        |       |            | shirt colour |
| Home team | xx.xx.xx | Team  |       |        |       |            | name         |
| Away team |          | Team  |       |        |       |            | shirt colour |



## 10.6 Local Venue Manager Checklist

---

The following checklist gives an overview of the various tasks and duties which should be fulfilled by a Host prior to a match.

### 10.6.1 Preparatory Phase

#### Hall/Training Hall Matters

- ⚽ Supervise any possible renovation and construction work at match hall to ensure venue ready for match/mini-tournament
- ⚽ Supervise eventual installation, preparation and maintenance of the pitch
- ⚽ Check for roadworks or other potential problems that may hinder access to the halls
- ⚽ Check all goals in conformity with the *FIFA Futsal Laws of the Game* (see section 3.1.4)
- ⚽ Check that pitch is ready for training sessions from arrival of teams until their departure (cleaning of the surface, goal fixation, temporary goals, dressing rooms open and cleaned, still bottled mineral water available)

#### Protocol Matters

- ⚽ Prepare list of local VIPs that may attend the matches
- ⚽ Prepare seating plan for team officials, VIPs, guests, sponsors, etc.
- ⚽ Define VIP hospitality areas in the hall and planned level of service
- ⚽ Check public address system
- ⚽ Arrange the necessary numbers of flags
- ⚽ Define entrance ceremony for the teams (music, players' escorts, flag carriers, etc.)

#### Accreditation Matters

- ⚽ Define the accreditation policy
- ⚽ Prepare instructions for stewards/security/police on all matters related to security, accreditation, etc.

#### Media Matters

- ⚽ Preparation of media infrastructure (press seats, electricity, modem plugs, mixed zone, press conference room, etc – see section 3.3)
- ⚽ In case of TV coverage, provision of necessary facilities (camera positions, electricity, OB-van area, up-links, etc – see section 3.3)

#### Team Matters

- ⚽ Dressing rooms equipped with massage benches and, if possible, tactical boards
- ⚽ Dressing rooms cleaned and sanitary facilities restocked

#### Referee Matters

- ⚽ Dressing rooms cleaned and sanitary facilities restocked
- ⚽ Dressing rooms equipped with table & chairs

#### Ball Kids

- ⚽ Appoint and instruct 8 - 10 ball kids per match
- ⚽ Uniform and neutral dressing

## Signage

- ⚽ Signage of key areas in the hall (dressing rooms, benches, medical room, doping control room, media rooms, VIP facilities, toilets, parking, etc.)

## Delegate's Room

- ⚽ Delegate's room equipped with photocopy machine and, if appropriate, a fax
- ⚽ Check correct functioning of equipment
- ⚽ Check sufficient paper is available for copies

### 10.6.2 One day before the match (MD-1)

## Hall

- ⚽ Check goals (nets, fixation)
- ⚽ Check quality surface (flatness, cleanliness)
- ⚽ Check dressing rooms clean and keys available to open/lock doors
- ⚽ If applicable, check functioning of floodlights and time lights switched on
- ⚽ Check availability of hall armature for flags
- ⚽ Check PA system functioning
- ⚽ Check scoreboard and hall clock

## Protocol

- ⚽ Update VIP list
- ⚽ Check sufficient staff available for hospitality area
- ⚽ Check hospitality areas are ready and food/drinks ordered

## Accreditation

- ⚽ Ensure all persons have received accreditation cards
- ⚽ Ensure stewards/security staff/police are briefed on tasks, timings and meeting point

- ⚽ Define last-minute pick-up point for accreditation cards and tickets

## Commercial Matters

- ⚽ Check correct installation of advertising boards

## Media

- ⚽ Check all media facilities are installed and functioning
- ⚽ Check broadcasting arrangements (in case of TV coverage)

## Teams

- ⚽ Check teams are aware of their departure time (in cooperation with transport manager and Team Liaison Officer)
- ⚽ Double-check the kit colours and remind teams to bring their second-choice kit

## Refereeing matters

- ⚽ Check with referee liaison officer:
- ⚽ Manual timekeeping system available
- ⚽ Fifth foul marker
- ⚽ Refreshments ordered for referees

## Equipment

- ⚽ Prepare 10 match balls to be handed over to the referee for measuring the pressure
- ⚽ Check availability of ball pump in hall

## Ball Kids

- ⚽ Confirm availability of ball kids
- ⚽ Check neutral equipment no clashing with team colours

## Players Escorts

- ⚽ Confirm availability of players' escorts

## Signage

- ⚽ Installation of signage
- ⚽ Briefing of staff to guide the teams, guests, etc.

## Delegates Room

- ⚽ Check correct functioning of equipment
- ⚽ Check sufficient paper is available for copies

### 10.6.3 Match Day

#### Morning

- ⚽ Check items that were not ready during previous check
- ⚽ Check with hall keeper cleaning schedule (if necessary)
- ⚽ Check availability of the following material at the hall:
  - ⚽ Minimum 10 match balls
  - ⚽ Flags (at least UEFA & UEFA Fairplay)
  - ⚽ Warm-up bibs (2 x 12) – in principle responsibility of the team in question
  - ⚽ Sufficient still bottled mineral water for the teams
  - ⚽ Massage tables for the teams
  - ⚽ Signage

#### Arrival at the Hall (2 hours 00 min. before kick-off)

Carry out the necessary briefings and check the following:

- ⚽ Sufficient number of balls available in the referees' room
- ⚽ Ball pump functioning
- ⚽ Photocopier and fax functioning (turn on, sufficient paper)

- ⚽ Seat labels for VIP seating – officials of the participating teams, representatives of other teams not involved in the match, Club and national association representatives, guests, etc.
- ⚽ Arrival time of ambulance, fire-brigade, security and ball kids
- ⚽ Stretchers and carriers
- ⚽ Flag protocol
- ⚽ Position of advertising boards and cameras (distances to the touch line and goal line, security)
- ⚽ Signage in place
- ⚽ Accreditation system
- ⚽ Dressing rooms (clean, equipped with massage tables and, preferably, a tactical board; still bottled mineral water provided)
- ⚽ Technical equipment for music and announcements
- ⚽ Brief announcer and provide announcement text
- ⚽ Check hospitality area open
- ⚽ Replacement goal available

#### Arrival of Referees and UEFA Delegate (1 hour 30 min. before kick-off):

- ⚽ Welcome
- ⚽ Pitch inspection
- ⚽ Briefing on match arrangements
- ⚽ Check with referee; balls, time, countdown
- ⚽ Handover of balls to person responsible for ball kids
- ⚽ Agree on sign and position for kick-off

#### Arrival of Teams (1 hour 15 min. to 1 hour before kick-off):

- ⚽ Welcome
- ⚽ Briefing on match arrangements
- ⚽ Check that clock countdown is set, from kick-off time - 60' to -10'
- ⚽ Guidance and assistance whenever needed



The Local Venue Manager should then oversee the following activities:

| Time until kick-off | Activity   |
|---------------------|--|
| - 50 minutes        | Warm-up on the pitch   |
|                     | Check arrival of security, ambulance, fire brigade, ball kids<br>Double check all open items   |
| - 10 minutes        | Finish warm-up on the pitch  |
|                     | Ensure everyone leaves pitch (to dressing room or bench)<br>Check that clock is set on 20:00<br>Ball kids in position<br>Players escorts in tunnel<br>Teams line-up in playing field entrance (tunnel) on correct sides for entrance<br>Give sign to hall speaker (welcome text) |
| - 6 minutes         | Start of the Countdown   |
|                     | Lead teams onto the pitch as per countdown<br>Co-ordinate correct countdown procedure<br>Give sign to hall speaker (entry music, etc.)<br>Co-ordinate team entrance and time with TV, if necessary   |
| Kick-off            | Give sign to referee   |
| During match        | Assist third official if necessary<br>Check for problems concerning match arrangements (ball kids, boards, TV, security)   |
| After match         | Assist the UEFA delegate and, if applicable, the Tournament Administrator  |

## 10.6.4 Potential Problems and Solutions

Below is a list of potential problems that may occur before a match and the action to be taken by the persons responsible.

### Match Abandoned

- ⚽ Only the referee can decide if a match must be postponed, abandoned or cancelled
- ⚽ For cases beyond control (floodlight failure), the LOC and Delegate may provide the referee with their opinion and relevant information (e.g. time foresee for repairing)
- ⚽ The LOC is responsible for ensuring that any other problems that could affect the match are avoided (goal dimensions, security problems due to pitch boards, kit problems, etc.)
- ⚽ LOC to inform the spectators and teams of decisions taken

### Late Arrival of Teams or Referees

- ⚽ First priority: the match must be played
- ⚽ LOC to find a solution with UEFA Delegate, teams and referees (e.g. delay kick-off)
- ⚽ UEFA Delegate and referee 1 to prepare a resolution which must be signed by both teams. The resolution should include a stipulation that protests following the match will not be accepted.
- ⚽ LOC to inform the spectators of decisions taken

### Team brings Incorrect Kit

- ⚽ First priority: the match must be played
- ⚽ LOC to check if teams have replacement kits. If not, team official requested to bring the correct kit – LOC to organise this transport
- ⚽ If the procedure causes a delayed kick-off, LOC to inform the spectators of the problem and decision

### Set-up of Advertising Boards

- ⚽ Check all boards correctly placed around the playing field with correct distances to the pitch
- ⚽ If the boards are too close to the pitch, arrange to have them moved backwards immediately (to avoid referee 1 refusing to start match)

### Position of Teams / Defined Areas / Protocol

- ⚽ Away team starts hand-shake procedure and lines up on the right side of the referee (when looking from the main stand onto the pitch). To ensure teams are correctly lined up in the tunnel to avoid crossover when coming onto pitch
- ⚽ LOC to decide allocation of dressing rooms to teams
- ⚽ At least two flags must be flown (UEFA & UEFA Fairplay). Other flags may be flown, e.g. participating clubs, host country, region, city. For the two compulsory flags, the standard flag protocol is, from left to right: UEFA – UEFA Fairplay.
- ⚽ Number of persons allowed on the bench (7 substitute players and 6 team officials) and warm up zone during the match (normally next to the substitute's bench) are reconfirmed before the first match day
- ⚽ The teams may not have more than 6 officials on the bench during match. Any additional persons must go to the technical seats or to the main stand before kick-off
- ⚽ The media is not allowed on the pitch at any time (except for handheld cameras of the host broadcaster during line-up)
- ⚽ The media is not allowed in the dressing room area at any time
- ⚽ Interviews of players, substitutes or officials are not allowed during the match, but microphone on the coach's shirt is allowed, subject to his approval.
- ⚽ Photographers may approach the touchline during the line-up. During the match, they must be positioned according to the media officer's instructions (normally behind the goals or in the corners)



### **Distribution of team sheets**

- ⚽ LOC to distribute copies of the team sheets to: teams (2 copies each), referees (4), UEFA Delegate, announcer, VIPs and scouts (if applicable)
- ⚽ Host Media Officer to distribute copies of the team sheets to host broadcaster, if applicable, (10) and the media

### **Pre-match activities**

- ⚽ As a rule, there should be no activities on the pitch during the warm-up (except in the centre circle if announced beforehand)
- ⚽ Activities should not disrupt the warm-up or delay the kick-off

### **Kick-off on time**

- ⚽ LOC must ensure that the match kicks off on time. LOC should calculate the time needed to walk from the dressing rooms to the pitch and adjust the departure time from the dressing rooms before the match and after half time accordingly.
- ⚽ LOC to assist the referee to call the two teams on time
- ⚽ The clocks should be adjusted according to TV time (if match is broadcast) or according to the referee's watch. Teams should be informed upon arrival of official time

### **Camera positions**

- ⚽ LOC together with referee and UEFA Delegate to check camera positions on the playing field
- ⚽ 1st priority: no safety risk for the players;
- ⚽ 2nd priority: no view obstruction for the substitution benches;
- ⚽ 3rd priority: visibility of pitch boards



## 10.7 Countdown

| Time         | Countdown to Kick-Off  |
|--------------|--|
| -120'        | Hall gates open to spectators and media.   |
| -75' to 60'  | Pitch inspection by UEFA Delegate, referees and team representatives.  |
| -60'         | Teams to deliver Match Sheets to referee.  |
| -50'         | Teams warm-up on pitch.  |
| -10'         | Players exit pitch.  |
| -10'         | Ball kids take up positions around pitch.<br>Players' escorts ready in tunnel.   |
| -6'          | Teams join referees in players' tunnel.<br>Welcome message announced.  |
| -4'          | Referees lead teams out of players' tunnel (with player escorts).<br>Intro music played until team reach line-up position. |
| -4'          | Teams and referees line up facing the tribune of honour.<br>Players' names announced of away and home teams.               |
| -3'          | Teams shake hands according to handshake procedure.  |
| -2'          | Teams complete handshake and line-up for team photos.  |
| -1'          | Coin toss with referee and captains.   |
| xx:xx:xx     | KICK-OFF   |
|              | <b>Half-Time</b>   |
| HT           | Teams exit pitch.  |
| HT +14 mins  | Teams and referees re-enter pitch.   |
| HT +15 mins  | Second half kick-off.  |
|              | <b>Full Time</b>   |
| FT           | Teams, referee and assistant referees gather in centre circle, shake hands, wave to spectators and leave field together.   |
| FT +1 mins   | Host media officer escorts selected players for Flash Interviews.  |
| FT + 15 mins | Official press conference begins.  |



## 10.8 Match Sheet

|                    |                    |
|--------------------|--------------------|
| <b>Team:</b> XXXXX | <b>Team:</b> XXXXX |
|--------------------|--------------------|

**Played : Hall Name, City – Day, Date at xx:xx hours**

| Shirt                    | NAME                       | P                  | S | N | Shirt                      | NAME                       | P                  | S | N |
|--------------------------|----------------------------|--------------------|---|---|----------------------------|----------------------------|--------------------|---|---|
| 1                        |                            |                    |   |   | 1                          |                            |                    |   |   |
| 2                        |                            |                    |   |   | 2                          |                            |                    |   |   |
| 3                        |                            |                    |   |   | 3                          |                            |                    |   |   |
| 4                        |                            |                    |   |   | 4                          |                            |                    |   |   |
| 5                        |                            |                    |   |   | 5                          |                            |                    |   |   |
| 6                        |                            |                    |   |   | 6                          |                            |                    |   |   |
| 7                        |                            |                    |   |   | 7                          |                            |                    |   |   |
| 8                        |                            |                    |   |   | 8                          |                            |                    |   |   |
| 9                        |                            |                    |   |   | 9                          |                            |                    |   |   |
| 10                       |                            |                    |   |   | 10                         |                            |                    |   |   |
| 11                       |                            |                    |   |   | 11                         |                            |                    |   |   |
| 12                       |                            |                    |   |   | 12                         |                            |                    |   |   |
| <b>Name of official:</b> |                            | <b>Function:</b>   |   |   | <b>Name of official:</b>   |                            | <b>Function:</b>   |   |   |
|                          |                            | Head Coach         |   |   |                            |                            | Head Coach         |   |   |
|                          |                            | Assistant Coach    |   |   |                            |                            | Assistant Coach    |   |   |
|                          |                            | Team Administrator |   |   |                            |                            | Team Administrator |   |   |
|                          |                            | Team Doctor        |   |   |                            |                            | Team Doctor        |   |   |
|                          |                            | Physiotherapist    |   |   |                            |                            | Physiotherapist    |   |   |
|                          |                            | ??????             |   |   |                            |                            | ??????             |   |   |
| <b>Club Signature:</b>   |                            |                    |   |   | <b>Club Signature:</b>     |                            |                    |   |   |
| <b>REFEREE 1:</b>        | Name, first name (country) |                    |   |   | <b>REFEREE 2:</b>          | Name, first name (country) |                    |   |   |
| <b>THIRD OFFICIAL:</b>   | Name, first name (country) |                    |   |   | <b>TIMEKEEPER:</b>         | Name, first name (country) |                    |   |   |
| <b>UEFA DELEGATE:</b>    | Name, first name (country) |                    |   |   | <b>REFEREES' OBSERVER:</b> | Name, first name (country) |                    |   |   |

**P = Starting Five / S = Substitute / N = Not Playing**

**C = Captain / GK = Goalkeeper**



## 10.9 Announcements in the Hall

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### 10.9.1 Before the Match

-  10 minutes before kick-off
-  in the local language and, if appropriate and possible, in the language of the visiting team

Good afternoon/evening Ladies and Gentlemen.

Welcome to the (hall name) here in (name of town/city) for the UEFA Futsal Cup 2006/07 (preliminary, main or elite round) match between (name of home team) and (name of away team).

We would like to take this opportunity to thank you for coming to watch the match today.

The line-ups today will be the following:  
(name of home team, followed by the number, first name and surname of 12 players)  
(name of away team, followed by the number, first name and surname of 12 players)

Today's referees (1 and 2) are (full name) from (country)  
They will be assisted by (3rd official, full name), also from (country)  
The timekeeper for this match is (full name) from (host country)  
and the UEFA Delegate is (full name) from (country)

(Information on the current ranking of the mini-tournament and the qualification to the next competition phase)

We hope that you will enjoy the game, and wish both teams the best of luck in a match played in the spirit of sportsmanship and fair play.

### 10.9.2 During the Match

The announcer may communicate the following information as appropriate immediately after these actions have taken place:

Goals scored:

-  Score
-  Minute
-  Shirt number
-  Name of the player

-  Text could be: (N° & name) of (team) scored (score) in the (minute)

Time-outs:

-  1 Minute
-  Club requesting time-out

Text could be: 1 minute time-out requested by (club name)

Note: the announcer must not announce yellow or red cards, and must announce goals in a fair and similar way for both home and visiting teams.

### 10.9.3 At Half-Time

In order to provide the spectators with some information on the tournament the following information should be announced:

-  Number of spectators at the match
-  Half-time score of the other match
-  Information of the next matches in the mini-tournament (date, kick-off, venue and match)

- ⚽ Information on any future domestic league matches of the home club
- ⚽ Security announcement = it is strictly forbidden to enter the playing field at any time. This message should be repeated shortly before the end of the match.

#### **10.9.4 After the Match**

The following details should be announced to the spectators:

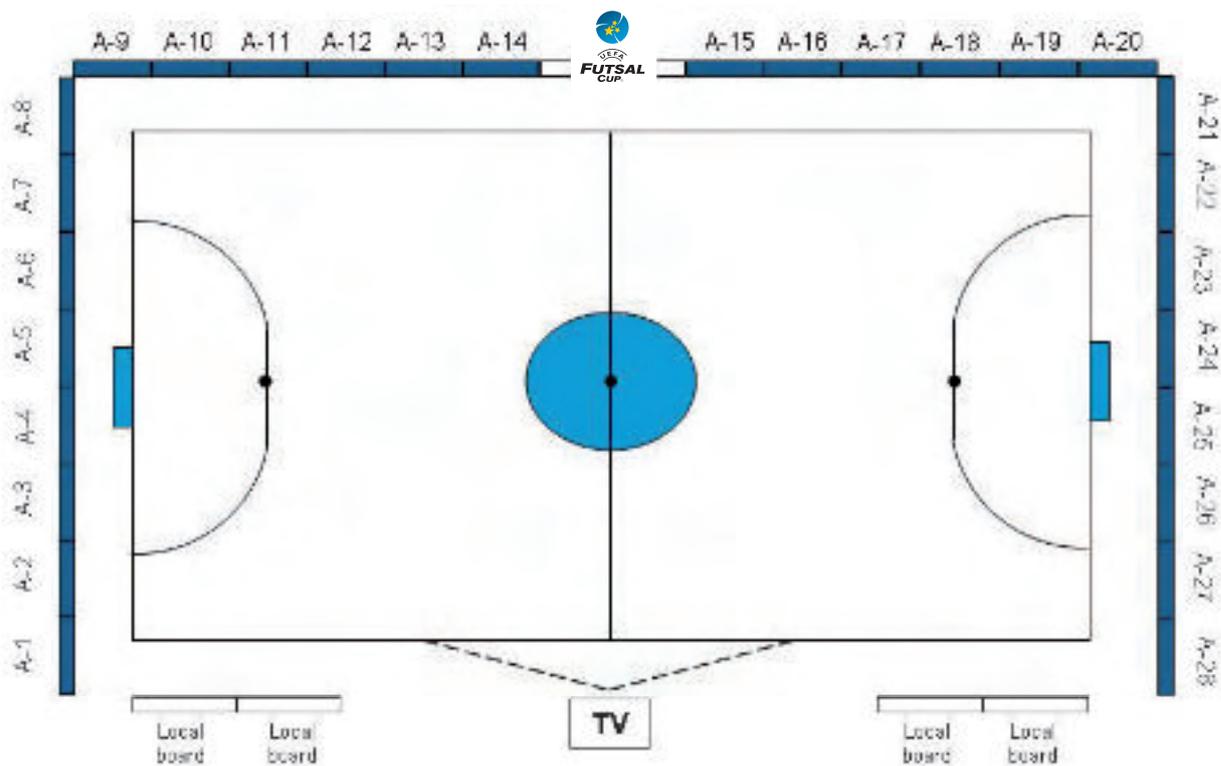
- ⚽ Final score of the other match
- ⚽ Information of the next matches in the mini-tournament (date, kick-off, venue and match)
- ⚽ Farewell message

Thank you once again for having attended this UEFA Futsal Cup match. We hope to see you again soon and wish you a good and safe journey home.



## 10.10 Hall Board Configuration Plan

### UEFA Futsal Cup 2006/07 Board Configuration Plan





## 10.11 Mini-Tournament Ranking

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### GROUP RANKING

X Qualifying Round  
Group X Mini-Tournament played in XXX

#### RANKING after Matchday 1

| Pos. | Team | Matches played | Points | Goals |         |
|------|------|----------------|--------|-------|---------|
|      |      |                |        | For   | Against |
| 1    |      |                |        |       |         |
| 2    |      |                |        |       |         |
| 3    |      |                |        |       |         |
| 4    |      |                |        |       |         |

#### RANKING after Matchday 2

| Pos. | Team | Matches played | Points | Goals |         |
|------|------|----------------|--------|-------|---------|
|      |      |                |        | For   | Against |
| 1    |      |                |        |       |         |
| 2    |      |                |        |       |         |
| 3    |      |                |        |       |         |
| 4    |      |                |        |       |         |

#### RANKING after Matchday 3

| Pos. | Team | Matches played | Points | Goals |         |
|------|------|----------------|--------|-------|---------|
|      |      |                |        | For   | Against |
| 1    |      |                |        |       |         |
| 2    |      |                |        |       |         |
| 3    |      |                |        |       |         |
| 4    |      |                |        |       |         |



## 10.12 Mini-Tournament Statistics

### X Qualifying Round Group X Mini-Tournament played in XXX

#### FIRST MATCHDAY STATISTICS

|   |      |   |      |   |               |       |    |   |
|---|------|---|------|---|---------------|-------|----|---|
|  | CLUB | - | CLUB |  | x'            | x - x | N° | x |
|   |      |   |      |   | x'            | x - x | N° | x |
|   | x    |   | x    |   | x'            | x - x | N° | x |
|   |      |   |      |   | Attendance: x |       |    |   |
|   |      |   |      |   |               |       |    |   |
|  | CLUB | - | CLUB |  | x'            | x - x | N° | x |
|   |      |   |      |   | x'            | x - x | N° | x |
|   | x    |   | x    |   | x'            | x - x | N° | x |
|   |      |   |      |   | Attendance: x |       |    |   |

| Pos. | Club | Played | Won | Draw | Lost | For | Against | Points |
|------|------|--------|-----|------|------|-----|---------|--------|
| 1    |      |        |     |      |      |     |         |        |
| 2    |      |        |     |      |      |     |         |        |
| 3    |      |        |     |      |      |     |         |        |
| 4    |      |        |     |      |      |     |         |        |

#### Cards

| Min. | No. | Club | Yellow Card | Red Card | Suspended for next match |
|------|-----|------|-------------|----------|--------------------------|
| x'   |     |      | X           |          |                          |
| x'   |     |      | X           |          | X                        |
| x'   |     |      | X           |          |                          |
| x'   |     |      |             | X        | X                        |



### SECOND MATCHDAY STATISTICS

|   |      |   |      |   |    |       |    |               |
|---|------|---|------|---|----|-------|----|---------------|
| ○ | CLUB | - | CLUB | ○ | x' | x - x | N° | x             |
|   |      |   |      |   | x' | x - x | N° | x             |
|   |      |   |      |   | x' | x - x | N° | x             |
|   | x    | - | x    |   |    |       |    | Attendance: x |
|   |      |   |      |   |    |       |    |               |
| ○ | CLUB | - | CLUB | ○ | x' | x - x | N° | x             |
|   |      |   |      |   | x' | x - x | N° | x             |
|   |      |   |      |   | x' | x - x | N° | x             |
|   | x    | - | x    |   |    |       |    | Attendance: x |

| Pos. | Club | Played | Won | Draw | Lost | For | Against | Points |
|------|------|--------|-----|------|------|-----|---------|--------|
| 1    |      |        |     |      |      |     |         |        |
| 2    |      |        |     |      |      |     |         |        |
| 3    |      |        |     |      |      |     |         |        |
| 4    |      |        |     |      |      |     |         |        |

| Cards |     |      |             |          |                          |
|-------|-----|------|-------------|----------|--------------------------|
| Min.  | No. | Club | Yellow Card | Red Card | Suspended for next match |
| x'    |     |      | X           |          |                          |
| x'    |     |      | X           |          | X                        |
| x'    |     |      | X           |          |                          |
| x'    |     |      |             | X        | X                        |
| x'    |     |      | X           |          |                          |



### THIRD MATCHDAY STATISTICS

|   |      |   |      |   |               |       |    |   |
|---|------|---|------|---|---------------|-------|----|---|
| ○ | CLUB | - | CLUB | ○ | x'            | x - x | N° | x |
|   |      |   |      |   | x'            | x - x | N° | x |
|   |      |   |      |   | x'            | x - x | N° | x |
|   | x    |   | x    |   | Attendance: x |       |    |   |
|   |      |   |      |   |               |       |    |   |
| ○ | CLUB | - | CLUB | ○ | x'            | x - x | N° | x |
|   |      |   |      |   | x'            | x - x | N° | x |
|   |      |   |      |   | x'            | x - x | N° | x |
|   | x    |   | x    |   | Attendance: x |       |    |   |

| Pos. | Club | Played | Won | Draw | Lost | For | Against | Points |
|------|------|--------|-----|------|------|-----|---------|--------|
| 1    |      |        |     |      |      |     |         |        |
| 2    |      |        |     |      |      |     |         |        |
| 3    |      |        |     |      |      |     |         |        |
| 4    |      |        |     |      |      |     |         |        |

| Cards |     |      |             |          |                          |
|-------|-----|------|-------------|----------|--------------------------|
| Min.  | No. | Club | Yellow Card | Red Card | Suspended for next match |
| x'    |     |      | X           |          |                          |
| x'    |     |      | X           |          | X                        |
| x'    |     |      | X           |          |                          |
| x'    |     |      |             | X        | X                        |
| x'    |     |      | X           |          |                          |



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