



# **CLUB MANUAL**

**2013/14**



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# GENERAL SECRETARY'S MESSAGE

One thing you can guarantee with futsal is excitement, and with the sport being taken to heart across UEFA member nations, that message is getting through. Futsal is a great team sport; a great participation sport; a great game to watch, and a sport which continues to surprise and give clubs from less heralded member associations a chance to shine.

The 2012/13 UEFA Futsal Cup was a case in point. The hosts were Iberia Star Tbilisi, who had featured in all 12 previous qualifying tournaments without making it to the final-four. The winners of the first UEFA final tournament to be staged on Georgian soil were Kairat Almaty, who in turn became the first side from Kazakhstan to win a major European title.



A global attendance of 24,000 over the two matchdays in Tbilisi was a fair measure of the indoor sport's appeal, with many thousands more watching on TV. The challenge as we head into the 2013/14 season together is to turn more of those armchair fans into active, engaged players and supporters, and the requirements and guidelines set by this manual will help ensure the quality and prestige of the UEFA Futsal Cup, as well as safeguard the future of our sport.

I hope that this manual answers all your questions regarding your participation in this season's competition, and I wish all the teams taking part the very best of luck. Enjoy the game!

Yours in futsal,

Gianni Infantino  
UEFA General Secretary

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## 1 INTRODUCTION

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- 1.1 USE OF THE MANUAL
- 1.2 THE COMPETITION
- 1.3 RESPONSIBILITIES

1.1 USE OF THE MANUAL

This club manual is directly linked to the Regulations of the UEFA Futsal Cup 2013/14 and contains further information and guidelines for participating clubs.

The manual should be used in conjunction with the competition regulations, which always prevail in the event of conflict.

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 the manual (for example, competition system, player eligibility, disciplinary law and procedures).

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 Futsal Cup Finals (the so-called final four), responsibilities will be defined under the staging agreement between UEFA and the host. More information on the finals can be found in Chapter 9.

Should you have any questions about the use of this manual, please contact UEFA at the addresses provided in section 10.

Frequently used terms

A number of terms are used frequently throughout the manual and for the sake of brevity, the following definitions apply.

Terminology	Meaning
Finals	UEFA Futsal Cup Finals, played on a final four basis
Host	Host club of a mini-tournament
LOC	Local Organising Committee appointed by the host club to organise the mini-tournament
Competition regulations	Regulations of the UEFA Futsal Cup 2013/14
DCO	Doping Control Officer
TLO	Team Liaison Officer
RLO	Referee Liaison Officer
VDC	Venue Data Coordinator
HB	Host Broadcaster
MI	Manufacturer identification
MD	Matchday, i.e. any day on which a UEFA Futsal Cup match is scheduled to be played. The abbreviations MD -1, MD -2 and MD -3 are used to indicate the days leading up to the match, and MD +1 for the day after the match

1.2 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 Futsal Cup 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 the 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 throughout Europe;
- promote the matches and, consequently, realise maximum hall attendances and media coverage;
- realise their commercial potential;
- ensure a consistent application across all visual and sound media so that futsal fans recognise the UEFA Futsal Cup message in the written press, television and in the hall;
- raise the competition profile and impact.

By participating in the UEFA Futsal Cup, clubs attain experience in organising high-level competition matches, which can also be applied to the preparation of their domestic league.

1.3 RESPONSIBILITIES

The host of a mini-tournament or match in this competition is responsible for organising the 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 visiting teams and 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, please refer to the relevant UEFA regulations as well as to section 3.10 of this manual. The host must observe any deadlines set and respect any decisions taken by UEFA. Furthermore, the host must observe the provisions stipulated in this manual to protect the UEFA Futsal Cup brand identity.



## 2 COMPETITION

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- 2.1 THE COMPETITION
- 2.2 CHOOSING A MINI-TOURNAMENT HOST
- 2.3 FINANCIAL PROVISIONS
- 2.4 COMMERCIAL CONCEPT
- 2.5 ADVERTISING ON KIT



2.1 THE COMPETITION

2.1.1 INTRODUCTION

The 13<sup>th</sup> 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, followed by the Futsal Cup Finals, played in the form of a final four (two semi-finals, a third-place match and a final).

UEFA seeds clubs for the qualifying stage in accordance with the club coefficient rankings established at the beginning of the season. The formation of the qualifying stage will depend on the number of entries.

The elite round is composed of four groups of four teams, with the top four clubs in the coefficient rankings entering the competition as seeded teams. The 12 remaining teams are the clubs who qualify from the main round.

2.1.2 QUALIFYING STAGE

Unless the teams in question agree otherwise, mini-tournaments must be organised according to the following schedule, bearing in mind that the host is considered team 1 for the match schedule and teams 2, 3, and 4 are ranked according to their coefficients.



Mini-tournament with 4 teams		
MD1		
2	vs	4
1	vs	3

MD2		
3	vs	2
1	vs	4

MD3		
4	vs	3
2	vs	1

Mini-tournament with 3 teams		
MD1		
1	vs	3

MD2		
3	vs	2

MD3		
2	vs	1

2.1.3 DRAWS

Draw 1

The first draw is made at the beginning of the season to determine the groups in the preliminary round and main round. All teams are included with the exception of the top four seeds. This draw will take place on 3 July 2013 at UEFA headquarters.

Draw 2

The second draw is conducted on completion of the main round in order to divide the 16 teams of the elite round (i.e. the 12 teams qualified from the main round and the four top seeds) into four groups of four teams. This draw will take place on the 18 October 2013 at UEFA headquarters.

Draw 3

The final draw takes place around one month before the Futsal Cup Finals in the host city in connection with a workshop for the finalist teams.

2.2 CHOOSING A MINI-TOURNAMENT HOST

Mini-tournament hosts for the 2013/14 season are selected based on the following criteria:

- the quality of the infrastructure available (tournament hotel, halls, etc.);
- travel distances;
- the promotional concept;
- clubs' previous experience as hosts;

2.2.1 PRELIMINARY AND MAIN ROUNDS

On receipt of your entry form, UEFA will proceed to any necessary site inspections (during the second half of June 2013) and appoint the hosts of the mini-tournaments in the preliminary and main rounds by the end of June, based on the criteria set out in Annex I, point 1 of the competition regulations.

2.2.2 ELITE ROUND

UEFA will assign the hosts of the four mini-tournaments of the elite round based on the UEFA match delegates' reports and/or the following criteria:

- the quality of the application forms;
- the quality of the infrastructure available (tournament hotel, halls, etc.);
- travel distances;
- the promotional concept;
- clubs' previous experience as hosts;
- the potential for futsal development.

UEFA may also take into consideration clubs who have hosted a mini-tournament in the past rounds and/or past seasons when designating mini-tournament hosts.

## 2.3 FINANCIAL PROVISIONS

The host and/or its national association, as agreed between the two parties, must cover the cost of providing the facilities and services specified in the competition regulations.

### 2.3.1 QUALIFYING STAGE

The host retains its receipts and bears all organisational costs.

The host bears the following costs for the visiting teams:

- board and lodging in a high-standard four-star hotel for a maximum of 21 persons per delegation;
- local transport;
- a 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 of €10,000 per visiting club from the national associations of the visiting clubs. 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 host club's national association

The national association of the host will contribute to the mini-tournament budget the €10,000 it is saving by its club not participating in a mini-tournament abroad.

The host association will also appoint a timekeeper for the mini-tournament and is responsible for any travel expenses and daily allowances.

Visiting clubs cover their international travel expenses to and from the mini-tournament venue.

#### Contribution from the host club's national association

In addition, UEFA will credit the association of the host with €10,000 to cover the costs of board and lodging for the official UEFA representatives, i.e. referees, the UEFA match delegate, the UEFA referee observer and a futsal expert (if appointed), for their transport within the territory of the association concerned, as well as any costs incurred on any preliminary site visit.

## 2.4 COMMERCIAL CONCEPT

"Commercial rights" means any and all commercial and media rights and opportunities in and in relation to a match or round of the competition (including in relation to all matches in a competition round) including, without limitation, media rights, marketing rights and data rights.

"Media rights" are the rights to create, distribute and transmit on a linear and/or on-demand basis for reception on a live and/or delayed basis anywhere in the world by any and all means and in any and all media, whether now known or devised in the future (including, without limitation, all forms of television, radio, wireless and internet distribution), audiovisual, visual and/or audio coverage of a match or all matches in a competition round ("match coverage") and all associated and/or related rights, including fixed media and interactive rights.

"Marketing rights" means the right to advertise, promote, endorse and market a competition match or round; to conduct public relations activities in relation to a competition match or round; and to exploit all advertising, sponsorship, hospitality, licensing, merchandising, publishing, betting, gaming, retailing, music and franchising opportunities and all other commercial association rights (including through ticket promotions) in relation to a competition match or round.

"Data rights" means the right to compile and exploit statistics and other data in relation to a competition match or round.

### 2.4.1. QUALIFYING STAGE

Member associations and their affiliated organisations or clubs are authorised to exploit the commercial rights of the mini-tournaments which take place under their respective auspices.

In exploiting any of the media rights to the qualifying stage as permitted by these regulations, member associations, their affiliated organisations and/or clubs must observe the stipulations of Article 48 of the UEFA Statutes, as well as the regulations governing the implementation of this article and any other instructions or guidelines issued by UEFA.

All contracts concluded by member associations, their affiliated organisations and/or clubs that pertain to the exploitation of media rights to the competition must contain:

- Article 48 of the UEFA Statutes as well as the regulations governing the implementation of Article 48 as an integral part of the contract;
- a stipulation guaranteeing that if any amendments are made to the regulations, or any other applicable codes, guidelines or regulations issued by UEFA from time to time, such contracts must be adapted to incorporate the amended provisions within 30 days of the regulations, codes or guidelines coming into force.

All agreements and arrangements pertaining to the exploitation of the commercial rights to the competition by member associations, their affiliated organisations and/or clubs as permitted by these regulations must be presented to the UEFA administration on request.

The commercial rights to the competition which member associations, their affiliated organisations and/or clubs are permitted to exploit pursuant to these regulations may not be exploited unless an appropriate fee is paid.

Member associations and their affiliated organisations and/or clubs must aim to provide UEFA free of charge and at least 24 hours prior to the kick-off of each match with access to television frequency information for receiving the broadcast signal at a location of UEFA's choice. These broadcasts may be recorded by UEFA in particular for the purposes envisaged in this paragraph, and a copy of the recording will be made available for the respective home club on request. If the signal is unavailable for whatever reason, member associations and their affiliated organisations or clubs undertake to provide to UEFA free of charge, in DigiBeta (or if not available, in Betacam SP) format (or any other format requested by UEFA) a recording of the entire match, to be sent to a destination of UEFA's choice for receipt within seven days of the match. The club ensures that the person owning rights to the above materials grants UEFA the right to use and exploit and authorise others to use and exploit, by any and all means and in any and all media whether now known or invented in the future, throughout the world, for the full duration of such rights, up to 15 minutes of audio and/or visual material from each match, free of charge and without payment of any associated clearance costs. The club acknowledges that such use may be aimed in particular to directly or indirectly promote the competition, including with programmes produced by or on behalf of UEFA.

Member associations, their affiliated organisations and/or clubs may not use or authorise any third party to use any of the competition trademarks, music or any graphic material or artistic forms developed in connection with the competition in programmes, promotions, publications or advertising or otherwise (including in connection with the exploitation of commercial rights that they are permitted to exploit by the competition regulations) without the prior written consent of UEFA or if not specifically permitted in the above regulations.

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

Clubs do not participate in, or allow any third party to use rights granted by the club in, any aggregation of commercial rights in any way that would permit third parties to create an association with the qualifying round or any other round of the competition, any mini-tournament, the Futsal Cup Finals and/or the competition generally, whether through the use of a branded marketing programme or otherwise.

All contracts entered into by a club (or any third party acting on behalf of a club) in respect of any commercial rights authorised by these regulations in relation to the competition must expire on 30 June 2013 at the latest or contain a clause allowing the club to terminate any such contract (or be able to release its rights) as of this date.

**Brokers and agents**

UEFA may appoint third parties to act as brokers or agents on its behalf and/or as service providers with respect to the exploitation of its rights.

**Disclaimer**

UEFA declines all responsibility in the event of conflicts arising from contracts between a club or any of its players, officials, employees, representatives or agents and any third party (including, without limitation, their sponsors, suppliers, kit manufacturers, broadcasters, agents and players) on account of the provisions of the competition regulations and/or any other UEFA regulations and such persons' obligations hereunder.

**Indemnity**

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

2.5 ADVERTISING ON KIT

KIT ITEM	SPONSORS	MANUFACTURER IDENTIFICATION (MI)	CLUB EMBLEM	CLUB NAME
Playing shirt	x3 (Total of 200cm²) Finals - x1 (max 200cm²) chest of Match shirt Horizontally or vertically positioned Letters max. 10 cm height	x1 type of MI on chest above sponsor and max 20 cm² No MI on outside of collar zone	x1 front of shirt at chest height above sponsor lettering max 100 cm² x1 back of the shirt, centred on collar zone and max 12cm²	x1 front of shirt and free position x1 inside or outside collar zone x1 back of shirt below number size max 12 cm² lettering not exceed 2 cm height
Playing shorts	No	1 type of MI on one of the two legs and max 20 cm²	x1 front of left or right leg max 50 cm²	x1 anywhere on shorts size max 12 cm² lettering not exceed 2 cm height
Playing socks	No	1 type of MI (max 20 cm²) or twice (max 10 cm² each) horizontally between ankle and top edge of each sock 1 type of MI on foot part of each sock (max 20cm²) beneath ankle and not visible when shoes are worn	x1 on each sock in free position 50 cm²	x 1 anywhere on each sock size max 12 cm lettering not exceed 2 cm height
Goalkeeper trousers	No	1 type of MI (max 20 cm²) or twice (max 10 cm² each) horizontally between ankle and top edge of each sock 1 type of MI on foot part of each sock (max 20cm²) beneath ankle and not visible when shoes are worn	x1 on each sock in free position 50 cm²	x 1 anywhere on each sock size max 12 cm lettering not exceed 2 cm height
Tracksuit tops, training tops, t-shirts, jackets	No	max 5 of its types of MI each max 20 cm² incl. 2 bands max of 8 cm width	x1 front of shirt at chest height max 100 cm²	x1 anywhere
Tracksuit bottoms, training bottoms, shorts	No	max 5 of its types of MI each max 20 cm² incl. 2 bands max of 8 cm width	x1 front of left or right leg max 50cm²	x1 anywhere on shorts size unlimited position free
Warm up bibs	No	1 Type of MI max 20 cm² on front and back	No	No
Ball kids, plyer excorts, flag bearers	No	same as playing shirt, short and socks	No	No

Sponsor advertising on players' shirts is authorised in all matches (see the UEFA Kit Regulations). Each club taking part in the qualifying stage must submit pictures showing the front and back of their players' and goalkeepers' first and second-choice kits (shirt, shorts and socks) and the flying goalkeeper shirt to UEFA with the corresponding completed and signed application form by no later than:

- 11 July 2013 for the preliminary and main rounds
- 25 October 2013 for the elite round.

If deemed necessary by UEFA, clubs may also be requested to submit the original kits by these deadlines.

The playing kits of clubs that qualify for the Futsal Cup Finals must be approved by the UEFA administration. clubs participating in the finals must therefore submit samples of their players' and goalkeepers's first and second-choice kit (shirt, shorts and socks) and the flying goalkeeper shirt to UEFA, together with the corresponding completed and signed application form by no later than:

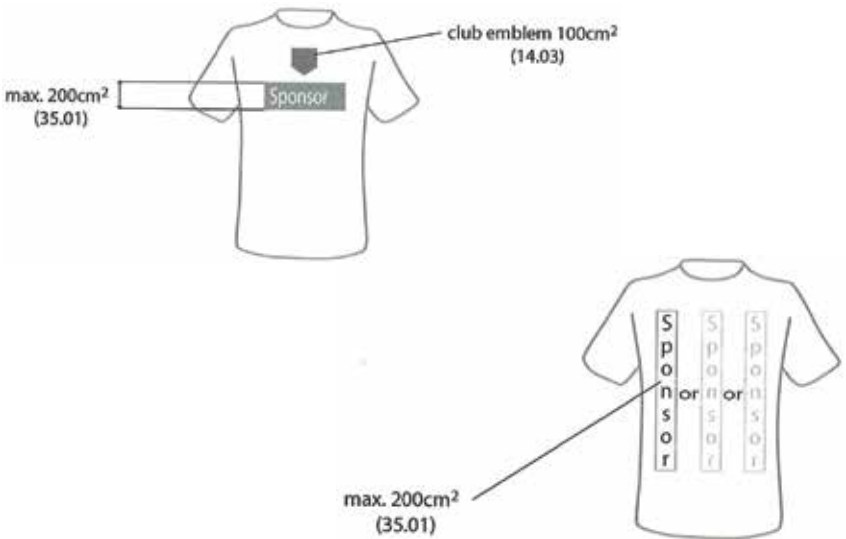
- 17 March 2014 for the Futsal Cup Finals.

2.5.1. SHIRT SPONSOR(S) FOR THE QUALIFYING STAGE

By exception to paragraph 33.01 of the UEFA Kit Regulations, for matches in the qualifying stage, clubs may use up to three different sponsors on the chest of the match shirt provided that the overall surface covered does not exceed 200cm². No sponsor may appear on the shorts and socks.

2.5.2. 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 Articles 35/36 of the UEFA Kit Regulations (see diagram).





### 2.5.3. FLYING GOALKEEPER

Any outfield player replacing the goalkeeper and playing as a flying goalkeeper wears the same shirt as the goalkeeper, but with the outfield player's own number on the back. No exceptions to this rule will be allowed.



### 2.5.4. NUMBERS AND NAMES

For all matches, all registered players, including those registered at a later stage, must wear on the back of the shirt a number between 1 and 20. The numbers on the back of the shirts must correspond with the numbers indicated on the official player list. The number 1 must be worn by a goalkeeper.

For the Futsal Cup Finals, numbers from 1 to 20 must appear on the back of the shirt as well as on the front of the shorts. Players' names on the backs of the shirts are also compulsory.



### 2.5.5. BADGES AND CAPTAINS' ARMBANDS

#### QUALIFYING STAGE

##### Title holder Badge

The reigning title holder must wear the UEFA Futsal Cup title holder badge on the free zone of the right shirt sleeve. UEFA will provide the club concerned with sufficient badges to cover its needs (as determined by UEFA) throughout the competition. The UEFA Futsal Cup title holder badge may not be used in any other competition or for any other purpose, including commercial or promotional activities.



#### FUTSAL CUP FINALS

##### Competition badge

A badge with the UEFA Futsal Cup logo must appear on the free zone of the right shirt sleeve. UEFA provides the teams with a sufficient number of badges. The competition badge may not be used in any other competition or for any other purpose, including commercial or promotional activities.

##### Respect badge

UEFA will also provide Respect badges to be positioned horizontally and in the centre of the free zone on the left shirt sleeve. This badge may not be used for any other purpose, including commercial or promotional activities.



##### Captains' armbands

At all matches in the competition, team captains must wear the UEFA Futsal Cup or UEFA social responsibility campaign (Respect) captain's armband.



For the preliminary and main rounds, the hosts of the mini-tournament will receive the captains' armbands for the visiting teams by post. The four seeded teams who enter the elite round directly will receive them directly by post.

Each club in the competition will receive one yellow and one blue UEFA Futsal Cup and UEFA Respect captains' armband, which they must use for the duration of the UEFA Futsal Cup 2013/14.

2.5.6. OTHER KIT ITEMS

For the Futsal Cup Finals, all items worn by players and club officials which do not form part of the playing attire (shirt, shorts and socks) must be free of sponsor advertising. Manufacturer identification is allowed in accordance with Chapters IX, X and XI of the UEFA Kit Regulations. This provision applies to:

- the official training session which takes place the day before any match;
- any Futsal Cup Finals media activities (in particular for interviews and press conferences) which take place the day before any match;
- matchday activities, from arrival at the hall until departure from the hall, including any interviews, press conferences and mixed zone activities.



2.5.7. OTHER EQUIPMENT FOR THE UEFA FUTSAL CUP FINALS

All special material used in the hall and not provided by UEFA (kit bags, etc.), must be free of sponsor advertising and/or manufacturer identifications. This provision applies to:

- the official training session which takes place the day before any match;
- any Futsal Cup Finals media activities (in particular for interviews and press conferences) which take place the day before any match;
- matchday activities, from arrival at the hall until departure from the hall, including any interviews, press conferences and mixed zone activities.



2.5.8. OFFICIAL MATCH BALLS

For matches and training sessions in the qualifying stage, FIFA-approved balls must be provided by the host club. The balls used for the training sessions and pre-match warm-up must be identical to those used for the match. The host club is responsible for providing a sufficient number of balls to the visiting clubs, especially during the pre-match warm-up. For more information on the balls used at mini-tournaments, please see section 4.1.10.



The balls used for matches and training sessions in the UEFA Futsal Cup Finals will be supplied by UEFA.

2.5.9. DISCLAIMER

UEFA declines all responsibility and authority in the event of conflicts arising from contracts between a club and its sponsors and/or a club and a manufacturer on account of the provisions of the UEFA Kit Regulations regarding sponsor advertising and/or manufacturer identifications.



### 3 GENERAL ORGANISATION

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- 3.1 UEFA REPRESENTATIVES
- 3.2 THE LOCAL ORGANISING COMMITTEE (LOC)
- 3.3 SITE VISITS
- 3.4 DISTANCES
- 3.5 ACCOMMODATION
- 3.6 TRANSPORT
- 3.7 TRAINING
- 3.8 SOCIAL EVENTS
- 3.9 MEDICAL MATTERS AND DOPING CONTROLS
- 3.10 SECURITY
- 3.11 INSURANCE

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### 3.1 UEFA REPRESENTATIVES

The following persons from UEFA are involved and on site to liaise with the clubs.

#### UEFA match delegate

The UEFA match delegate has full overall authority on all organisational issues.

The local organising committee (LOC) and all participating clubs are welcome to raise any issues regarding organisation with the UEFA match delegate, who will pass this on to UEFA 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 and the host's national association appoints an official timekeeper for the duration of the mini-tournament.

This procedure also applies to the Futsal Cup Finals.



#### UEFA futsal expert (if appointed; mini-tournaments only)

The role of the UEFA futsal expert is to provide support, assistance and expertise to the host, visiting teams, referees and the match delegate. The futsal expert:

- assists and instructs the host with the organisation of the mini-tournament, including the production of match-related documents and the match arrangements;
- helps to implement the UEFA requirements and ensure uniformity in the service provided to the teams;
- inspects facilities, if needed;
- helps to troubleshoot problems and find solutions;

Although the futsal expert is entitled to take final decisions on behalf of UEFA on operational matters, the match delegate remains UEFA's highest authority at the match and must be informed in all cases. The host bears the cost of accommodation and local transport for both parties and UEFA covers international travel expenses.

#### UEFA venue data coordinator (VDC)

UEFA appoints a VDC for all UEFA competition matches. The VDC's role is to collect match data from all UEFA matches and transmit this information to UEFA in real time. The data serves as a basis for the activities of disciplinary services, match operations, refereeing and online and publishing at UEFA. Disciplinary services studies the data further to detect and act upon irregular betting activities through its betting fraud detection system (BFDS). The VDC:

- obtains a copy of the original team sheet before the match;
- enters event information online during the match (published live on uefa.com);
- meets the referee after the match to validate the match data.

The VDC needs an accreditation permitting access to the referees' dressing room, a reliable internet connection in place from the morning of matchday until 90 minutes after the final whistle, and a commentary position.

All accommodation and transportation costs for the VDC are borne by UEFA.



### 3.2 THE LOCAL ORGANISING COMMITTEE (LOC)

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

Preferably, the organisation of a mini-tournament or match should be undertaken by a Local Organising Committee (LOC), which is headed by the Tournament Director. The LOC should consist of the club Press 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/futsal 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 could look like this:



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, each with the authority to fulfil their various tasks:

#### A tournament director who:

- has overall control of the entire event;
- is available 24 hours a day during the entire event; must have a good knowledge of English;
- should not have a leading role with his or her own team.

#### An accommodation and transport manager who:

- makes 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 (meals, laundry, technical facilities, etc.);
- ensures that the necessary vehicles are provided to the teams and UEFA representatives as described in section 3.6.

#### A human resources manger who:

- recruits volunteers
- coordinates the team liaison officers.

#### A sports facilities and match organisation manager who:

- ensures that the facilities and services are provided in accordance with sections of this manual concerning the hall and training hall;
- ensures that the necessary measures are taken and requested facilities are provided for the medical arrangements and doping controls as described in section 3.9;
- informs the competent local authorities about the staging of the match or mini-tournament;
- implements 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 areas, etc.);
- ensures that an adequate number of ground staff and police are present at each match to guarantee safety and security in the hall;
- ensures that every effort is made to accommodate teams, officials, spectators, etc. in a safe, comfortable and friendly environment;
- ensures the smooth delivery of all match-related documents to their recipients (teams, fans, VIPs, the media, etc.).

#### A PR, promotion and ticketing manager who:

- ensures that the match or mini-tournament receives appropriate promotion;
- prepares and implements a ticketing strategy as outlined in section 7.3;
- complies with all the requirements and guidelines regarding brand identity mentioned in this manual.

A media, sponsorship and VIP hospitality manager who:

- ensures that local and international media are provided with the necessary facilities at the halls (see section 4.3);
- coordinates all media activities and ensuring a high level of service is provided to the media (see section 6.1);
- exploits the commercial rights to the relevant match(es) (with the exception of the final four);
- coordinates matchday concessions;
- ensures the necessary VIP hospitality is provided on matchday (see section 4.1.11).
- Provided the work volume permits, and if deemed appropriate, a person within the LOC may occupy several positions and assume responsibility for various tasks.

Team liaison officers (TLOs)

The host should make every effort 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 mini-tournament, during which all the necessary information should be provided and detailed explanations given regarding their tasks.

TLOs should:

- have a good command of English and the language of the team with which they will be working;
- have a good knowledge of the region where the match or mini-tournament is taking place;
- have a good knowledge of futsal;
- be service-minded;

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

The main duties of a TLO are:

- to act as contact person between the team, the LOC and, if applicable, the UEFA futsal expert;
- 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 an interpreter;
- to provide useful information on the lifestyle and traditions of the regions where the matches take place.

The TLO will be the first point of contact for concerns of complaints, and should therefore be in a position to solve any problems immediately and be given certain responsibilities to act accordingly. If the problems encountered exceed the TLO’s competence, they must contact the tournament director for help.

Referee liaison officer (RLO)

The host’s national association 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 providing transport for the referees and referee observer throughout their stay, including obtaining (a) vehicle(s) for this purpose (minimum of six seats required).

Doping control liaison officer

If there is a doping control during a mini-tournament, the host should appoint a person who is at the disposal of the doping control officer. The doping control liaison officer does not need to be medically trained, but must be able to speak English and must remain available until the doping control has been completed. The doping control liaison officer’s main task is to ensure that the doping control station and all necessary materials and equipment are available and ready for the purposes of the doping control as outlined in section 3.9.2.

3.3 SITE VISITS

UEFA may carry out site visits to the match or mini-tournament hosts in order to review facilities and services and provide organisational support.

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 and accommodation for UEFA representatives 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 2.3 as well as Article 23 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

Inspections

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

The tournament director must be available for the site visit and will be asked to make the necessary local arrangements.

## 3.4 DISTANCES

The host must ensure that all hotels used for matches or mini-tournaments are easily accessible and that the travelling conditions are favourable for the visiting teams. Special UEFA approval is required for venues located in places with few international flights or that are best reached via internal flights.

The host must ensure that the following requirements are met.

### Airport – team hotel

The driving time from the arrival airport to the teams' accommodation must not exceed two hours by bus. An exception to this rule is only possible if the visiting delegations give their approval.

### Team hotel – team or UEFA hotel (in the case of two hotels)

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

### Team hotel – hall

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

### Team hotel – training hall

The driving time from a team hotel to a training hall must not exceed 20 minutes by bus.

## 3.5 ACCOMMODATION

### 3.5.1 GENERAL REMARKS

Delegations must be accommodated in a high-standard four-star hotel.

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

The use of one accommodation venue 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 of one another should be chosen to accommodate the four teams, referees and UEFA representatives.

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

If two venues are used to accommodate the teams, both 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 telephones

and mini-bars in the rooms and the code of conduct in the hotel(s).

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.

### 3.5.2 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 accommodation as their team;
- a medical treatment room equipped with a massage table;
- an equipment storage room, preferably located on the ground floor for ease of access from the car park (unless requested otherwise by the team concerned);

As an alternative solution, a suite can be booked and used as a storage and massage room. In principle, 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 or at a nearby hotel. Unless otherwise indicated by the visiting team's head of delegation, the following measures should be taken in the players' rooms:

- The mini-bar should be emptied.
- Pay TV should be blocked.
- International telephone lines should be blocked.

### 3.5.3 ROOMS FOR THE REFEREES AND UEFA REPRESENTATIVES

The host's national association is responsible for providing board and lodging (single rooms) for:

- the referees;
- the UEFA match delegate and referee observer
- the UEFA futsal expert (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.

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 2.3.

### 3.5.4 GENERAL ROOM REQUIREMENTS

- All hotel rooms must have en suite bathroom and toilet facilities which meet standard hygiene requirements.
- All rooms should have adequate wardrobe space.
- All rooms should, in principle, be equipped with heating and/or air conditioning as appropriate for the time of year the matches take place.
- All rooms must be cleaned daily.

### 3.5.5 LAUNDRY

A next-day laundry service (items ready within 24 hours) for the playing strips of the participating teams and referees (match kit, i.e. shirts, shorts and socks, but not tracksuits) must be provided and paid for by the host.

### 3.5.6 MEETING ROOM

The host must provide one meeting room per team for a minimum of 20 persons for the entire duration of the mini-tournament. If each team does not receive its own meeting room then a meeting schedule should be established in cooperation with the teams before the organisational meeting.

As well as the seating requirements mentioned above, all meeting rooms should be equipped with a table with two or three chairs, a TV or giant screen and overhead projector, DVD, and a flipchart.

### 3.5.7 DINING ROOM

The host must provide a spacious dining room split into up to five separate areas: four areas for the teams and 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.

### 3.5.8 COMMON RECREATIONAL FACILITIES

The team hotel(s) should have an area where teams can meet during their leisure time. Facilities could include fitness rooms, a swimming pool, sauna, billiard table, etc.

If possible, an area with computers or a free internet access in the rooms should also be available.

### 3.5.9 TOURNAMENT OFFICE

A tournament office must be set up in (one of) the hotel(s) where the teams are staying. This should become the tournament's central point where:

- the UEFA representatives and futsal expert (if applicable) can carry out administrative work;
- information can be obtained on the mini-tournament itself or on other mini-tournaments taking place in parallel (ranking tables, top scorer lists, etc.).

Consequently, the tournament office should be centrally located and easily accessible. It should be equipped with a colour photocopier and a fax machine with an international line. Either Wi-Fi or ADSL/ISDN internet access for laptops should also be available.





3.5.10 MEALS

The host must provide each delegation with three meals per day.

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

Menus must follow sports nutritional guidelines and must take into account the special dietary requests of the participating teams.

The following are examples of typical acceptable menus for athletes.

BREAKFAST

- Cold and hot milk, chocolate powder
- Coffee, tea
- Fruit juice
- Mineral water
- White and brown bread, pastries
- Honey and various jams
- Cereals with skimmed milk
- Fresh fruit salad and fruit basket
- Yoghurt (plain and fruit)
- Poached or scrambled egg, bacon
- A variety of soft and hard cheeses
- A variety of cold cuts (cooked ham, raw ham, etc.)
- Grilled tomato and grilled or boiled mushrooms

LUNCH AND DINNER

Starter

- Soup and bread rolls
- Raw fruit and vegetables (lettuce, tomatoes, carrots, fennel, mixed leaves, sweetcorn, etc.)
- Low-fat salad dressings on the side, in addition to extra virgin olive oil and vinegar

Main course

- One meat (chicken, turkey or lean beef) and one fish dish
- Rice or potatoes
- One pasta dish with sauce and cheese on the side
- Steamed or boiled vegetables

Dessert

- Fruit salad, fruit basket
- Cakes, fruit tarts
- Yoghurt (plain and fruit)

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

- water
- soft drinks
- juices
- tea, coffee

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.

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



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

At all training sessions and matches, a sufficient amount of still mineral water must be provided to the teams. In addition, mineral water should be provided in the players' rooms.

The host should provide each team with 48 litres of water per day, in a manner agreed between the host and each team. Ideally, the water should be provided in half-litre bottles.

Snacks and light meals

Snacks or light meals 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 cost.

## 3.6 TRANSPORT

### 3.6.1 AIRPORT TRANSFERS

The teams and the UEFA match delegate (and futsal expert, if applicable) must be welcomed upon their arrival in the host country and transported from their point of arrival to the hotel. They must also be provided with transport from their accommodation to their point of departure on the day they leave. The same applies to the UEFA referees, but here it is the duty of the national association, via its referee liaison officer, to organise the transfer service.



If a visiting club arrives more than one day before the start of the tournament, the host must bear the costs of the airport pick-up. However, any other local transport needs until one day before the first match must be borne by the visiting club.

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 for the visiting team(s).

Should the nearest arrival airport be an airport with few international flights or that is best reached via internal flights, special approval is required from UEFA. If such approval is given, and if a bus transfer from an international airport would be more efficient than an internal flight, the host should make the arrangements for a transfer from the international airport and should assume the corresponding costs.

### 3.6.2 VEHICLE FLEET

The host is responsible for providing the following vehicles for the various participants.

#### Teams

Each team must be provided with a modern 30-seat 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 for transport between their arrival or departure point 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 duration of the tournament for:

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



## Referees

The host's national association is responsible for providing the transport for the referees' group. Two spacious and comfortable people carriers (capacity for six to eight people) with drivers must be provided for the duration of the tournament.

### 3.6.3 TRANSPORT MANAGER

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

- organise the vehicle fleet;
- select, brief and manage drivers;
- prepare a transport concept
- run an efficient reservation system;
- take out insurance policies for all cars and drivers.

The transport manager must also ensure that:

- they have a contact sheet containing the mobile phone numbers of all drivers;
- maps indicating the tournament hotels and halls and 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 to be played;
- the drivers are punctual and do not keep tournament participants waiting;
- sufficient parking places are available at the venues and the necessary number of VIP parking passes has been provided;
- he/she is available at the hotel before the match and at the hall after the match.

The transport manager should present the transport concept at the organisational meeting, including providing details of which services are offered free of charge and which require payment.

## 3.7 TRAINING

### 3.7.1 TRAINING HALLS

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

The training hall should:

- comply with the FIFA Futsal Laws of the Game;
- be in good condition;
- be fully marked;
- conform to the security guidelines 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 - travel time by bus must not exceed 20 minutes.

### 3.7.2 TRAINING BALLS

For matches and training sessions, FIFA-approved balls must be provided by the host club. The balls used for the training sessions and pre-match warm-up must be identical to those used for the match. The host is responsible for providing a sufficient number of training balls (training sessions and pre-match warm-up) to all participating teams.



### 3.7.3 TRAINING SESSIONS IN THE MATCH HALL

Training sessions should normally take place in the match hall and should not exceed one hour. The host should enquire about visiting teams' requirements with regard to training and elaborate a training plan. This plan must be distributed to all the participating teams and updated regularly based on teams' wishes.



#### Clashes

In the event that two or more teams have the same wishes regarding training, the following criteria apply:

- The match kick-off times determine the allocation of the training slots.
- The first team should be allocated a session starting 30 minutes ahead of the scheduled training time, and the second team to be allocated 30 minutes after the scheduled training 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.

### 3.7.4 REFEREES' TRAINING

The referees must have the option to use training facilities located no more than 20 minutes from their accommodation.



## 3.8 SOCIAL EVENTS

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

For the Futsal Cup Finals, the host should organise an official dinner with guests including the UEFA match delegate and at least two people from each delegation.

In mini-tournaments, a host can create a good tournament atmosphere by organising other events, such as:

- 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 match delegate and at least two people from each 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 a/the tournament hotel on the evening of the third matchday.





### 3.9 MEDICAL MATTERS AND DOPING CONTROLS

#### 3.9.1 MEDICAL REQUIREMENTS

Each team must have its own doctor on the substitutes' bench at every UEFA Futsal Cup match.

In addition to this, the host must make sure that the minimum medical requirements concerning the provision of facilities, equipment and personnel by the host club as set out in the UEFA Medical Regulations are fulfilled. These include, but are not limited to, the following points.

- A pitchside emergency doctor and one stretcher team must be present pitchside throughout each matchday.
- The following equipment must be present pitchside during training sessions MD-1 if teams train at the match hall, the matchday warm-up and the match:
  - a defibrillator
  - a spinal board (with side head supports and -straps)
  - a fully equipped emergency medical bag
- On matchdays, an emergency medical room fully equipped with first aid material must be available for players and referees.
- A fully equipped ALS ambulance (ALS: advanced life support) must be present at the hall for the sole use of players, team officials, referees and match officers. Its location and access route must be clearly identified and easily accessible from the pitch and communicated to the team doctors.
- The presence of the ambulance is required:
  - from 90 minutes before the match until one hour after the match.



In addition to the requirements mentioned above for the players and referees, the host must ensure that a first aid service is set up and an ambulance is present at each match for the spectators in the hall.

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 those involved in the tournament.

#### 3.9.2 DOPING CONTROLS

UEFA may conduct doping controls at matches. Consequently, the host must ensure that the match hall is equipped with a doping control station which meets the requirements of the UEFA Anti-Doping Regulations.

##### Procedure

If a doping control takes place, the doping control officer (DCO) will arrive at the match hall between one hour and 30 minutes before kick-off.

Stewards at the main entrance must be informed that persons who identify themselves as DCOs wearing the UEFA uniform and who show special UEFA passes with their photograph are to be granted free access to the hall.

The pass they carry looks like this:



A top-category seat must be reserved for the DCO in the VIP section near the seat reserved for the UEFA match delegate, with easy access to the doping control station.

The host must appoint four chaperones to assist the DCO. A chaperone is a person who notifies the player assigned to him and accompanies the player from the time he is notified until the doping control is completed.

These chaperones should be at the doping control station 30 minutes before kick-off.

Between 30 and 15 minutes before kick-off, the team doctors or team representatives must be at the doping control station to be briefed by the DCO who will explain the procedure for drawing the players to be tested.

Two players and two reserves from each team are drawn to undergo a doping control at the doping control station.

The draw is carried out during half-time in the doping control station in the presence of the team doctors or a team representative and the UEFA match delegate.

For the draw, the DCO places numbered counters that correspond to the shirt numbers of all players of each team into two separate receptacles (one envelope or bag per team). The DCO carefully checks that all player numbers of the players listed on the match sheet are included before placing them into the receptacles.

The DCO draws two counters from each receptacle, plus two counters from each receptacle as a reserve. Without looking at them, the DCO places the first four counters drawn into four separate envelopes (one for each player drawn) and the four reserve counters into four separate envelopes marked “reserve” (again, one for each player). The DCO then seals the envelopes, puts these into one big envelope and keeps the rest of the counters in his possession. The DCO then signs the big envelope, which should be countersigned by the team representatives as well as the UEFA match delegate, if present.

The DCO opens the envelopes after ten minutes of effective playing time in the second half in the presence of the team doctors and chaperones.

The chaperones then accompany the players at the end of the match to the doping control station.

A car must be made available for the DCO at the match hall after each control.

### Doping control liaison officer

For mini-tournaments, the host appoints a doping control liaison officer whose duty is to remain at the disposal of the DCO. The doping control liaison officer does not need to be medically trained, but should be able to speak English and must remain available until the doping control has been completed. Their main task is to ensure that the doping control station and all necessary materials and equipment are available and ready for the purposes of the doping control, as described in the Appendix A and in Appendix B of the UEFA Anti-Doping regulations. He/she must also organise transport for the DCO back to their hotel on completion of the doping control.

He/she must also organise transport for the DCO back to their hotel on completion of the doping control.

### Doping control station

The host must provide a room for doping control purposes. It must be near the players’ dressing rooms and inaccessible to the public or the media. It must be at least 20m<sup>2</sup> and comprise a waiting room, a testing room and a toilet, all adjoining.

The testing room must contain:

- table
- four chairs
- a sink with running water
- toiletries (soap, towels, etc.)
- a cabinet with a lock
- a toilet (adjacent to the room or in the room itself).

The toilet area should be within the testing room, or immediately next to it, and with direct private access to the testing room, and must contain:

- a toilet with seat
- a sink with running water
- a shower (if possible).

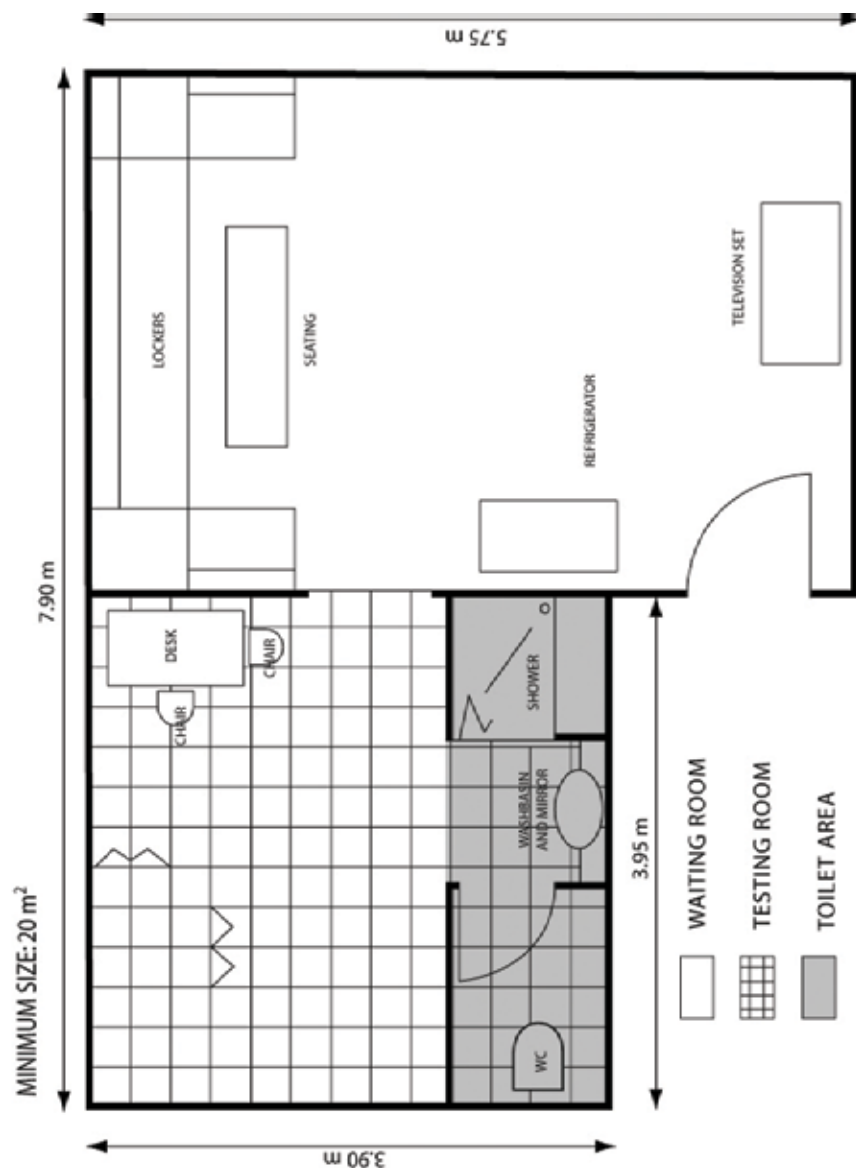
The waiting room should form part of or be immediately adjacent to the testing room (a partition dividing the two areas is also acceptable) and must contain:

- sufficient seating for eight
- clothes-hanging facilities or lockers for four (if possible)
- a refrigerator
- a television set (if possible).

An assortment of drinks in their original, unopened and sealed bottles or cans, must be provided in a refrigerator in the waiting room of the doping control station (approximately 10 litres of still mineral water, 12 cans of caffeine-free soft drinks and 12 cans of non-alcoholic beer).



The following page shows a suggested layout for a doping control station.



## Responsibilities of doping chaperones

The role of the chaperone is to notify one of the players selected for a doping control and to escort him from the time he is notified until the doping test is completed. Escorting a player selected for testing is a task of great responsibility and must be carried out in a professional manner.

The role of the chaperones is split in the following stages.

Chaperones must be present in the doping control station 30 minutes before the start of the match in order to be briefed by the DCO. If available, bibs will also be distributed and must be worn at all times until the control is completed, at which point they must be returned.

After ten minutes of effective time in the second half, chaperones must be present in the doping control station for the opening of the envelopes. They will receive a copy of the D2 form "Summons for Drug Test" which includes the name and shirt number of the four players to be escorted. They will also receive final instructions from the DCO.

After this, the chaperones will go discreetly to the area where players exit the pitch into the tunnel. They will identify their assigned player on the field. The chaperones must be sure to visually identify the correct player; the number on his shorts may help (to avoid confusion should players swap shirts). If the player is on the substitutes' bench, they will discreetly observe the bench to identify the player. The DCO will be present to assist the chaperones.

Red-carded players going to dressing room before the end of the match will be observed by chaperones until the result of the draw is known. The UEFA match delegate or the referee may decide to test a red-carded player if his behaviour is suspiciously uncoordinated or aggressive. This will be in addition to the four players drawn.

Under no circumstances must the chaperones enter the field of play. They must wait discreetly until the player has finished any celebrations or interviews on or around the pitch.

Once the match is over and the players are leaving the pitch, chaperones will discreetly notify the player of his obligation to report to the doping control station as soon as practicably possible following the match. The notification must be made verbally and also by means of the drug test form, which must be handed to the player.

From the time of notification, the chaperones must observe and/or escort the player at all times, without interfering with immediate post-match interview activities in the super flash and flash areas reserved for that purpose on the way to dressing-room. After immediate post-match interviews, the player must be escorted directly to the doping control station. The player cannot return to the dressing room. If a player wishes to retrieve personal belongings from the dressing room, the team doctor and/or a representative should bring the requested item(s) to the doping control station.

Chaperones will stay in the waiting room of the doping control station until the testing is completed.

The player can only leave the doping control station during testing in very specific circumstances (e.g. to receive treatment in the medical room or to receive the man of the match award) and only after authorization from the DCO. During such a period, the chaperones must observe and/or escort the player at all times until he has checked in again at the doping control station.

## Code of conduct

- The behaviour of the chaperones must be professional, courteous and correct.
- When approaching the player, the chaperones must be friendly and gentle and invite a player to follow them to the doping control station.
- Chaperones must maintain visual contact, permanent but discreet, with the player until the end of the doping control.
- Chaperones must not ask the player for autographs, souvenirs, tickets, etc.
- Chaperones must not participate in discussions that the player may have with other people.
- Chaperones must never physically impede the player from moving around the hall. If the player does not collaborate, the chaperones must immediately inform the DCO.
- Chaperones must never touch the player nor pull his shirt sleeve.
- Chaperones must not supply medication or alcoholic drinks to the player.
- Chaperones must present accreditation whenever requested.
- Chaperones must respect the confidential nature of the doping test and have no contact with the media or discuss the matter with anyone except the designated DCO.



## 3.10 SECURITY

The host is solely responsible for guaranteeing the safety and security of all persons attending and participating, 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.

Hosts must ensure that the halls they use undergo a periodic safety check, including a determination of the capacity, by the competent authorities, or by a body recognised by the latter.

The requirements of the competitions regulations must also be upheld.

The host should elaborate a security strategy in cooperation with the local or national security authorities and present this at the organisational meeting.

Given that a 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 vehicle 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 that:

- an adequate number of ground staff and police are present;
- no spectators are allowed in the area between the stands and the pitch;
- access to the field of play guarantees the safe entry and exit of the players and match officials;
- advertising boards around the playing pitch are positioned so as not to create a danger for the players (see also diagram in section 11.13);
- the dressing room area is guarded to ensure that no spectators, journalists, media representatives, scouts, or others may enter.

An accreditation system must be implemented in order to guarantee the security of the tournament participants (see sections 14.6.12 and 14.6.13).

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 matchdays.





## 3.11 INSURANCE

According to Article 5 of the competition regulations, the host club has to provide insurance at its own expense for all persons involved (including its delegation) to cover all risks, based on the following principles.

- Each club concludes and maintains insurance coverage to fully cover all of its risks in connection with its participation in the competition.
- The host club or host association concludes and maintains insurance coverage for the risks in connection with staging and organising the mini-tournament which include, without limitation, third party liability insurance (for all third parties participating in matches or attending the relevant venue), providing for appropriate guaranteed sums for damages to persons, objects and property as well as for pure economic losses corresponding to the specific circumstances of the participating clubs.
- If the host club or host association is not the owner of the hall in which matches are played, then it is also responsible for ensuring that the hall owner and/or tenant in question provides adequate and fully comprehensive insurance cover, including third party liability and property damage.
- The host club and the host association ensure that UEFA is included in all insurance policies as defined above and hold UEFA harmless from any and all claims for liability accruing in relation to the staging and organising of the relevant mini-tournament.

### Third party liability insurance

The host club must take out its own third party liability insurance – based on legal requirements – to protect itself against financial claims which may arise from damages to third parties, including UEFA and the participating teams, spectators and other participants, and to cover any losses incurred by these third parties as a result of negligence, failure or omissions.

### Legal expenses insurance

In addition, UEFA advises hosts to take out legal expenses insurance to cover the costs of the legal protection of interests, i.e. legal expenses insurance relating to punitive damages, criminal matters and, if applicable, in addition to contract law.

### Spectator insurance

Spectator insurance (in case of an accident) should include all ticket holders (spectators, delegates, VIPs, etc.) and cover the event area (including the hall itself, fan zones and fan waiting areas). Ideally, it should also cover fans' transport (for example an extended time of cover for two hours before the match and for one hour after the match).

The following minimum covered sums are required:

- €10,000 death
- €25,000 disability (without franchise)
- €50,000 permanent disability
- €3,000 rescue and transportation costs
- €30 daily hospital and convalescence allowance after an accident
- Accumulation limit: €10 million.

### Property and transport insurance

Property insurance (fire, theft, water, natural hazards, etc.) for leased or provided equipment (including value in kind) or other rented equipment is required, as well as an insurance for motor vehicles used to transport persons and material.

### Insurance of hall owner and operators

The host club has to initiate and ensure that the owners or operators of all halls have their own adequate insurance cover and have signed the release of liability documents. Owners and operators have to secure adequate third party liability insurance cover especially in their status as property, ground, infrastructure and installation owners.

In any case, the host club and host association ensure that UEFA is included in all insurance policies as defined above and holds UEFA harmless from all claims for liability accruing in relation to the staging and organising of the relevant mini-tournament.

UEFA may request releases of liability and/or hold harmless notes and/or confirmations or copies of the policies concerned in a UEFA official language at any time, from anyone involved, in writing and free of charge.



## 4 HALL

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- 4.1 GENERAL FACILITIES
- 4.2 ADVERTISING AND DRESSING
- 4.3 MEDIA FACILITIES

# 4.1 GENERAL FACILITIES

## 4.1.1 GENERAL HALL CONDITIONS

Match halls must be in good condition in terms of both their playing surfaces and facilities and must fully comply with the FIFA Futsal Laws of the Game. They must also 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.

UEFA recommends playing preferably on floating wooden floors, but synthetic and rubber floors are also accepted for the qualifying stage.

The hall must be exclusively reserved for the competition during the tournament.



### Dimensions

The dimensions must be in accordance with the dimensions set out in the FIFA Futsal Laws of the Game for international matches.

Length: 38m - 42m

Width: 20m - 25m

### Hall capacity

The club manual is intended as a tool to assist clubs hosting matches in the competition to:

- 500 seats in the preliminary round
- 1,500 seats in the main round
- 2,000 seats in the elite round
- 5,000 seats in the Futsal Cup Finals.

A car park should be available for the public and media representatives. Team buses and official cars must have special parking spaces near the match hall entrance.

### Sanitary facilities

Sufficient high-quality sanitary facilities must be provided in all sectors inside the arena for both sexes. As a reference, the ratio of 65% men to 35% women must be applied to calculate the number of sanitary facilities required. The sanitary facilities must be evenly spread within the sector. The minimum requirements for sanitary facilities based on the above ratio is as follows:

#### Men

- One WC for every 200 men
- One urinal for every 85 males
- One wash basin for every 200 males

#### Women

- One WC for every 50 women
- One wash basin for every 125 women

### First aid

Fully equipped first aid facilities approved by the competent local authorities must be made available for spectators in each sector of the arena.

These facilities must be clearly identified and access to them must be clearly signposted.

An arena must have a control room ensuring an overall view of the inside, as well as equipped with communication facilities.

#### 4.1.2 TECHNICAL ROOMS

##### Team dressing rooms

Four dressing rooms are required in the match hall.

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;
- a massage table;
- at least three showers;
- seated toilets.
- tactical board



##### 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 make available a doping control station that meets the requirements of the UEFA Anti-Doping Regulations (see section 3.9.2).

##### Emergency medical room

The hall must have an emergency medical room meeting the requirements of the new Medical Regulations.

This medical room must be located close to the dressing rooms and is for the treatment of players, team officials, referees and match officers.

#### 4.1.3 SUBSTITUTES' BENCHES AND TIMEKEEPING TABLE

##### Team dressing rooms

Only six team officials, one of whom must be a team doctor, and nine substitute players are allowed to sit on the substitutes' bench, i.e. a total of 15 persons. The names of all these persons and their functions must be listed on the match sheet. Suspended players are not allowed to warm up or sit on the bench on matchdays.

These benches must be positioned at least two metres from the touchline and must not present a risk to the safety of the players.



The timekeeping table with at least five seats must be positioned between the substitutes' benches.

The following people must be present at the timekeeping table:

- The timekeeper, the third referee, the speaker and the tournament director supervising the match. The UEFA match delegate and the UEFA referee observer may also ask to be seated at the table.





#### 4.1.4 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 3m and the distance from the lower edge of the crossbar to the ground (height) is 2m.

Both the goalposts and the crossbar must have the same width and depth of 8cm. The goal lines are the same width as that of the goalposts and the crossbar.



The depth of the goal, i.e. the distance between the inside edge of the goalposts and back of the net, must be at least 80cm at the top and 100cm at ground level. As the nets must be attached in such a way that the ball cannot rebound out of the goal, an additional net may be installed inside the goal at a distance of 70cm from the crossbar.

Ideally, the goalposts and crossbars should be made of aluminium.

At least one replacement goal must be available.



#### 4.1.5 HALL QUESTIONNAIRE AND SAFETY CERTIFICATE

Each association must ensure that the halls it uses undergo periodic safety checks, including a determination of the capacity, by the competent authorities or by a body recognised by the latter.

UEFA requires a completed hall questionnaire and UEFA safety certificate from the national association of each host club, which is available online in UEFA's football administration and management environment (FAME). This questionnaire must be completed by the national association's hall questionnaire manager for each hall that would like to host a mini-tournament.

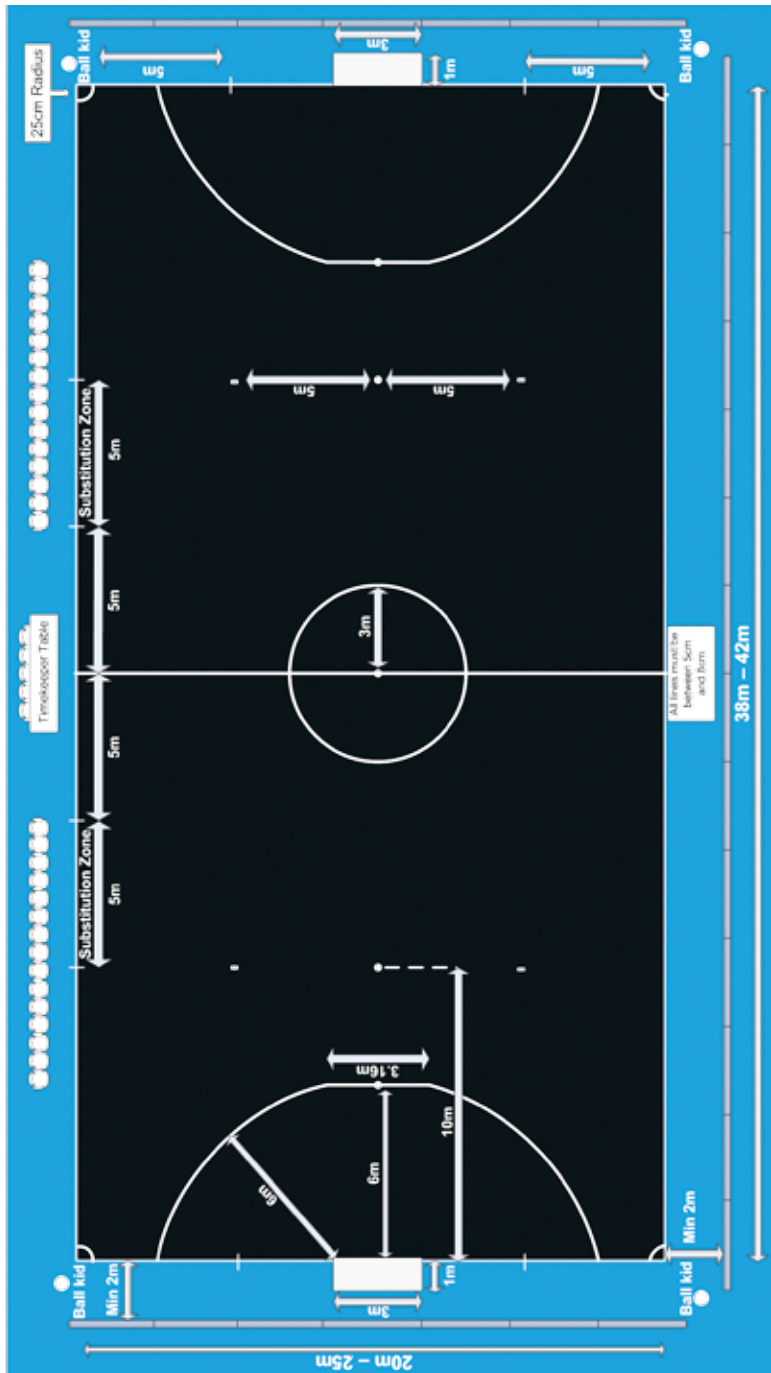
The safety certificate is also integrated into the online hall questionnaire.

#### 4.1.6 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 an artificial material, ideally with only futsal markings. In addition, Futsal Cup pitches must:

- have minimum dimensions of 20m x 38m (maximum dimensions: 25m x 42m);
- have lines between 5cm and 8cm thick;
- have a centre circle with a radius of 3m.
- only feature advertising on the pitch that guarantees the player's safety and does not influence the trajectory of the ball;
- have a pitch perimeter that provides the teams with sufficient security distance;
- have a foam mattress installed to absorb any impact if the security distance behind the goal line is less than 2m and there are no advertising boards;
- have a minimum security distance of 2m if advertising boards are used behind the goal line;
- only feature advertising boards that 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.



#### 4.1.7 LIGHTING

Clubs must ensure lighting for the pitch to the following specifications:

- a standard lighting level of 1,200 lux in the preliminary round, main round and elite round;
- a minimum lighting level of 1,800 lux for the finals.
- an emergency lighting system of at least 1,000 lux, ensuring that a match can be completed even in the event of a power failure.

Exceptions to this may only be granted by UEFA.

#### 4.1.8 SCOREBOARDS

Each hall must have a modern scoreboard to provide spectators, players and officials with the following accurate information:

- the names of both teams;
- the time remaining in any period, counting down in minutes, seconds and tenths of seconds from 20.00.0 to 00.00.0;
- remaining penalty time to be served by two players on each team, counting down from 02.00 to 00.00;
- the score;
- time outs, counting down from 01.00 to 00.00;
- accumulated fouls.

A countdown clock should also be shown from 45 minutes before kick-off (35.00) until ten minutes before kick-off (00.00), in order to let the teams manage their warm-ups and inform them when they have to go back to the dressing rooms.



4.1.9 GIANT SCREENS

The results of other matches can be shown on the scoreboard and/or giant screen during the match, while simultaneous transmissions and replays are authorised for press monitors and closed-circuit channels only. Delayed footage of the relevant match may be transmitted on the giant screen inside the hall provided that the host club has obtained all the necessary third party permission to transmit such footage, including (without limitation) permission from the UEFA match delegate, the host broadcaster producing the live international feed of the match and any relevant local authorities. Moreover, the host club must ensure that such footage is transmitted on the giant screen during the match only when the ball is out of play and/or during the half-time interval, time outs or the break before extra time (if any), and that it does not include any images that:

- may have an impact on the playing of the match;
- may be reasonably considered as controversial insofar as they are likely to encourage or incite any form of crowd disorder;
- may display any public disorder, civil disobedience or any commercial and/or offensive material within the crowd or on the pitch;
- may be deemed to criticise, undermine or damage the reputation, standing or authority of any player, match official and/or any other party at the hall (including but not limited to any images that are aimed at highlighting directly or indirectly a foul committed by a player, a possible mistake by a match official and/or any behaviour which is contrary to the principle of fair play).



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

4.1.10 MATCH BALLS

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

For matches and training sessions in the qualifying stage, FIFA-approved balls must be provided by the host club. The balls used for the training sessions and pre-match warm-up must be identical to those used for the match. The host club is responsible for providing a sufficient number of balls to the visiting clubs, especially during the pre-match warm-up.

FIFA-approved balls must bare one of the following logos:

- the official “FIFA APPROVED” logo
- the official “FIFA INSPECTED” logo
- the “INTERNATIONAL MATCHBALL STANDARD” logo.



The balls used for matches and training sessions in the Futsal Cup Finals will be supplied by the official UEFA ball supplier, adidas.

4.1.11 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 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.

4.2 ADVERTISING AND DRESSING

For the qualifying stage, the host may exploit the commercial rights of all matches played under its auspices (see Article 24 of the competition regulations or section 2.4 of this manual).



4.2.1 ADVERTISING BOARDS

If the host installs advertising boards at the match hall, the minimum distances, as indicated in section 4.1.6 above, must be respected. Only UEFA can authorise variations from the minimum distances.

A board configuration plan template can be found in section 11.13 as well as on the accompanying USB.

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. 1m) in order to let the substitutions take place smoothly. The referee must have enough space to run along the side touch line and the boards must not obstruct the view of the timekeeper. Coaches may not give instructions or stay between the side touch line and the boards, and must remain behind the boards for the whole match.





4.2.2 UEFA FUTSAL CUP COMPETITION BOARD

The host may decide to produce and install, at its own cost, the pitch boards at the match hall for all UEFA Futsal Cup matches.

The UEFA Futsal Cup competition board must be displayed as a minimum requirement, and must comply with the UEFA guidelines for use which include the following.

- The board must be in a central position on the main side.
- The board must be of a regular size of 6m x 80cm (unless otherwise approved by UEFA to fit in with the existing boards).

The artwork for the UEFA Futsal Cup competition board can be found in section 14.6.1 of this manual as well as on the accompanying USB.



4.2.3 DIRECTIONAL SIGNAGE

The club should also consider installing directional signage in the hall to guide 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. The artwork for the directional signage can be found in section 14.6.20.



4.3 MEDIA FACILITIES

4.3.1 ACCESS

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



4.3.2 MEDIA SEATING

An adequate number of seats must be made available for written press representatives with desks big enough to accommodate a laptop computer and a notepad. All seats with desks must be equipped with a power supply and phone and internet connections, or alternative Wi-Fi facilities must be available.



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

### 4.3.3 PRESS CONFERENCE ROOM

A press conference room must be available in the hall for the post-match press conference, which must start no later than 15 minutes after the final whistle or at the end of the day's schedule of matches, depending on the schedule.

The host is responsible for providing the necessary infrastructure and services (including qualified interpreters, technical equipment, and a podium with tables and chairs). The podium should be large enough to accommodate the club press officer, the head coach, one player and, if necessary, 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.

### 4.3.4 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 sockets and telephone connections (if ordered). Refreshments should also be available for the media (at reasonable prices).



### 4.3.5 MIXED ZONE

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 the written press.



### 4.3.6 TELEVISION BROADCAST

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

### 4.3.7 MEDIA POSITIONING

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 media in general, only a limited number of photographers and TV cameramen and the personnel required to operate an electronic television camera of the host broadcaster – all equipped with special permits for the event – are allowed in the area between the boundaries of the pitch and the spectators, where they will carry out their work in the specific locations assigned to them.

The host broadcaster may use a handheld camera on the pitch to cover the following pre-match activities: the team lineups – as teams stand facing the VIP seating;

- the coin toss – when the match officials and team captains come together after the handshake procedure and the team photo session;
- 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 their prior approval.

The following guidelines apply to the pre-match use of a handheld camera:

- only one camera, belonging to the host broadcaster, is allowed on the pitch;



- the handheld camera should preferably be a radio frequency camera. If not, a cabled camera can be used providing an 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.

#### 4.3.8 FLASH INTERVIEW POSITIONS

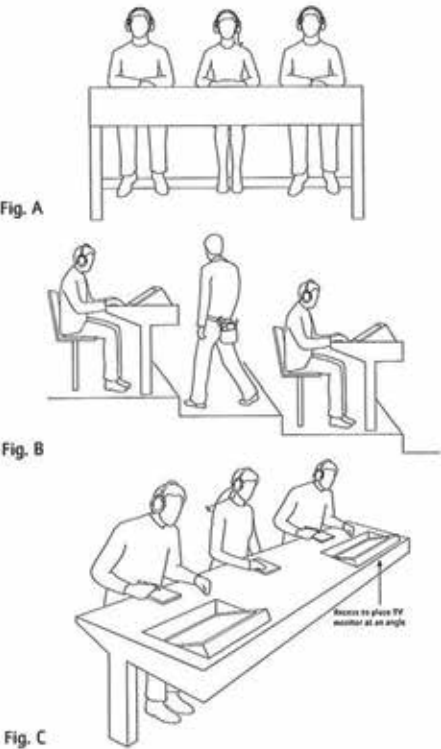
If applicable, space should be provided for a position of approximately 3m x 3m x 2.5m (high) to conduct flash interview with players and coaches after the match. This position should be located between the pitch and dressing rooms.

Ideally, a UEFA Futsal Cup backdrop should be installed at the flash interview position.



#### 4.3.9 TELEVISION AND RADIO COMMENTARY POSITIONS

- There must be sufficient space for three commentators per position, with a minimum width of 180cm (fig. A). There must be access on each side and behind the seats for other commentators to move into their positions. In a normal stand, a commentary position would occupy space equivalent to that taken up by nine seats (three for the desk, three for the seats and three for access (fig. B)).
- Sufficient space must be allowed on the table for two monitors, a standard commentary box, a phone and papers.
- The height of the table must be approximately 75cm and the depth preferably 50cm (fig. C). Ideally, it should be possible to recess the monitors into the table and provide chairs at the appropriate height to enable commentators to see the entire pitch and the monitor at the same time.



#### 4.3.10 TELEVISION STUDIO

At the request of the host broadcaster, a television studio should be prepared. Standard dimensions are 5m long by 5m wide by 2.3m 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.

#### 4.3.11 OUTSIDE BROADCAST (OB) VAN AREA

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







## 5 MATCHDAY ORGANISATION

- 5.1 SCHEDULE FOR MINI-TOURNAMENTS
- 5.2 ORGANISATIONAL MEETING
- 5.3 MATCH ARRANGEMENTS
- 5.4 COUNTDOWN
- 5.5 HANDSHAKE PROCEDURE
- 5.6 MATCH SHEET
- 5.7 ACCREDITATION SYSTEM



5.1 SCHEDULE FOR MINI-TOURNAMENTS

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

Mini-tournament with FOUR teams

Day 1
Teams arrive Referees arrive UEFA representatives arrive Organisational meeting
Day 2 - MD1
2 vs 4 and 1 vs 3
Day 3 - MD2
3 vs 2 and 1 vs 4
Day 4
Rest day
Day 5 - MD3
4 vs 3 and 2 vs 1
Day 6
All teams depart Referees depart UEFA representatives depart

Mini-tournament with THREE teams

Day 1
Teams 1 and 3 arrive Referees arrive UEFA representatives arrive Organisational meeting
Day 2 - MD1
1 vs 3
Day 3 - MD2
3 vs 2
Day 4 - MD3
2 vs 1
Day 5
Teams 1 and 2 depart Referees depart UEFA representatives depart

For the schedule of the matches, it is important to note that 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 ranking.

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.

## 5.2 ORGANISATIONAL MEETING

For a mini-tournament, the organisational meeting should take place 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.

For the Futsal Cup Finals the meeting should take place two days before the first matchday.

For the purpose of this meeting, a room with 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 match 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

- the UEFA match delegate
- the UEFA referee observer
- the official UEFA referees (optional)
- the UEFA futsal expert (if applicable)
- the UEFA venue data coordinator

And for the finals:

- the UEFA Futsal Committee chairman
- the UEFA competition manager
- the UEFA event manager
- the UEFA marketing operations manager

### Delegations

- the heads of the delegations

### LOC

- the tournament director
- the sports facilities and match organisation manager
- the accommodation and transport manager
- the human resources manager
- the team liaison officers (accompanying their teams' heads of delegation)
- the referee liaison officer
- the PR, promotion and ticketing manager

- the media, sponsorship and VIP hospitality manager

### Agenda

- Welcome
  - UEFA
  - Host
- Match schedule
- Match and refereeing matters
- Disciplinary matters
- Safety and 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 match delegate, in cooperation with the referee observer, the referees and the heads of delegation, will arrange a timetable to carry out the players' identity checks and inspect the team colours for all matches. For this purpose, the heads of delegation are requested to bring with them the official list of 14 players, the players' passports and ID cards and the full first and second-choice kits for the pitch players (shirt, shorts and socks) as well as the full goalkeeper kits and the flying goalkeeper shirt.

If deemed necessary, a meeting can be organised every morning to review the previous day, and 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 match delegate. This meeting should be attended by the tournament director, the heads of delegation, the team liaison officers of the teams, the match delegate and the futsal expert (if applicable).

The following documents may be found in section 11 of this manual as well as on the accompanying USB:

- an invitation to the organisational meeting
- a draft organisational meeting agenda
- a team colours summary.

5.3 MATCH ARRANGEMENTS

5.3.1 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 3.2). 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 11.6 (local venue manager checklist).

5.3.2 FLAGS, MUSIC AND ANNOUNCEMENTS

Flags

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

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

It is suggested that the flags are arranged as follows.



LEFT				RIGHT		
CLUB	CLUB	UEFA	UEFA RESPECT	CITY	CLUB	CLUB

Music

National anthems may not be played.

At all matches in the competition, the UEFA Futsal Cup anthem provided by UEFA must be played from the moment the teams enter the field of play until they have lined up. As well as including the UEFA Futsal Cup anthem, the accompanying USB also includes goal jingles and general arena music. Any other music chosen should be appropriate and must not be offensive to any race or religion. UEFA Champions League music is not allowed in this competition.

Furthermore, the players are invited to shake hands with their opponents and the referees after the lineup procedure, as well as after the final whistle, as a gesture of fair play.

Announcements

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 USB accompanying this manual.

5.3.3 BALLBOYS/GIRLS

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

- dressed in neutral clothing in different colours from those of the two teams and referees;
- capable of performing the task (i.e. not too young);
- instructed before the match (referees’ instructions, flow of the game, concentration, etc.).

Please refer to Article 64 of the UEFA Kit Regulations.



- All balls are checked by the referees before the match (balls to be in the referee’s dressing room 90 minutes before kick-off).
- During the match, all ballboys/girls stay calmly in their assigned positions (behind the advertising boards, if applicable).
- Ballboys/girls keep the ball in their hands and do not play with it.

- Ballboys/girls never throw their ball if:
  - the ball is still on the field;
  - the player already has a ball for resuming play;
  - the player is clearly going to fetch the ball that has gone out of play himself.
- Ballboys/girls follow the match carefully and watch out for resumptions of play.
- Priority number one: when the ball goes out of play, the ballboy/girl first makes visual contact with the player and then throws the ball to the player. There is no rush here – the ball can come back down from the stands very quickly.
- Priority number two: the ballboy/girl fetches the ball that has gone out of play.
- The ball kids must remain neutral and throw the ball quickly to players on either team, irrespective of the score.

#### 5.3.4 PLAYER ESCORTS

If clubs decide to use player escorts (children accompanying the players when they enter the field of play), this should be discussed and agreed at the organisational meeting.

The children should be:

- approximately eight years old
- not taller than 1.30m
- capable of performing the task.

The club can provide either two player escorts (accompanying the captains) or two sets of 14 player escorts. In this case, 14 player escorts should wear the away team's official kits and the other 14 the home team's official kits. Should either of the two clubs not be able to provide the official kit, both sets of player escorts must be dressed in neutral kits without any commercial and/or non-commercial messages.

All player escorts have to accompany the players onto the pitch and exit the pitch immediately after the UEFA Futsal Cup anthem has ended, prior to the handshake procedure and the team photo.

The club should organise an adult to supervise this pre-match activity.



#### 5.3.5 SALE 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 that are sold or distributed must be dispensed in cardboard or open plastic containers which could not be used in any dangerous manner.





## 5.4 COUNTDOWN

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 specific requirements of each hall.

### Before the match

Time before kick-off (minutes)	Activity
90 to 75	Referees, official UEFA match delegate and referee observer arrive at the hall
75	Both teams arrive at the hall (latest)
60	Both teams complete, sign and hand over the match sheet to the match delegate, referees or futsal expert (if present)

### Match timetable

Time before kick-off (minutes)	Activity
-50 to -15	Warm-up on the pitch
-5	Referees enter; UEFA Futsal Cup walk-on music synchronised with the entry of the teams who lineup facing the VIP seating; UEFA Futsal Cup anthem starts once the players have lined up
-3	Handshake procedure and team photo
-1	Coin toss
0	Kick-off (no earlier than 11.00 and no later than 22.00 local time, unless an exception has been granted by UEFA)

### Half-time interval

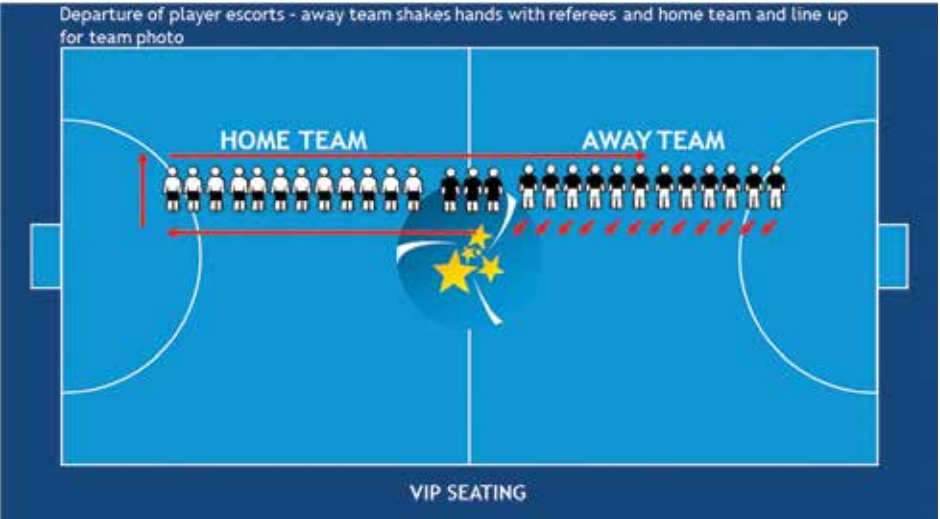
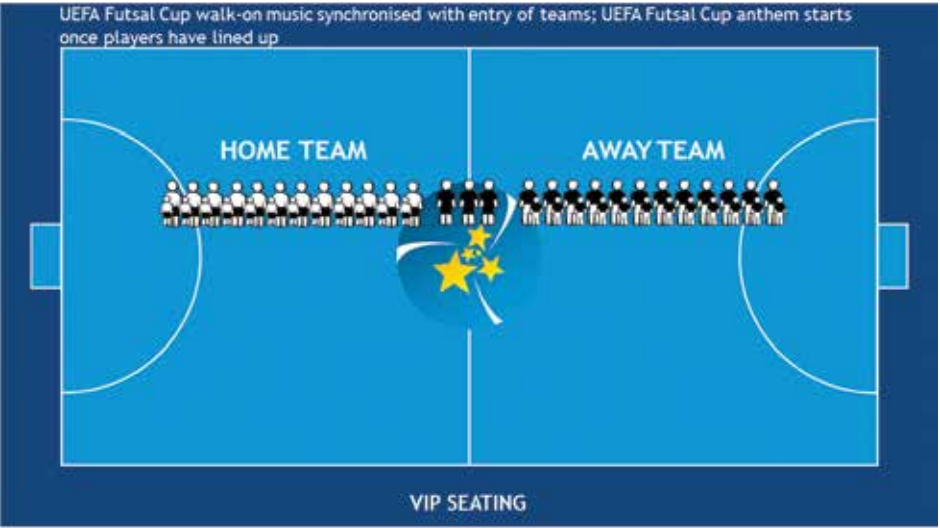
The half-time interval should be no longer than 15 minutes.

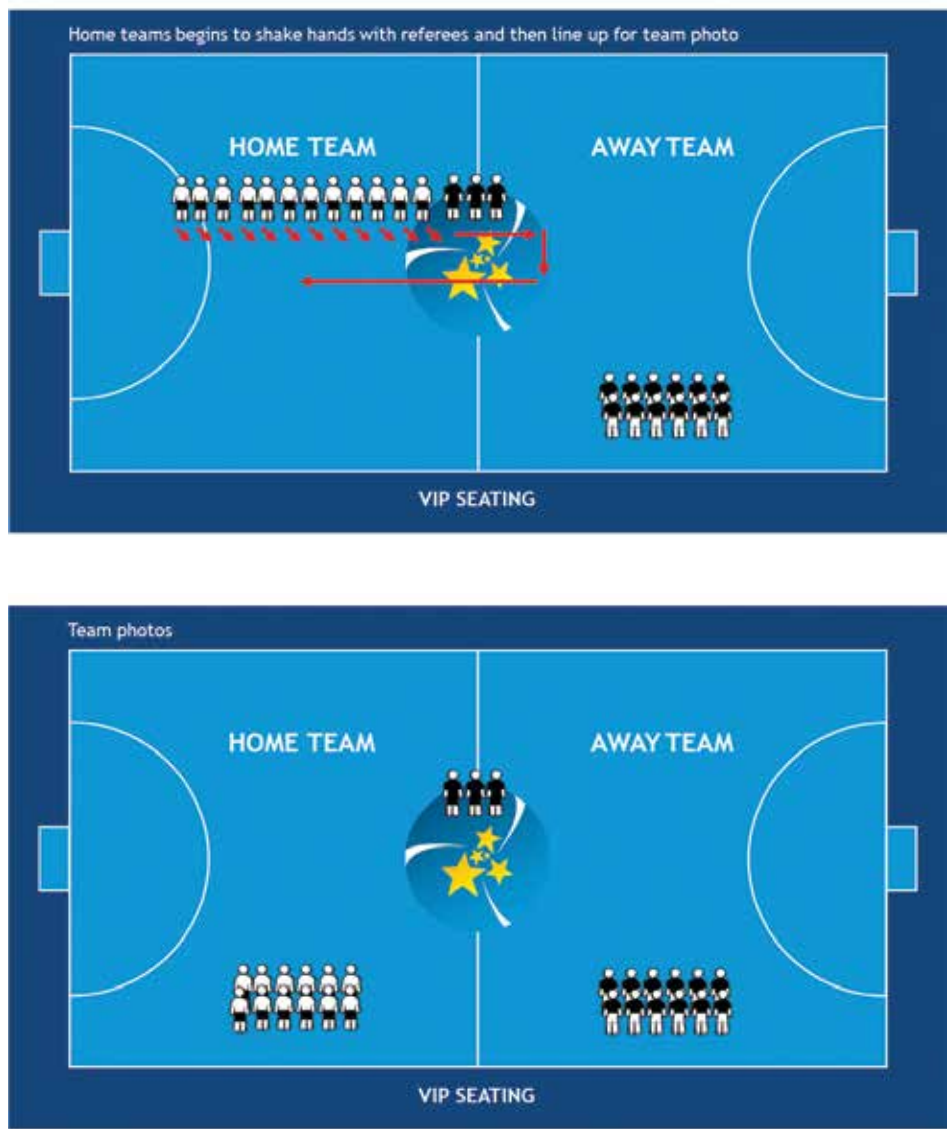
This standard countdown can be found in section 11.7 of this manual as well as on the accompanying USB.

### After the final whistle

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

## 5.5 HANDSHAKE PROCEDURE





## 5.6 MATCH SHEET

The team sheet provided in section 11.8 of this manual and on the accompanying USB may be used. For this purpose the following procedure must be respected.

### 5.6.1 PREPARATION OF THE MATCH SHEETS

Following the identity check performed by the UEFA match 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. This list should then be double-checked by the UEFA match delegate against the official list of 14 players. Once the match sheets for the first matchday 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 matchday, the sheets must be checked by the UEFA match delegate.

### 5.6.2 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 UEFA match delegate or referee 60 minutes before kick-off. They must indicate the five players starting the match by placing a cross in the “P” column (“playing”) and the nine substitutes by placing a cross in the “S” column (“substitute”). The “N” column (“not playing”) is reserved for players who cannot be fielded (suspended, injured, etc.). A black square must be placed for this category of players. The players listed in the “N” column are not permitted to sit on the bench but must sit in the reserved area in the stand. The team captain (C) and goalkeepers (GK) must also be clearly indicated on the match sheet.

The match sheet must be signed by a competent club official and the team captain.

### 5.6.3 TEAM LINEUPS

As an alternative to copying and distributing the handwritten original match sheets, the UEFA venue data coordinator is available to assist the host in producing a printed team lineup sheet. Please note that access to a printer is necessary in order to do this.

Line-ups	
UEFA Futsal Cup 2012/2013	
Final	
28/04/2013 20:30 local - Sports Sasakhle ( Tbilisi ) - Georgia	
MFK Dinamo	Kairat Almaty
15 Aleks Popov	2 Hgula
3 Romulo	3 Leo Santana
6 Telu	9 Fumasa
7 Aleksandr Fukin	10 Leo
10 Pula	77 Joan
Substitutes	Substitutes
12 Gustavo	1 Vitaly Khalyavin
8 Nando	7 Niko Pongin
9 Sergei Sergeev	8 Dimakhanbel Suleimenov
11 Cirilo	11 Henrique Elgart
13 Dieguinho	12 Alexandre Moraes
14 Pavel Suchilin	14 Euler
18 Fernandinho	78 Betão
Coach	Coach
Faustino Pérez-Moreno Gómez	Ricardo Camara Sobral
Referee 1:	Referee Observer:
Francesco Massini (ITA)	Antonius Van Eskelen (NED)
Referee 2:	UEFA Delegate:
Eduardo Jose Fernandes Coelho (POR)	Alexandro Burzac (MDA)
Third Official:	

5.6.4 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:

- the referees (four copies)
- the UEFA match delegate
- the UEFA referee observer
- the UEFA futsal expert (if applicable)
- the UEFA venue data coordinator
- the teams (minimum five copies per team)
- the host broadcaster (ten copies)
- the media
- VIPs

5.6.5 ORIGINAL MATCH SHEETS

Whichever form of match sheet is chosen, the originals, properly completed and duly signed, must be handed over to the referee or the UEFA match delegate.

5.7 ACCREDITATION SYSTEM

As well as ensuring the security of tournament participants and restricting access to key areas (dressing rooms and pitch), an accreditation system ensures the consistency of access for tournament participants and contributes to a professional image.

In principle, an accreditation card (without a ticket) will allow the holder entrance into and access within the hall, in specified areas.

However, accreditation passes do not normally allow access to a seat in the hall, with the exception of the team seats for the players.

Posters illustrating the accreditation system should be affixed at defined places throughout the hall and marked accordingly.

Artwork for the accreditation system may be found in sections 14.6.12 and 14.6.13 as well as on the accompanying USB.





## 6 MEDIA

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- 6.1 MEDIA ACTIVITIES
- 6.2 COOPERATION WITH THE MEDIA



# 6.1 MEDIA ACTIVITIES

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.

Before the start of the season each club must provide UEFA, free of charge, with individual player and coach statistics and photographs, historical information on and a photograph of its hall, and any further data requested by UEFA for promotional purposes. Alternatively, the club should make all or part of the above available for UEFA to produce its own material.

Each club should appoint a press officer in order to coordinate all media activities related to its team.

## 6.1.1 CLUB PRESS OFFICER

Each club must designate a specific person responsible for media matters, who coordinates cooperation between the club, UEFA and the media in accordance with the competition regulations.

The host press officer is responsible for:

- coordinating all media activities surrounding the mini-tournament between the club and the media in accordance with UEFA's regulations and guidelines, including fulfilling the duties outlined in the media section below;
- undertaking activities 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 cooperate 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 (lineups) to media representatives and in VIP areas as soon as these are available (one hour before kick-off).

In addition, at a mini-tournament, the host press officer is responsible for producing statistical material and running an information desk or billboard at the tournament office, which is located in (one of) the hotel(s) where the teams are staying (see section 3.5.9).

## 6.1.2 PRE-MATCH MEDIA ACTIVITIES

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



## 6.1.3 OFFICIAL TRAINING SESSIONS

If the teams arrange to hold official training sessions the day before a match in the match hall, these should, in principle, be open to the media. If the coach requires a degree of privacy, he may arrange for part of the training session to be closed, but must allow media access for at least 15 minutes. Each club may decide whether the entire training session in question or only the first or last 15 minutes will be open to the media. If a club decides to make only 15 minutes open, this applies to all media representatives, i.e. audiovisual media, audio media, written press, photographers, the official club platforms and the club photographers.

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

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



6.1.4 INTERVIEWS

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

Interviews are allowed with coaches and players upon their arrival at the hall, at a predetermined location where a fixed camera can be positioned. A half-time interview may be conducted in the designated area and the clubs are obliged to make one of their listed team officials available for this purpose. Players may not be interviewed during the half-time interval. Flash interviews take place after the match has finished in an area between the field of play and the dressing rooms. As a minimum requirement, both clubs must make their head coach available for post-match interviews, as well as at least two key players, i.e. players who had a decisive influence on the result.



6.1.5 POST-MATCH PRESS CONFERENCE

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

Each press conference must be attended by the head coach of the team and at least one key players. If the head coach is suspended, he can be replaced by the assistant coach.

Each press conference should be conducted by the club press officer, assisted by the appointed interpreter(s). Unless alternative arrangements have been agreed in advance by the clubs concerned, the host is responsible for providing a qualified interpreter.



6.1.6 MIXED ZONE

After the match, a mixed zone will be set up for the media on the way from the dressing rooms to the team transport area. 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.



6.1.7 DRESSING ROOMS

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

### 6.1.8 FIELD OF PLAY

No media representatives are allowed to enter the field of play before, during or after the match, with the exception of the handheld camera crew covering the team lineups at the start of the match and the time outs during the match, as well as up to two host broadcaster cameras filming after the end of the match, including extra time and penalty kicks. The same applies to the tunnel and dressing room area, with the exception of UEFA-approved flash interviews and a host broadcaster camera filming the following activities:

- team arrivals (as far as to the dressing room area);
- players in the tunnel prior to walking onto the pitch (before the match);
- players returning to the pitch at the start of the second half.

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

### 6.1.9 TECHNICAL FILMING

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

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

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

### 6.1.10 WRITTEN PRESS

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

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

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



### 6.1.11 PHOTOGRAPHERS

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

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

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

Photographs taken by officially accredited photographers may be published online for editorial purposes only, subject to the following conditions:

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



# 6.2 COOPERATION WITH THE MEDIA

## 6.2.1 PRE-SEASON PROCEDURE

### Information to be provided 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. This information will be used for non-commercial promotional purposes including posting on the UEFA Futsal Cup pages of uefa.com.

As the official website of UEFA and the UEFA Futsal Cup, uefa.com will endeavour to keep followers of the competition up to date with all the latest reports and news. As such, it would be appreciated if your press officer could mail [newsdesk@uefa.ch](mailto:newsdesk@uefa.ch) and [Futsal@uefa.ch](mailto:Futsal@uefa.ch) with any interesting news, quotes or features plus the accompanying photos that would be appropriate for the website. As a minimum, such features should be sent a few days prior to each Futsal Cup fixture. The better the information sent, the better the coverage of this top Futsal club event.

### Club history

Individual player statistics:

- full name of player (including shirt name)
- date of birth
- nationality
- playing position

Club details:

- club emblem in a high-resolution electronic format
- club history and club honours
- president
- head coach (full name, date of birth, nationality, career as a player and as a coach, honours)
- press officer
- star player(s)
- hall name
- hall capacity
- internet address (if available)
- address
- telephone and fax details
- email

## Photographs

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

- each individual player
- the team group
- the head coach
- the president
- the home and away kits
- the hall (inside and out)
- action shots of the team playing.

## 6.2.2 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 prepare a press kit which includes the following information:

- the latest news from the two teams;
- quotes or interviews from both coaches and at least one player from each team;
- an updated player list for each club (including information such as matches played and goals scored by each player in their national league, in the UEFA Futsal Cup and for the national team);
- an updated list of season competition results for each club;
- the head-to-head results of the two clubs (if applicable)
- the two clubs' records in European competitions (if applicable)
- information about the referee and assistant referees.

The host press officer should cooperate with the press officer of the visiting club(s) to prepare the press kit.





## 7 MARKETING AND PROMOTION

- 7.1 SPONSORSHIP PACKAGES
- 7.2 PROMOTION
- 7.3 TICKETING STRATEGY

# 7.1 SPONSORSHIP PACKAGES

For the preliminary round, main round and elite round, the host may exploit the commercial rights of all matches played under its auspices (see Article 24 of the competition regulations or section 2.4 of this manual).

Below 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 coverage, etc), tickets and hospitality
- Association rights
  - Partners can be associated to the club and specific matches but not directly with the UEFA Futsal Cup competition.
  - Pass-through rights
- Promotional rights
  - On-site, sole and exclusive promotion, sponsor recognition programme

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



## 7.1.1 EXPOSURE ON PRINTED MATERIALS

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 14 of this manual as well as on the accompanying USB.

- Official programme
  - Sponsor logos on back cover

full-page, half-page or quarter-page advertisements in the programme (depending on the level of sponsorship or supply)



- Official posters, flyers and banners



- Tickets
  - Sponsor logos on back of ticket



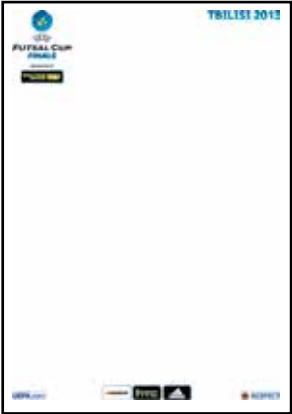
- Media backdrops



- Press kit folders



- Press paper



Pictures or samples must be sent to UEFA for approval at the following email address:

[brand@uefa.ch](mailto:brand@uefa.ch)

7.1.2 EXPOSURE IN THE MATCH HALL

UEFA would recommend a minimum of two and a maximum of four advertising boards in the match hall to be offered to sponsors or suppliers. Minimum board dimensions are 3m long x 0.7m high. Ideally, boards should be 6m long.

The number of boards offered to a sponsor or supplier depends on the level of sponsorship or 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 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 raise awareness of the event as these banners may also be visible from the main surrounding roads and buildings.



7.1.3 TELEVISION EXPOSURE

With the exception of the Futsal Cup Finals, television rights may be exploited by the host 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 in one or more of the above categories.

7.1.4 SERVICES

VIP packages

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.

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 promote and sell its products in the match hall.

Other items

The host may also offer souvenir items to a partner.

7.1.5 PROMOTIONAL MATERIAL

In addition to 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 screens in cities
- public address system in the halls
- host website
- social media platforms





## 7.2 PROMOTION

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 and TV advertisements;
- banners and billboards throughout the host city or cities;
- posters throughout the host city or cities;



- flyers distributed throughout the host city;
- cooperation with newspapers; cooperation with schools (adopt a team, cultural activities related to the countries of the participating clubs);
- cooperation with the regional football association;
- football or futsal "ambassadors" – involvement of well-known players;
- a futsal match featuring former stars or the media;
- promotional activities at domestic league matches such as:
  - information stands;
  - announcements at half-time;
  - videoboards;



- advertising on regional and national associations' websites (as well as clubs' websites);
- club activities linked to the mini-tournament or match, e.g. club's youth teams;
- competition to become player escorts or ballboys/girls;
- an active approach towards sponsors, inviting sponsors, employees and their children; providing a special sponsor promotion programme;
- ticket competitions.

An official programme, which is intended primarily for supporters, is another important means of promotion which the host may decide to use.

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 finals, etc.

Standard artwork following the UEFA Futsal Cup brand identity can be found in section 14 of this manual, as well as on the accompanying USB, for the following items:

- city banners
- entrance banners
- posters
- flyers
- official programmes



# 7.3 TICKETING STRATEGY

The host should formulate a ticketing strategy with the aim of attracting spectators to the hall. Such a strategy should include the following elements.

## 7.3.1 TICKET PRICES

Prices should be reasonable so as not to deter attendance. In order to emphasise the top international nature of the matches, UEFA does not recommend that entrance into the hall be free (except for children).

## 7.3.2 TICKET CATEGORIES

Clubs should consider the following options when drawing up a ticketing strategy:

- individual match tickets;
- mini-tournament passes (valid for every match);
- family tickets (parents attending matches with children under a certain age pay a single price for the whole family);
- low-price ticket offers to local schools;
- low-price ticket offers to local communities;
- low-price ticket offers to sponsors – 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 rate;
- special offers to local companies;
- team tickets – a certain number of people may attend the match for a special rate (a team of 15, 20 or more persons);
- invitation cards for VIPs and guests.



## 7.3.3 ADDED VALUE

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

## 7.3.4 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 14 of this manual as well as on the accompanying USB.

## 7.3.5 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 ten days before the date of the first match. The price of tickets for supporters of the visiting team may not exceed the price of tickets in a comparable category that are sold to supporters of the home team.





## 8 COMMUNICATION OF INFORMATION

- 8.1 HOST TO UEFA
- 8.2 ALL PARTICIPATING TEAMS TO UEFA
- 8.3 HOST TO THE VISITING TEAMS(S)
- 8.4 VISITING TEAMS(S) TO THE HOST

## 8.1 HOST TO UEFA

### Hall questionnaire and certificates

The hall questionnaire will only be available online in FAME - a printed version will no longer be requested. A questionnaire must be completed by the national association's hall questionnaire manager for each hall that would like to host a mini-tournament. The safety certificate has also been integrated into the hall questionnaire, and no printed version of this will be required either.

### Mini-tournament information

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

Match dates	Thursday 11 July 2013, 12.00 CET
Match venues (hall name, city) and dates	Thursday 11 July 2013, 12.00 CET
Kick-off times	Thursday 11 July 2013, 12.00 CET

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

Match dates	Wednesday 31 July 2013, 12.00 CET
Match venues (hall name, city) and dates	Wednesday 31 July 2013, 12.00 CET
Kick-off times	Wednesday 31 July 2013, 12.00 CET

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

Match dates	Friday, 25 October 2013, 12.00 CET
Match venues (hall name, city) and dates	Friday, 25 October 2013, 12.00 CET
Kick-off times	Friday, 25 October 2013, 12.00 CET

For the Futsal Cup Finals, the matches will take place on:

Semi-finals	24 or 25 April 2014
Third-place play-off and final	26 or 27 April 2014

UEFA will make the final decision on the following:

- exact match dates
- hotel details
- match venues
- kick-off times.

The finalists will be duly informed in early 2014.

## 8.2 ALL PARTICIPATING TEAMS TO UEFA

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

### Preliminary round

List of 20 players	Tuesday, 20 August 2013, 24.00 CET
Pictures and player kit approval request form	Thursday, 11 July 2013

### Main Round

List of 20 players	Tuesday, 24 September 2013, 24.00 CET
Pictures and player kit approval request form	Thursday, 11 July 2013

### Elite round

List of 20 players	Tuesday, 12 November 2013, 24.00 CET
Pictures and player kit approval request form	Friday, 25 October 2013

### Finals

List of 20 players	Thursday, 17 April 2014, 24.00 CET
Samples and player kit approval request form	Monday, 17 March 2014

### Pre-season information

Each club should provide the information requested in section 6.2.1 for media and promotional purposes, and the club emblem in a high-resolution electronic format.

Contact details for UEFA can be found in section 10.

### List of players

Player lists for the Futsal Cup must be entered online via FAME, as for all other UEFA competitions.

- The person responsible for registering futsal players in the national association will be asked to take the following steps to complete the registration process.
- Enter the provisional and final lists of players in FAME. When a new list is available for editing, a notification email will be generated, which will include a direct link to the list.
- Submit the list by the appropriate deadline (see above or the competition regulations). It is important that the submit button is used only once the list is ready to be sent to UEFA.
- When a list is submitted, a PDF document is generated and automatically sent by email to the club concerned. (The key contact from our database is automatically entered – check this email or enter a different email address using the free text field if this is incorrect).
- The club must then print the list, and the person responsible must sign it and fax or scan and email it back to the national association.
- The national association must then also sign the list and fax it or scan and email it to UEFA. The date printed on the player lists (when the PDF is generated) will be taken as reference. The signed list must be returned to UEFA by the national association, with all the necessary signatures, by 24.00 CET the day after the submission deadline.



Kits

For the preliminary, main and elite rounds, we ask each club to send to UEFA pictures showing the front and the back of the kits (home and away for players and goalkeepers, as well as the flying goalkeeper shirt).

For the Futsal Cup Finals, please provide UEFA with a sample of the first and second-choice player kits and goalkeepers kits (shirt, shorts and socks), as well as a sample of the flying goalkeeper shirt, by the above-mentioned deadlines.

8.3 HOST TO THE VISITING TEAM(S)

In order to facilitate cooperation 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 and hotel(s); the host may also propose an airport in a neighbouring country if the journey from this airport to the venue is considerably shorter (see section 3.6.1);
- information on the team vehicles (see section 3.6.2);
- information on the LOC, including names, functions and contact details;
- the name and contact details of each team liaison officer;
- full details of team accommodation;
- information on the room reservations (singles for the officials, twin rooms for the players, equipment room, massage room, meeting room, separate floors, etc.);
- details of the rates to be settled at the hotel before departure for any additional delegation member or for extended stay;
- details of the match halls;
- details of the training halls;
- distances from the hotel to the airport and halls (in km and minutes) – ideally a map should be provided (see section 3.4);
- a proposed menu plan;
- a mini-tournament schedule including venues and kick-off times;
- information on any official receptions or events.

A copy of the relevant correspondence should be sent to UEFA (futsal@uefa.ch).

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

- the information outlined above;
- a welcome message;
- a printed souvenir programme;
- the names and nationalities of the UEFA match delegate and referees;
- 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, pitch dimensions, etc.);
- a list of interesting places to visit or possible excursions;
- a day-to-day itinerary (including the activities of each team);
- a training schedule;
- a meeting schedule;
- information on television coverage;
- information on any pre-match activities;
- a plan of the match countdown;
- the host's expectations regarding the conduct of visiting teams during their stay;
- information on any special customs in the host country;
- pre-tournament press releases;
- information on ticketing procedure, accreditation, etc.;
- information on any security issues at hotels, training halls or match venues (police escort, etc.);
- information on the expected attendances at the matches;
- information on any special activity during a mini-tournament (national holiday, grassroots events before matches, etc.);
- a feedback form, on which a visiting team can provide the host with its feedback and suggestions for the future.

## 8.4 VISITING TEAM(S) TO THE HOST

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

- flight details;
- exact number of delegation members;
- special wishes regarding hotel room categories (singles, doubles, suites, etc.);
- rules with regard to mini-bars, pay TV, telephone lines in the players' rooms, etc.;
- a training schedule;
- a meeting schedule;
- a menu plan and any special dietary requirements;
- meal 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 will travel with the team;
- information on any food or drinks to be brought into the country;
- information on any technical 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 and/or services to be provided at the match or training halls (additional massage tables, tactical boards, balls, mobile goals, small goals, water, tea, fruit, etc.);
- requests for additional vehicles;
- colours of the team's first-choice and second-choice kits;
- colours of the goalkeeper kits (and flying goalkeeper kits - same as the goalkeeper but with the player's pitch number on the back);
- requests with regard to attending other teams' matches;
- details of the rates to be settled at the hotel before departure for any additional delegation member or for extended stay;
- requests regarding meeting room equipment.





## 9 UEFA FUTSAL CUP FINALS

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- 9.1 ORGANISATION
- 9.2 MARKETING
- 9.3 RULES FOR USE OF KIT AND EQUIPMENT

# 9.1 ORGANISATION

## 9.1.1 DATES AND DEADLINES

Key dates	
4 November 2013	Submission of applications to host Futsal Cup Finals 2014
19 - 24 November 2013	Possible site visits during elite round phase and discussions with potential hosts
End of November 2013	Site visits to potential hosts
December 2013	UEFA Futsal and Beach Soccer Committee
23 - 24 January 2014	Appointment of host by UEFA Executive Committee
March 2014	Final draw and finalists workshop
24 - 27 April 2014	UEFA Futsal Cup Finals

## 9.1.2 SCHEDULE FOR THE FUTSAL CUP FINALS

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

Day 1	Day 2
UEFA representatives arrive	Finalists arrive
UEFA office is set up	Referees arrive
Pitch is set up	UEFA officials arrive
Final dressing of the hall	Training sessions
Ceremony rehearsals	Organisational meeting
Meeting between the LOC and UEFA	

Day 3	Day 4 - MD1
Official training sessions	Semi-finals (SF1 and SF2)
Media activities	24 or 25 April 2014
LOC dinner	
Day 5	Day 6 - MD2
Rest day	Third-place play-off (loser of SF1 vs loser of SF2)
Official Dinner	Final (winner of SF1 vs winner SF2)
	26 or 27 April 2014
Day 7	Final ceremony
Visiting teams depart	
Referees depart	
UEFA delegation departs	

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

## 9.1.3 LEGAL DOCUMENTS

A number of representatives from UEFA will attend mini-tournaments, and some may attend matches to liaise with the clubs. The following table identifies these visitors and provides information on their role and any special requirements for their visit.

### Staging agreement

The staging agreement is a legal contract between UEFA and the host club which is prepared by UEFA and signed as early as possible once the host has been appointed.

Once the host and UEFA approve the text, UEFA sends two executive hard copies to the host club for signature. The host signs them both and sends them back to UEFA to countersign. UEFA then sends the host one countersigned copy of the staging agreement.

### Insurance contract

The host club organises insurance for the whole event including minimum spectator coverage of €10,000,000 for the period from the first matchday until one week after the final. This contract needs to be translated into English and a copy provided to UEFA.

### Release of liability document

Each club holds UEFA harmless against any and all liabilities, obligations, losses, damages, penalties, claims, actions, fines and expenses of whatsoever kind or nature resulting from, arising out of, or attributable to any non-compliance by the club or any of its players, officials, employees, representatives or agents. A document stating the above is to be signed by the hall owner and returned to UEFA.



9.1.4. FINANCIAL PROVISIONS

The host retains its receipts from the match tickets and bears all organisational expenses.

The host bears the following costs for the visiting teams:

- accommodation in a high-standard four-star hotel for a maximum of 21 persons per delegation;
- local transport;
- a same-day laundry service for the match kit of the competing teams and referees

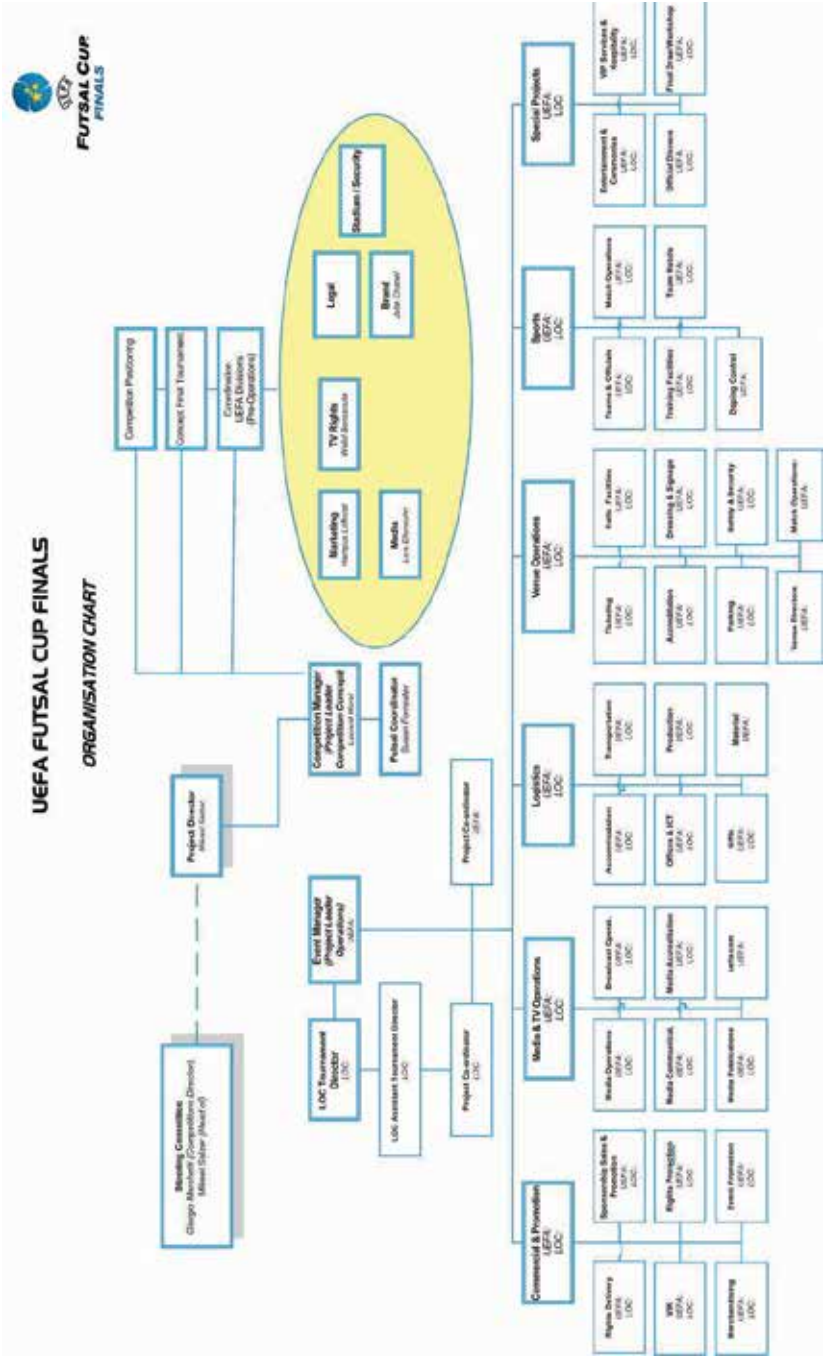
The host’s obligations commence two days before the semi-finals and end one day after the final.

For the Futsal Cup Finals, UEFA pays the host a fixed contribution of **€100,000** to help cover the financial demands connected with the staging of the event, including the costs of accommodation for the official UEFA representatives.

This contribution is credited to the club via its association.

9.1.5. ORGANISATION CHART

An organisation chart for UEFA and the LOC follows to give an idea of the different areas needed to organise the UEFA Futsal Cup Finals.



## 9.2 MARKETING

UEFA retains all commercial rights of the UEFA Futsal Cup Finals and is exclusively entitled to exploit, retain and distribute all revenues derived from the exploitation of such commercial rights.

UEFA has the exclusive right to appoint partners. Any such partners appointed by UEFA (and any other third party designated by UEFA), as well as their products and/or services, may benefit from the exclusive right to exploit certain commercial rights in and to the UEFA Futsal Cup Finals and its matches. The clubs must take the necessary measures to ensure implementation and enforcement of the rights granted by UEFA to partners. No club partner or other person acquiring any of the commercial rights from or through clubs may present itself as a partner of, or otherwise associate itself with, the UEFA Futsal Cup Finals.

The sponsorship approach for the period 2012-15 will be a combination of centralisation by UEFA and commercial opportunities for the Local Organising Committee (LOC). Both UEFA and the LOC partners will enjoy association rights, event sponsorship rights and product category exclusivity for the UEFA Futsal Cup Finals. Commercial partners will contribute to build the brand equity of the competition and promote the Finals phase of the competition in the host city. UEFA will assist the LOC to develop their sponsorship packages.

### 9.2.1 SPONSORSHIP CONCEPT

The commercial concept for the UEFA Futsal Cup Finals in the 2012-15 features a presenting sponsor, two official sponsors, an official flooring supplier, an official ball supplier and local organising committee sponsors. All partners enjoy product category exclusivity.

### 9.2.2 PRESENTING SPONSOR

UEFA have appointed Western Union as the presenting sponsor of UEFA Futsal Cup Finals 2012-15.

Presenting Sponsorship rights package features a large range of separate and specific rights that are fully integrated. The key elements of the integrated package are:

- presenting sponsor rights
- association/promotion rights
- event rights
- new media rights



### 9.2.3 OFFICIAL SPONSORS

In addition to the presenting sponsor, there are two official sponsors of the UEFA Futsal Cup Finals 2012-15: Hankook and HTC.

The key elements of their integrated rights package are:

- Official Sponsor rights
- Association/Promotion Rights
- Event rights
- New media rights



### 9.2.4 OFFICIAL BALL SUPPLIER

UEFA has appointed adidas as the official ball supplier of the UEFA Futsal Cup Finals in the 2012-15.



Many top-level football competitions are now played with a single official ball, which features branding associated with the event. UEFA has introduced an official ball for the UEFA Futsal Cup Finals, including all official training sessions.

As official ball supplier, adidas has been granted a mixture of association and promotion, event, digital media and merchandising rights.



		Presenting sponsor	Official sponsors	Official ball
ASSOCIATION	Designations	X	X	X
	Use of logo/composite logo	X	X	X
	Use of music, footage, photography	X	X	X
	Premiums	X	X	X
	Exclusive Matchball			X
	Licensing Rights			X
	Pass-through rights (media, radio, internet)	X	X	X
MEDIA	Option to purchase Broadcast Sponsorship	X	X	
NEW MEDIA	Banners	X	X	X
PROMOTION	Initiative	Right to conduct UFCF promotions	Right to conduct UFCF promotions	Right to conduct UFCF promotions
EVENT RIGHTS	Logo on media backdrops and matchday programme, free ad page in programme	X	X	X
	Logo on event tickets and posters, 30" video on videoboard	X	X	X
	Logo on other print material and event dressing	X	X	
	Tickets & hospitality (complimentary and purchase)	X	X	X
	Perimeter boards	4 x 6m boards		2 x 6m boards
	Sole & Exclusive promotion	Man of the match award		Ball carrier
	Promotion and display rights at and around the venue	X	X	X
	Product supply	X	X	Sports equipment
	Logo on City promotion (if any)	X	X	X
	Participation at Fan Festival (if any)	X	X	X

## 9.2.5 PRODUCT CATEGORY EXCLUSIVITY LIST



### Western Union

- Money transfer services
- Retail, investment and private banking services
- Real and/or virtual payment systems (including credit ad debit cards, pre-paid cards, e-commerce and m-commerce payment systems and money orders).
- Travellers' cheques
- Bill payment services
- Insurance products and services



### Hankook

- Tyres for mechanised vehicles, including but not limited to, tyres for cars, trucks and bicycles



### HTC

- Mobile telephone handset hardware; accessories and peripherals which are specific to mobile telephone handset hardware (e.g. earpieces and camera attachments); and in-vehicle mobile telephone adaptations systems; and
- Laptop/notebook/tablet personal computers and accessories and peripherals which are specific to laptop/notebook/tablet personal computers (e.g. speakers, microphones, mouses and keyboards).



### adidas

- Footballs (excluding hacky sacs, any PVC balls, toy balls and novelty balls such as balls on keyrings)
- Football equipment
- Sports clothing and apparel (including sports inspired "lifestyle" ranges)
- Sports footwear (including sports inspired "lifestyle" ranges)
- Sports bags
- Sports scarves, caps, pennants and flags

Note: UEFA has the right to provide further details (e.g. additional product categories) from time to time.

9.2.6 LOCAL ORGANISING COMMITTEE SPONSORS

Principles

UEFA owns all commercial rights, i.e. marketing, sponsorship, advertising, licensing, merchandising, franchising and hospitality and media rights

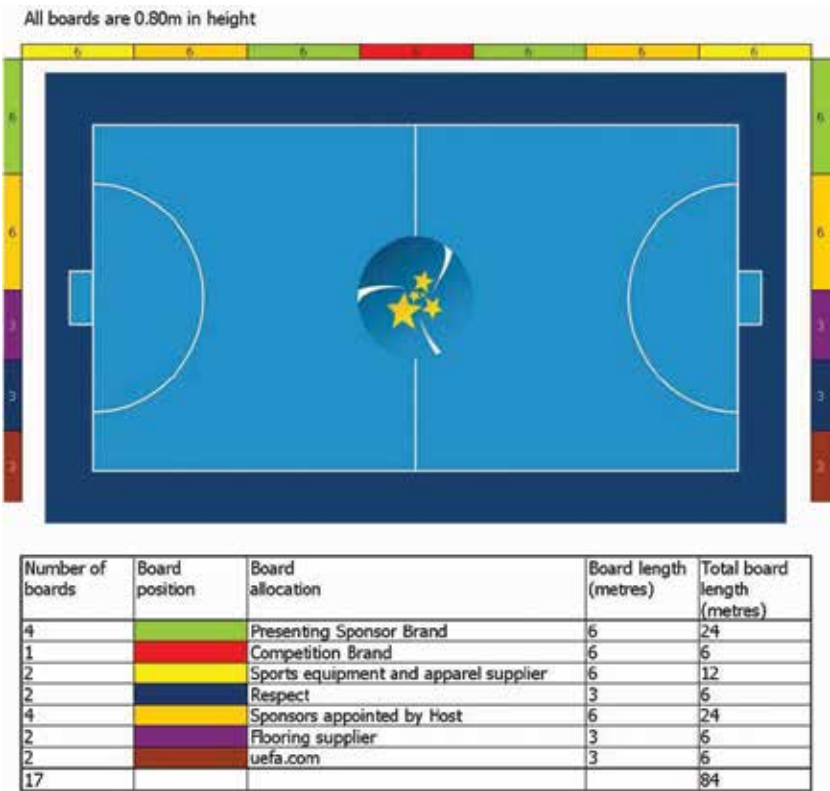
- UEFA has reserved rights to the following categories:
- sports equipment and apparel
- indoor futsal flooring
- broadcasting rights related to these finals
- as well as the respective categories for the presenting sponsor and the two official sponsors (see section 9.2.5)

UEFA grants the host the right to exploit the commercial rights provided that:

- the LOC sponsorship concept involves no more than four sponsors or suppliers;
- the LOC consults UEFA regarding potential sponsors and packages;
- the LOC provides UEFA with a copy of the deal memo or contracts in English for approval prior to finalising the deal;
- packages in the tobacco, alcohol, energy drinks and betting product categories are not involved.

9.2.7 UEFA FUTSAL CUP FINALS BOARD CONFIGURATION

All boards are ordinarily 0.80m in height





9.2.8 LICENSING

The aim of the UEFA Futsal Cup Finals licensing programme is to support the branding objectives and to promote the competition. The core of the UEFA Futsal Cup Finals licensing programme features a range of apparel and sports equipment produced by adidas.

Clubs participating in the UEFA Futsal Cup Finals will be asked to sign a licensing cooperation agreement allowing UEFA to produce 'friendship' and 'finalist' ranges featuring club marks together with UEFA Futsal Cup Finals marks as part of the on site merchandising programme. All such ranges featuring club marks will be on un-branded products i.e. no manufacturer marks.

For the use of the UEFA Futsal Cup marks on merchandise sold by the club please see section 16.5.



9.3 RULES FOR FOR USE OF KIT AND EQUIPMENT

The following rules apply to all members of the team including all players and officials. They apply to all items of clothing and equipment worn and used throughout the tournament at the times and in the areas defined.

Official UEFA event (press conference, ceremony, meeting, etc. in any location)

- No sponsor advertising
- Manufacturer identification must be in line with kit regulations



Unilateral team press conference (hotel)

- No restrictions on use of team sponsor or manufacturer logos



Interviews surrounding a match (pre-match, half-time, post-match, flash, super-flash, studio, mixed zone, official press conference)

- No sponsor advertising
- Manufacturer identification in line with kit regulations



From and including arrival at the match hall until and including departure

- No sponsor advertising
- Manufacturer identification in line with kit regulations
- All special material used in the hall, such as kit bags, medical bags and drink containers, must be free of sponsor advertising and/or manufacturer identification



Pre-match warm-up

- No sponsor advertising and if match shirt is used, only one sponsor allowed on the front of the shirt
- Manufacturer identification in line with kit regulations
- Warm-up bibs provided by UEFA



## Match

- Only one sponsor allowed on the front of the shirt, in line with the kit regulations
- Manufacturer identification in line with kit regulations
- Numbers from 1 to 20 on the back of the shirt as well as on the front of the shirt or front of the shorts; player names on the backs of the shirts are also compulsory
- The UEFA Futsal Cup logo and the UEFA Respect badges must appear on the free zones on the sleeves of the shirts



## Substitute bench

- No sponsor advertising
- Manufacturer identification in line with kit regulations
- Drinking bottles, bottle holder and medical bag provided by UEFA
- Warm-up bibs provided by UEFA



## Team training hall

- No restrictions on use of sponsor advertising or manufacturer identification
- Futsal training balls provided by UEFA



## Training at the match hall on MD2, MD1, MD

- No sponsor advertising
- Manufacturer identification in line with kit regulations
- UEFA bibs provided by UEFA
- Futsal training balls provided by UEFA



## Team hotel, other team activities not part any official UEFA event

- No restrictions on use of sponsor advertising or manufacturer identification



## Material provided by UEFA

- Warm-up bibs
- Captains armbands
- Drinking bottles
- Bottle holders
- Medical bag
- Training balls (delivered prior to event)
- Match balls
- Towels



## Referees

- All equipment used from arrival at the match hall must respect the kit regulations





## 10 UEFA CONTACT INFORMATION

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- 10.1 MAIN ADDRESS
- 10.2 UEFA FUTSAL CUP CONTACT PERSONS

# 10.1 MAIN ADDRESS



UEFA  
Route de Genève 46  
1260 Nyon 2  
Switzerland

Tel.: +41 22 848 00 27 27  
Fax: +41 22 848 01 27 27  
Media desk tel.: +41 22 848 04 27 27  
www.uefa.com

**President**  
Michel Platini

**General Secretary**  
Gianni Infantino

**Competitions Director**  
Giorgio Marchetti

**Head of Women's & Futsal Competitions**  
Mikael Salzer

# 10.2 UEFA FUTSAL CUP CONTACT PERSONS

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)

- Any futsal-related matters
- Competition format
- Financial conditions
- Competition regulations
- Club manual
- Coefficients and draws

## Brand

brand@uefa.ch

- Use of the UEFA Futsal Cup logo and artwork templates
- Approval of designs

## Media services

media@uefa.ch

- Media matters

## Futsal Coordinator

Susan Forrester (susan.forrester@uefa.ch)

- Any futsal-related matters

## uefa.com

Paul Saffer (newsdesk@uefa.ch)

- UEFA Futsal Cup editor
- Club information and photographs

## Match Operations

Martine Senn (martine.senn@uefa.ch)

- Match and mini-tournament administration (dates, venues, kick-off times, preliminary site visits)
- Player registration
- Kit approval

Stephane Keller (stephane.keller@uefa.ch)

- Match delegates

Natacha Tschopp (natacha.tschopp@uefa.ch)

- Referee observers
- Refereeing matters





## 11 ORGANISATIONAL TEMPLATES

- 11.1 TELEPHONE CONTACT SHEET
- 11.2 INVITATION TO THE ORGANISATIONAL MEETING
- 11.3 ORGANISATIONAL MEETING AGENDA (MINI-TOURNAMENT)
- 11.4 ORGANISATIONAL MEETING AGENDA (MATCH)
- 11.5 TEAM COLOURS SUMMARY
- 11.6 LOCAL VENUE MANAGER CHECKLIST
- 11.7 COUNTDOWN
- 11.8 TEAM SHEET
- 11.9 TIME-OUT CARDS
- 11.10 TWO-MINUTE PENALTY TIME
- 11.11 GIANT SCREEN - ENTRANCE OF PLAYERS
- 11.12 ANNOUNCEMENTS IN THE HALL
- 11.13 HALL BOARD CONFIGURATION PLAN
- 11.14 MINI-TOURNAMENT RANKING
- 11.15 MINI-TOURNAMENT STATISTICS
- 11.16 MINI-TOURNAMENT TOP SCORER
- 11.17 TRAINING SCHEDULE

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## 11.1 TELEPHONE CONTACT SHEET

## UEFA FUTSAL CUP 2013/14

## TELEPHONE CONTACT SHEET

[illegible]

## 11.2 INVITATION TO THE ORGANISATIONAL MEETING

Date: Day, xx Month 2013

Time: xx.xx

Place: hotel name, floor and room name

Please bring to the meeting:

- the final list of 14 players;
- the passports or identity cards of the players participating in the mini-tournament;
- the first and second-choice kits (shirts, shorts, socks);
- the goalkeeper kits (shirt, shorts, socks and gloves);
- the flying goalkeeper shirt.

# 11.3 ORGANISATIONAL MEETING AGENDA

## MINI-TOURNAMENT

### ORGANISATIONAL MEETING AGENDA

1. Welcome and introduction of all those present

2. Welcome by the host

3. Match schedule

4. Match and refereeing matters
  - Kick-off
  - Transport for the referees, referee observer, match delegate and teams
  - Technical facilities in the hall(s)
  - Kit colours
    - Players
    - Goalkeeper and flying goalkeeper
    - Referees
  - Matters relating to television and the press
  - Countdown
  - Substitutes' bench
  - Field of play, surface, goal dimensions, position of the advertising boards, etc.
  - Instructions from the referees

5. Disciplinary matters

6. Safety and security matters
  - Hall capacity
  - Expected attendance
  - Security measures for the visiting teams
  - Information and measures with regard to 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
  - Player eligibility
  - Seats for the UEFA match 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. Passport or ID control

# 11.4 ORGANISATIONAL MEETING AGENDA

## MATCH

### ORGANISATIONAL MEETING AGENDA

1. Welcome and introduction of all those present

2. Match and refereeing matters
  - Kick-off
  - Transport for the referees, referee observer, match delegate and teams
  - Arrival of the referees, match delegate, referee observer and teams at the hall
  - Technical facilities in the hall(s)
  - Kit colours
    - Players
    - Goalkeeper and flying goalkeeper
    - Referees
  - Advertising on the players' kits
  - Matters relating to television and the press
  - Countdown
  - Substitutes' bench
  - Field of play, surface, goal dimensions, position of the advertising boards, etc.
  - Instructions from the referees

3. Safety and security matters
  - Hall capacity
  - Expected attendance
  - Security measures for the visiting teams
  - Information and measures with regard to 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

4. Administrative matters
  - Doping controls
  - Player eligibility
  - Seats for the UEFA match delegate, referee observer (where applicable) and doping control officer
  - Flags in the hall
  - Accreditation and hall passes

11.5 TEAM COLOURS SUMMARY

KIT COLOURS  
X Round  
Group X, mini-tournament in X

Teams	Player colours			Goalkeeper colours			Bibs	Referees Shirt	Ball kids colours
	Shirt	Shorts	Socks	Shirt	Shorts	Socks			
Home team									
Away team									
Home team									
Away team									
Home team									
Away team									
Home team									
Away team									
Home team									
Away team									
Home team									
Away team									
Home team									
Away team									
MD1									
MD2									
MD3									

11.6 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.

11.6.1. PREPARATORY PHASE

Hall or training hall matters

- Supervise any possible renovation and construction work at the match hall to ensure that the venue is ready for the match or mini-tournament.
- Supervise any installation, preparation and maintenance work required on the pitch.
- Check for roadworks or other potential problems that may hinder access to the hall.
- Check that all goals conform to the FIFA Futsal Laws of the Game.
- Check that the pitch is ready for training sessions from the arrival of the teams until their departure (clean surface, goal fixation, goals, reserve goal, dressing rooms open and cleaned, still bottled mineral water available).
- Check timekeeping system (cabling, position, five seats, horn).

Protocol matters

- Prepare a list of local VIPs that may attend the match.
- Prepare a seating plan for team officials, VIPs, guests, sponsors, etc.
- Define VIP hospitality areas in the hall and planned levels of service for each.
- Check the public address system.
- Arrange the necessary numbers of flags and flagpoles.
- Establish a running order for the teams' entrance ceremony (entrance music and Futsal Cup anthem, player escorts, etc.).

Accreditation matters

- Establish the accreditation policy
- Prepare instructions for stewards, security staff and the police on all matters related to security, accreditation, etc.

Media matters

- Prepare media infrastructure (press seats, power supply, internet access, mixed zone, press conference room, etc.).
- Provide the facilities for TV coverage if required (camera positions, power supply, OB van area, uplinks, etc.).

Team matters

- Check that the dressing rooms are equipped with massage tables and tactical boards.
- Check that a key is available for each team from the first training session until after the last match.
- Check that the dressing rooms are clean and sanitary facilities restocked.
- Check that sufficient water is available (48 litres per team per day, including training).

Refereeing matters

- Check that the referees' dressing room is clean and that sanitary facilities have been restocked.
- Check that the dressing room is equipped with a table and chairs.

Ballboys/girls

- Appoint and instruct four to six ballboys/ girls per match.
- Ensure that they have access to uniform and neutral kit.

Signage

- Ensure that signage is provided to key areas in the hall (dressing rooms, benches, medical room, doping control station, media and VIP facilities, toilets, parking, etc.).

Match delegate's room

- Check that the match delegate's room equipped with photocopier and, if possible, a fax machine.
- Check that all equipment is working.



- Check that sufficient paper is available for copies.

#### Lighting

- Check the lighting system.
- Check the backup system and generators (where they are, who is responsible, communication).

### 11.6.2. ONE DAY BEFORE THE MATCH (MD -1)

#### Hall

- Check goals (nets, fixation).
- Check surface quality (flatness, cleanliness).
- Check markings (5cm - 8cm, well installed).
- Check dressing rooms clean and keys available.
- Check availability of hall armature for flags.
- Check PA system functioning.
- Check scoreboard and hall clock.
- Check substitutes' benches.
- Check timekeeper table (position, five seats, cabling, horn).

#### Protocol

- Update VIP list.
- Check sufficient staff available for hospitality area.
- Check hospitality areas are ready and food and drinks ordered.
- Reserve seats for UEFA representatives (match delegate, referee observer, doping control officer - there could be two).

#### Accreditation

- Decide on areas and doors to be protected, giving special attention to dressing rooms and the technical area where access should be limited.
- Ensure all those requiring accreditation cards have received them.
- Ensure stewards, security staff and police are briefed on tasks, timings and meeting points.
- Establish a last-minute pick-up point for accreditation cards and tickets.

#### Doping control station

- Check that the doping control station is clean and that sanitary facilities have been restocked.
- Check that the fridge has been filled with an assortment of drinks (approximately 10 litres of still mineral water, 12 cans of caffeine-free drinks and 12 cans of non-alcoholic beer, plastic bottles are ok)

#### Commercial matters

- Check the correct installation of the advertising boards.

#### Media

- Check all media facilities have been installed and are working.
- Check broadcasting arrangements (for televised matches only).

#### Teams

- Check teams are aware of their departure time (in cooperation with the transport manager and the team liaison officer).
- Double-check the kit colours and remind teams to bring their second-choice kit.

#### Refereeing matters

- Check the following or give to the referee liaison officer:
  - the fifth foul marker
  - time out cards
  - penalty time cards
- Check that a manual timekeeping (stopwatch) is available.
- Check that refreshments have been ordered for the referees.

#### Equipment

- Prepare ten official match balls to be given to the referee, who will measure the pressure.
- Check that a ball pump is available in the hall.

#### Ballboys/girls

- Confirm the availability of the ballboys/girls.
- Check that their neutral kit does not clash with the teams' colours.

#### Player escorts

- Confirm the availability of the player escorts.

#### Signage

- Ensure that the signage has been correctly installed.
- Brief staff on how to guide the teams, guests, etc.

#### Match delegate's room

- Check that all equipment is working.
- Check that sufficient paper is available for copies.

#### Staff

Double-check that the following staff are available:

- ballboys/girls (4)
- player escorts (24)
- doping chaperones (4)
- moppers (2)
- speaker (1)
- stretcher carriers (4)
- ticket office and control staff
- Concessions staff

### 11.6.3. MATCHDAY (MD)

#### Morning

- Check items that were not ready during previous check.
- Check the cleaning schedule with the hall keeper (if necessary).
- Check the availability of the following materials at the hall:
  - a minimum of ten official match balls
  - flags (at least the UEFA and UEFA Respect)
  - warm-up bibs (two sets of 14; in principle, the responsibility of the team in question)
  - sufficient still bottled mineral water
  - massage tables for teams.
- Check all signage.
- Deliver a sufficient number of match balls to referees' dressing room for a pressure check (pressure required is indicated on ball).

#### Arrival at the hall (2 hours before kick-off)

- Carry out the necessary briefings and check:
  - that the playing surface has been cleaned.
  - that the ball pump works.
  - that the photocopier and fax machine work (and that there is sufficient paper).
  - the 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.
  - the arrival time of the ambulance(s), fire service, security and ballboys/girls.
  - that stretchers and carriers have been briefed.
  - that the flag protocol is being observed.
  - the position of advertising boards and cameras (distances to the touch line and goal line, security - ideally 2m between boards and lines).
- that signage is in place.

- ☐ that the accreditation system is being applied.
- ☐ the dressing rooms (cleanliness, massage tables and, preferably, a tactical board; still bottled mineral water).
- ☐ technical equipment for music and announcements.
- ☐ that the announcer has been briefed and provided with announcement texts.
- ☐ that the hospitality area is open.
- ☐ that a replacement goal is available.

#### Arrival of referees and UEFA match delegate (90 minutes before kick-off):

- ☐ Welcome
- ☐ Pitch inspection
- ☐ Briefing on match arrangements (warm-up areas, moment at which referees should call teams out of dressing rooms)

- ☐ Check with referee; balls, time, countdown clock, horn, fifth foul marker, time out cards, penalty time cards
- ☐ Handover of balls to person responsible for ballboys/girls
- ☐ Agree on sign and position for kick-off

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

- ☐ Welcome
- ☐ Briefing on match arrangements
- ☐ Check that clock countdown is set, from kick-off time -60' to -10' (ie. 50:00 - 00:00)
- ☐ Guidance and assistance whenever needed

#### The local venue manager should then oversee the following activities.

Time until kick-off (minutes)	Activity
50	On-pitch warm-up starts (countdown clock set to 35 or 40 minutes before kick-off)
	Check arrival of security, ambulance, fire service, ballboys/girls Double-check all open items
10 - 15	On-pitch warm-up finishes (horn signals end of warm-up)
	Ensure everyone leaves pitch (to dressing room or bench) Check that clock is set on 20:00:00 Check that ballboys/girls are in position Check that player escorts have assembled in the tunnel Ensure teams are lined up in the tunnel on the correct sides for entrance Give sign to hall speaker (welcome text)
6	Countdown starts
	Lead teams onto the pitch as per the countdown Coordinate the correct countdown procedure Give sign to hall speaker (entry music, etc.) Coordinate team entrance and time with TV, if necessary
Kick-off	Give sign to referee
During match	Assist third official if necessary Check for problems concerning match arrangements (ballboys/girls, boards, TV, security)
After match	Assist the UEFA match delegate and, if applicable, the futsal expert

#### 11.6.4. POSSIBLE PROBLEMS AND SOLUTIONS

Below is a list of problems that may occur before a match and the action required to solve them.

##### Match abandoned

- Only the referee can decide if a match must be postponed, abandoned or cancelled.
- For cases of force majeure (floodlight failure), the LOC and the match delegate may provide the referee with their opinion and relevant information (e.g. predicted repair time).
- The LOC is responsible for ensuring that any other problems that could affect the match are avoided (goal dimensions, security problems caused by pitch boards, kit problems, etc.).
- The LOC must also inform the spectators and teams of decisions it takes.

##### Late arrival of teams or referees

- The top priority is for the match to be played.
- The LOC must work with the match delegate, teams and referees (e.g. delayed kick-off).
- The match delegate and the referee prepare a resolution which must be signed by both teams. The resolution should include a stipulation that protests following the match will not be tolerated.
- The LOC must also inform the spectators of any decisions taken.

##### Team brings incorrect kit

- The top priority is for the match to be played.
- The LOC checks whether teams have replacement kits. If not, team officials will be requested to bring the correct kit – and the LOC must organise transport.
- If the procedure causes a delayed kick-off, the LOC must inform the spectators of the problem and decision.

##### Incorrect advertising board setup

- Check that all boards are correctly placed around the field of play (correct distances).
- If any boards are too close to the pitch, arrange to have them moved backwards immediately (to avoid the referee refusing to start the match).

##### Position of teams, defined areas and protocol

- The away team starts the handshake procedure and lines up on the right side of the referee (when looking from the main stand onto the pitch). Ensure teams are correctly lined up in the tunnel to avoid a crossover when coming onto pitch.
- The LOC decides which dressing room is allocated to which team.
- At least two flags must be flown (UEFA and UEFA Respect, from left to right in that order). These flags remain the property of the national association and should be on loan to your club for the duration of your participation in the competition. Other flags may be flown, such as those of the participating clubs or the host country, region or city.
- The number of people on the bench (nine substitutes and six team officials, one of whom must be a team doctor) and warm-up area during the match (normally next to the substitute's bench) must be reconfirmed before the first matchday.
- The teams may not have more than six officials on the bench during the match. Any additional persons must go to the technical seats or to the main stand before kick-off.
- Media representatives are not allowed on the pitch at any time (except for those from the host broadcaster operating handheld cameras during the lineup).

- Media representatives may not enter the dressing room area at any time, except for the host broadcaster filming and presentation described in section 6.1.7.
- Listed players, substitutes and officials may not be interviewed during the match, but a microphone on the head coach's shirt is allowed, subject to his approval.
- Photographers may approach the touch line during the lineup. During the match, they must be positioned according to the relevant press officer's instructions (normally behind the goals or in the corners).

Distribution of team sheets

- The LOC should distribute copies of the team sheets to the venue data coordinator, the teams (five copies each), referees (four copies), the UEFA match delegate, the UEFA Referee Observer, the announcer, VIPs and scouts (if applicable).
- The host press officer should distribute copies of the team sheets to host broadcaster (ten, if applicable) 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.

On-time kick-off

- The LOC must ensure that the match kicks off on time and should calculate the time needed to walk from the dressing rooms to the pitch, adjusting the departure time from the dressing rooms before the match and after half-time accordingly.

- The LOC should help the referee to call the two teams on time.
- Clocks should be adjusted to TV time (if the match is being broadcast) or to the referee's watch. Teams should be informed upon arrival of the "official" time.

Camera positions

The LOC checks camera positions together with referee and the match delegate.

- Top priority: no safety risk for the players
- Second priority: no view obstruction for the substitutes' benches
- Third priority: visibility of advertising boards



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X round  
Group X, mini-tournament in City, Country


COUNTDOWN  
Day, date, XX:XX hours  
Team vs Team

TIME (minutes)	ACTIVITY
-120	Hall gates open to spectators and media and VIP hospitality opens
-120 to 90	Music and pitch entertainment
-90 to 75	Referees, UEFA match delegate and referee observer arrive
-75	Teams arrive (at the latest)
-60	Hall inspection by UEFA match delegate, referees and team representatives
-50	Teams deliver match sheet
-50	Teams warm up on pitch
-15	Teams return to dressing rooms Ballboys/girls take up positions around pitch Player escorts assemble in tunnel
-7	Teams join referees in tunnel Kit and jewellery check in tunnel Welcome message announced
-5	Referees enter, teams begin entry
-3	Walk-on music is played until teams reach line-up position and then the Futsal Cup anthem is played
-1	Line-up completed: hand-shake procedure and team photos Exchange of pennants and coin toss
xx:xx:xx	KICK-OFF
	HALF-TIME (max 15 mins)
HT	Teams exit pitch
HT + 14	Teams and referees re-enter pitch
HT + 15	Second Half Kick-Off
	FULL TIME
FT	Teams and referees gather in centre circle, shake hands, wave to spectators and leave pitch together
FT + 1	Host press officer escorts selected players for flash interviews
FT + 15	Official press conference begins

- 1
- 2
- 3
- 4
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- 6
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- 10
- 11
- 12
- 13
- 14
- 15
- 16



11.10 TWO-MINUTE PENALTY TIME



The substitute player will be able to enter the field of play, when there are

MINUTE(S) and  SECOND(S)

on the chronometer left to end the  period

11.11 GIANT SCREEN - ENTRANCE OF PLAYERS





JORDI TORRAS

Number 3







PULA

Number 10



## 11.12 ANNOUNCEMENTS IN THE HALL

### 11.12.1. BEFORE THE MATCH

- Six 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 (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 and wish to share with you our objective of a Europe free of racism and xenophobia in football. Racism will not be accepted in any form at any European match.*

*The lineups today are as follows:*

*(name of away team, followed by the number, first name and surname OR shirt name of 14 players)*

*(name of home team, followed by the number, first name and surname OR shirt name of 14 players)*

*Today's referees (one and two) are (full name) from (country)*

*They will be assisted by (third official, full name), from (country)*

*The timekeeper for this match is (full name) from (host country).*

*(Information on the current standings of the mini-tournament and qualification to the next stage of the competition)*

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

### 11.12.2. DURING THE MATCH

The announcer may communicate the following information as appropriate immediately after these events have taken place.

#### Goal scored:

- Score
- Minute of match
- Shirt number of scorer
- Name of scorer

For example: *Goal for (team) scored by (number X, name)*

#### Time outs:

- One minute
- Club requesting a time out

For example: *Time out requested by (club name)*

#### One minute to go:

- Applicable for each half

For example: *One minute to go!*

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

### 11.12.3. AT HALF-TIME

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

- the number of spectators at the match;
- the next matches in the mini-tournament (date, kick-off, venue and match); any future domestic league matches of the home club

Text could be: *The score at half-time is: (home team) xxx [number of goals scored], (away team) xxx [number of goals scored]*

- 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.

### 11.12.4. AFTER THE MATCH

The following details should be announced to the spectators:

- Other final score;
- information on the next match(es) in the mini-tournament (date, kick-off, venue and match);
- a farewell message from those below.

#### Final result

For example: *The final score is (home team) xxx [number of goals scored], (away team) xxx [number of goals scored]*

#### Between two matches on the same day

For example: *Ladies and gentlemen*

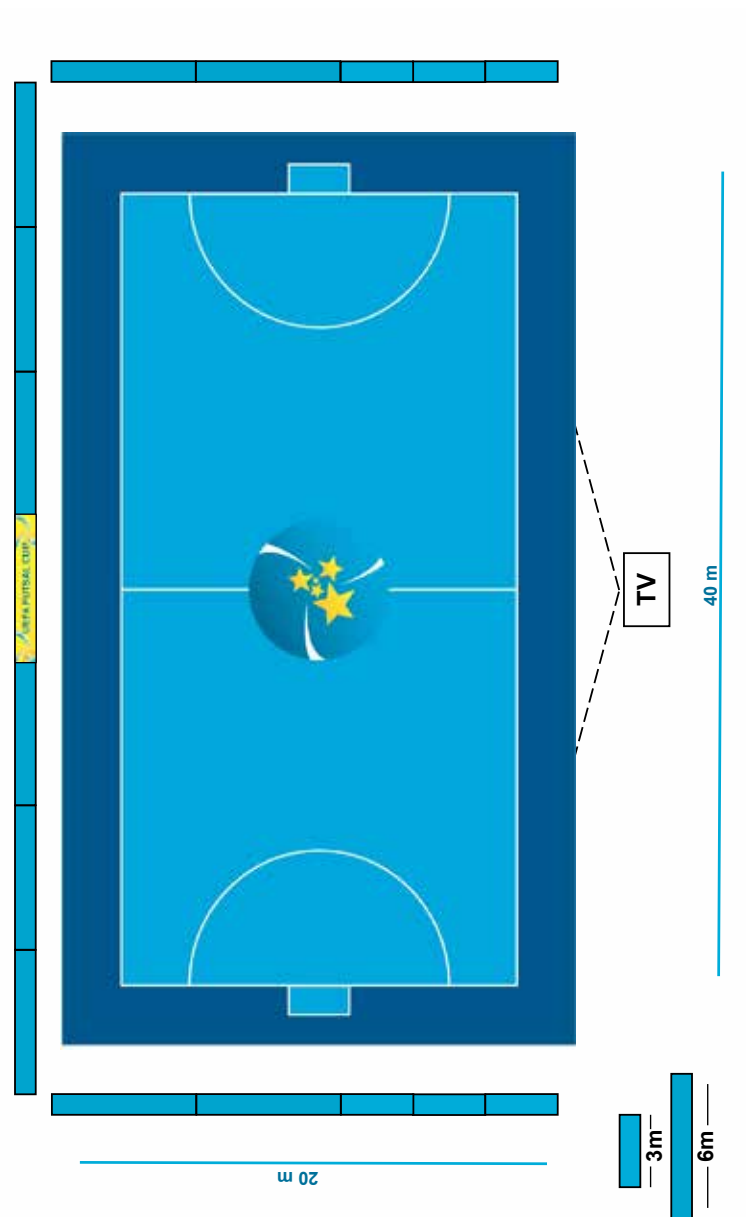
*More Futsal action will follow shortly with the second match of the day. The match between (home team) and (away team) will start at XX.XX.*

#### Closing remarks and information on the next matches

For example: *Thank you once again for coming to this UEFA Futsal Cup match. We hope you have enjoyed yourselves and will join us again for the next matches on (date, time).*

*We wish you a safe journey home. Goodnight.*

11.13 HALL BOARD CONFIGURATION PLAN



11.14 MINI-TOURNAMENT RANKING

GROUP RANKINGS								
X Qualifying Round								
Group X - mini-tournament played in XXX								
RANKING after matchday 1								
	Club	Played	Won	Drawn	Lost	Scored	Conceded	Points
1								
2								
3								
4								
RANKING after matchday 2								
	Club	Played	Won	Drawn	Lost	Scored	Conceded	Points
1								
2								
3								
4								
RANKING after matchday 3								
	Club	Played	Won	Drawn	Lost	Scored	Conceded	Points
1								
2								
3								
4								

11.15 MINI-TOURNAMENT STATISTICS

FIRST MATCHDAY STATISTICS

LOGO

TEAM

-

TEAM

LOGO

x'

x - x

N°

x

x'

x - x

N°

x

x'

x - x

N°

x

x

-

x

Attendance: x

LOGO

TEAM

-

TEAM

LOGO

x'

x - x

N°

x

x'

x - x

N°

x

x'

x - x

N°

x

x

-

x

Attendance: x

	Club	Played	Won	Drawn	Lost	Scored	Conceded	Points
1								
2								
3								
4								

Mins	No.	Club	Cards		Suspended for next match
			Yellow card	Red card	
x'			X		
x'			X		X
x'			X		
x'				X	X

11.16 MINI-TOURNAMENT TOP SCORER

TOP SCORER LIST  
X Round  
Group X Mini-Tournament played in XXX

MATCHES										
TEAM										
FIRST NAME										
LAST NAME										
GOALS										



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## 12 BRAND SUPPORT

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12.1 WHAT IS IT?

12.2 MUSIC

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## 12.1 WHAT IS IT?

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Brand support is a brand strategy providing artwork, together with broadcast and digital support, to clubs and broadcasters to help them promote the UEFA Futsal Cup.

Its objectives are:

- to provide a means of reinforcing the UEFA Futsal Cup logo and visual identity, together with the clubs' visibility, in a memorable way;
- to build brand equity in the UEFA Futsal Cup, promoting and encouraging commercial interest from both broadcasters and sponsors;
- to ensure the strategic emphasis is placed on what you can do, rather than what you cannot.

## 12.2 MUSIC

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A UEFA Futsal Cup music theme has been produced in several edits to accompany broadcasts and matches.

### On air

From opening sequences to break bumpers, an accompanying music edit is available to support broadcasters in their live and non-live coverage of the UEFA Futsal Cup.

### In the halls

As the players walk onto the pitch, after goals and at full time, the edits produced will cover all usual live match usage.

### General events

Music edits are available to support general event usage.





## 13 GENERAL GUIDELINES

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- 13.1 INTELLECTUAL PROPERTY RIGHTS
- 13.2 USE OF THE UEFA FUTSAL CUP LOGOS AND MATERIALS  
BY THE CLUBS
- 13.3 APPROVALS

### 13.1 INTELLECTUAL PROPERTY RIGHTS

The UEFA name, the UEFA Futsal Cup logo and the UEFA Futsal Cup materials are the intellectual property of UEFA and are protected by national and international laws on copyright and/or trademarks.

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 remain vested in UEFA or, as the case may be, become the sole and exclusive property of UEFA. The clubs may 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 hold the same in trust for UEFA and, at UEFA's request, forthwith unconditionally assign free of charge any such right, title or interest to UEFA and execute any documents necessary in connection with this.

### 13.2 USE OF THE UEFA FUTSAL CUP LOGOS AND MATERIALS BY THE CLUBS

The clubs may not use the UEFA Futsal Cup name, logo or materials in any way which may damage the distinctiveness or value of the UEFA Futsal Cup name or the logo, or may be deceptive or misleading. The clubs agree not use any name or logo which is an imitation of or which is confusingly similar to the UEFA Futsal Cup name or Logo on any UEFA Futsal Cup materials.

All uses of the UEFA Futsal Cup logo and 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 UEFA Futsal Cup logo and materials by the clubs must faithfully and accurately reproduce the colour, language, design and appearance of the UEFA Futsal Cup log or material as transmitted to the clubs by UEFA (including, without limitation, any copyright or trademark 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 UEFA Futsal Cup materials from any object if the use thereof is in the reasonable opinion of UEFA in breach of the guidelines provided in this manual.

### 13.3 APPROVALS

All proposed uses of the UEFA Futsal Cup logo and UEFA Futsal Cup materials that the clubs wish to make, as a rule, **MUST** be submitted to UEFA for written approval. Unless approval is received in writing, clubs may not proceed with their proposed use.

Approval requests must be made to UEFA Brand 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 and any final approval back to the club.

UEFA Brand

Contact details:

Email: [brand@uefa.ch](mailto:brand@uefa.ch)

Tel.: +41 848 00 27 27





## 14 PRINT

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- 14.1 ARTWORK
- 14.2 TEXT
- 14.3 LOGOS
- 14.4 APPROVAL
- 14.5 SPONSOR INTEGRATION
- 14.6 ARTWORK TEMPLATES

14.1 ARTWORK

The artwork provided can be adapted to fit common print dimensions, but the overall look should always stay the same. The different elements cannot be changed proportionally to one another.

14.2 TEXT

The texts within the templates can be replaced with the correct information, or deleted if inappropriate. The recommended typeface is Europa. If this is not available, use Helvetica or Arial.

The text can be written in local language and does not have to be in English.

14.3 LOGOS

The club logos and club names should be used in place of the dedicated boxes in the artworks provided , but they must not exceed the size of these boxes. If you do not have all the required club logos, use the club names.

14.4 APPROVAL

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.

Please send the revised versions of your layouts to UEFA Brand for approval at:

brand@uefa.ch

prior to production and implementation.

14.5 SPONSOR INTEGRATION

In order for the clubs to integrate their sponsor logos into printed backdrops (e.g. flash backdrops, press conference backdrops, telescopic, etc.), a special sponsor template grid has been developed.

The recommended size of one sponsor box is 134mm x 55mm.

Clubs are advised to request that their sponsors submit a version of their logo that will fit the landscape space of 134mm x 55mm.

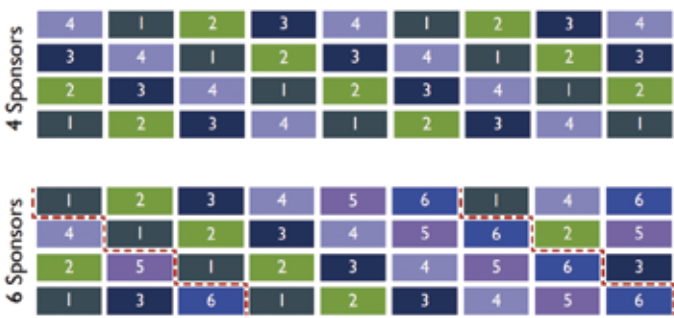
The spacing between each box should be 15mm (horizontally and vertically) for all media backdrops and telescopic.

The sponsor logos can either be printed with the item itself, or stickers may be produced and placed in the predefined spaces.

Any given sponsor should be limited to a maximum of 50% overall visibility, i.e. there should be a minimum of two sponsors in the sticker configuration.

For all other print items which require the inclusion of sponsor logos, such as the programme cover, please use the sponsor spaces provided in the artwork templates.

Sticker spacing example:



# 14.6 ARTWORK TEMPLATES

## 14.6.1. COMPETITION BOARD

Size of artwork provided: 6m x 0.8m

- Size may be modified to fit your board requirements
- UEFA Futsal Cup Logo may not be modified

Material recommendation: wood (6mm exterior plywood)

Colours: CMYK



6m x 0.8m

## 14.6.2. CENTER CIRCLE

This centre circle is designed to fit any pitch colour. Should you have any question or specific request, please contact [brand@uefa.ch](mailto:brand@uefa.ch).

Size of the artwork provided: 6m diameter.

Material recommendation: removable sticker

Colours: CMYK



14.6.3. POSTERS

Size of artwork provided: A3

- Layout may be modified to fit your poster requirements
- Text may be in your own language
- Sponsor logos may be added on the bottom
- Image may be integrated to illustrate your club's players

Material recommendation: coated SK 3 (175gm2)

Colours: CMYK



14.6.4. FLYERS

Size of artwork provided: A4 folded in three

- Layout may be modified to fit your poster requirements
- Text may be in your own language
- Sponsor logos may be added on the bottom
- Image may be integrated to illustrate your club's players

Material recommendation: coated SK 3 (150gm2)

Colours: CMYK



14.6.5. CITY BANNERS

Layout may be modified to fit your poster requirements

- Layout may be modified to fit your banner requirements

Material recommendation: fabric or PVC

Colours: CMYK



14.6.6. ENTRANCE BANNERS

Size of artwork provided: 7m x 1m (landscape)

- Size may be modified to fit your banner requirements
- Text may be in your own language



Material recommendation: PVC

Colours: CMYK



#### 14.6.7. PLAYER TUNNEL

Size of artwork provided: 3.2m x 2.9m

Cutter guide illustrates optimum player tunnel shape. Artwork is supplied with a large bleed area to accommodate variations in player tunnel shape. Never crop close to the UEFA Futsal Cup Logo

Material recommendation: 4mm Correx or 5mm Foamex

Fixing: with double-sided tape to the existing tunnel structure

Colours: CMYK

Size of artwork provided: 3.2m x 2.9m



#### 14.6.8. PENNANTS

Size of artwork provided: 15cm x 20.5cm (portrait)

- Size may be modified to fit your banner requirements
- Text may be in your own language Material recommendation: textile or PVC

Colours: CMYK or Pantone® Process Blue C + Black



#### 14.6.9. MATCH OR MINI-TOURNAMENT PROGRAMMES

The club may produce a matchday or mini-tournament programme if they so wish. Guidelines for the production of a programme are as follows.

##### Programme specifications

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

##### Programme language

Programmes may be printed in the local language of the club; however, the UEFA Futsal Cup Logo must 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 follow the proper usage outlined in section 14. 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 programme content. Information about the UEFA Futsal Cup, such as results tables, is available on uefa.com or from UEFA upon request.

The content may also include:

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

Pages in the souvenir programme may be sold to sponsors or suppliers of the hosts.

- Sponsor logos may appear on the back cover.
- Full-page, half-page or quarter-page advertisements may appear in the programme (depending on the level of sponsorship or supply).

Material recommendation:

Cover 250gm2, laminated

Inside pages: 100gm2, coated

Size of artwork provided:

A3 folded in 2 => A4

Colours: CMYK



14.6.10. 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.

Invitations

The front of the ticket should include in the main section:

- the UEFA Futsal Cup logo
- the home club logo or name
- the away club logo or name
- the match date and time
- details of the venue (hall name)
- seating information
- ticket price
- a security feature, such as a hologram (optional).

The back of the ticket should include:

- the UEFA Futsal Cup logo
- the official partners' logos
- hall information – layout drawing (optional)
- legal information (optional).

Size of artwork provided: 16cm x 8cm (landscape)

- Layout may be modified to fit your ticket requirements
- The idea is to have one UEFA Futsal Cup logo per part of the ticket, so If you have only two parts, two logos are enough
- On the back, if there is no legal text, please keep a grey line to distinguish between the UEFA Futsal Cup logo and the club's sponsors' logos
- Image may be changed to illustrate your club's players

Material recommendation: dependent on printers' production setup

Colours: CMYK

Ticket front



Ticket back



14.6.11. HOSPITALITY PASSES

Size of artwork provided: 16cm x 8cm (landscape)

- Layout may be modified to fit your pass requirements

Material recommendation: coated, laminated SK 3 (250gm2)

Colours: CMYK



14.6.12. ACCREDITATION PASSES

Size of artwork provided: 10.5cm x 14.85cm

(Four accreditations per A4 page)

- Layout may be modified to fit your accreditation requirements
- Club logos may be added if necessary
- More colours may be used if needed

Material recommendation: coated and laminated paper, plastic or rigid PVC

Colours: CMYK



14.6.13. ACCREDITATION POSTERS

Size of artwork provided: A3

- Artwork may be adapted to fit your hall access points and usual accreditation symbols

Material recommendation: coated SK 3 (175gm2)

Colours: CMYK



14.6.14. LANYARDS

Lanyards for accreditations can be prepared with the landscape UEFA Futsal Cup logo.

Please note that the logos should not be too close to each other.

Size of the artwork provided: 2.9cm high

- Layout may be modified to fit your lanyard height

Colours: CMYK or Pantone® Process blue and yellow 116 c





14.6.15. PENS

Here is an example of a UEFA Futsal Cup pen.

Size can be adapted to fit your pen. Please do not distort the logo.

Colour: one colour print (white on Pantone® Process blue c or yellow Pantone® 116c on blue background)



14.6.16. PARKING PASSES

Size of artwork provided: A5

- Layout may be modified to fit your requirements
- Text may be in your own language

Material recommendation: paper SK 3 (250gm2), coated, laminated

Colours: CMYK



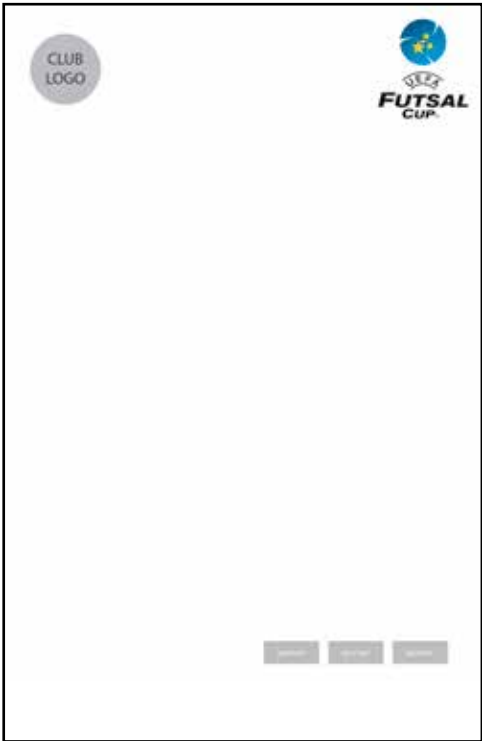
14.6.17. PRESS PAPER

Size of artwork provided: A4

- Layout may be modified to fit your requirements
- Club logo may be added
- If you have more sponsors, boxes can be added on the left in line with the other

Material recommendation: paper (80-100gm2), uncoated

Colours: CMYK

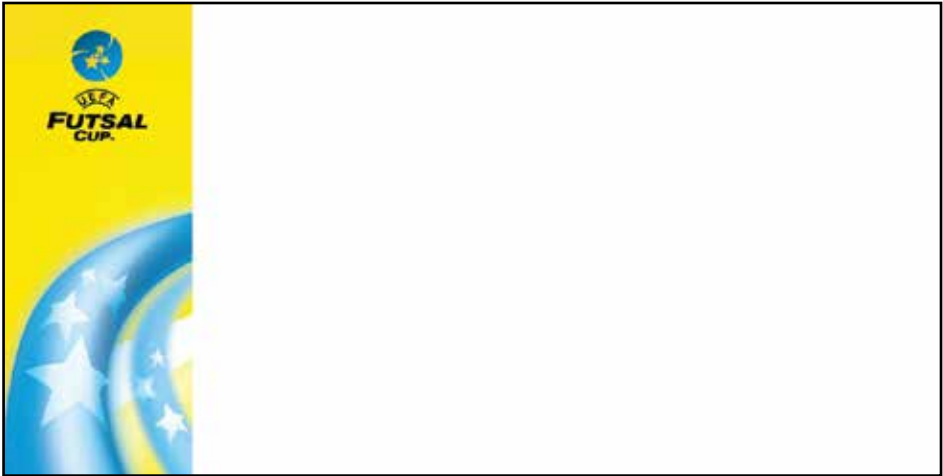


14.6.18. WELCOME ENVELOPES

Size of artwork provided: 244mm x 113mm

- Club logo and address may be added on the back

Colours: CMYK



14.6.19. PRESS KIT FOLDER

Size of artwork provided: 215mm x 305mm (folded)

- Layout may be modified to fit your requirements (e.g. different closing mechanism)
- Club logo and address may be added on the back

Material recommendation: gloss laminated (350gm2)

Colours: CMYK



14.6.20. GENERAL SIGNAGE

Size of artwork provided: 60cm x 90cm, 90cm x 60cm, 150cm x 120cm

- Layout may be modified to fit your requirements
- Text may be in your own language

Material recommendation: 4mm Correx, fixed with double-sided tape

Colours: CMYK



60cm x 90cm



60cm x 90cm



60cm x 90cm

14.6.21. CLIPBOARD

Size of artwork provided: landscape 23.5cm x 34cm

- Size may be adapted to fit your requirements

Colour: Pantone® Process Blue



14.6.22. FIFTH FOUL

Size of artwork: A4 portrait

- The card should be printed 3 times and then folded into a triangle and stuck



14.6.23. PRESS CONFERENCE BACKDROP

Size of artwork provided: 3m x 2.3m

- Layout may be modified to fit your requirements
- Club logo may be added
- Grey sponsor boxes are for positional use only and should be replaced with sponsor logos. The line of sponsors may be moved to ensure that it is behind the speakers during the press conference

Material recommendation: Correx (4mm or 6mm) or Foamex (5mm) with supporting structure

Colours: CMYK



14.6.24. PRESS CONFERENCE TABLE FRONT BANNER

Size of artwork provided: 300cm x 70cm and 400cm x 75cm

- Layout may be modified to fit your requirements

Material recommendation: Correx 4mm

Colour: CMYK



14.6.25. FLASH INTERVIEW BACKDROP

Size of artwork provided: 1.2m x 1.2m

- Grey sponsor panels are for positional use only and should be replaced with sponsor logo
- Sponsors can either be printed at the same time as the backdrop or colour stickers can be added after the backdrop is produced
- club logos can be inserted instead of the larger grey boxe

Material recommendation: Correx (4mm or 6mm) or Foamex (5mm) with supporting structure

Colour: CMYK





14.6.26. TELESCOPICS

Size of artwork provided: 0.9m x 2.3m

- Telescopes may be used with or without sponsors.
- Grey sponsor boxes are for positional use only and should be replaced with sponsor logos

Material recommendation: 4mm Correx or 3mm Foamex if attached to existing pop-up display or free-standing structure.

Colours: CMYK



14.6.27. WELCOME DESK

Size of artwork provided: 0.87m x 1m

Material recommendation: 4mm Correx or 3mm Foamex

Colours: CMYK



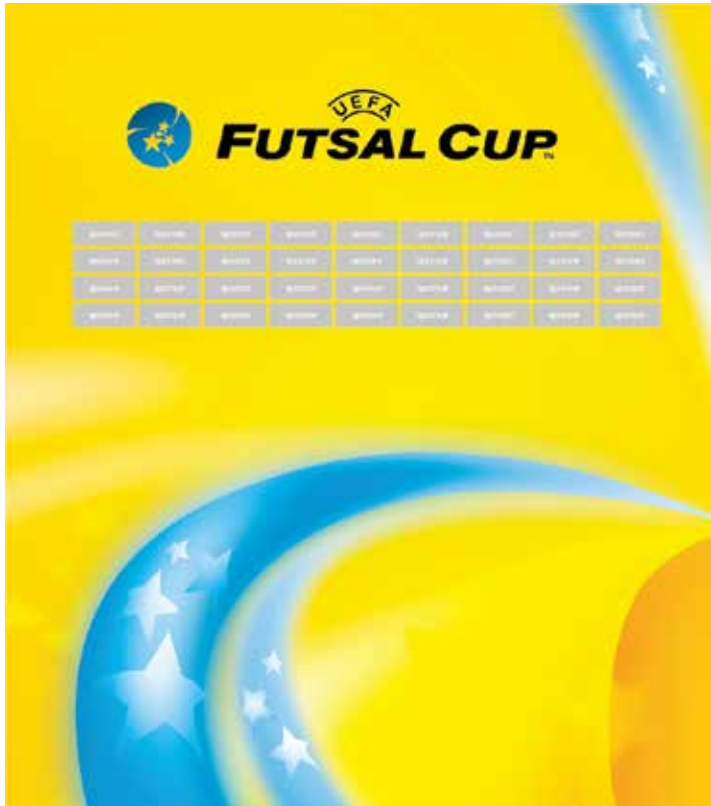
14.6.28. WELCOME BACKDROP

Size of artwork provided: 2m x 2.3m

- Layout may be modified to fit your requirements
- Club logos may be added
- Grey sponsor boxes are for positional use only and should be replaced with sponsor logos

Material recommendation: 4mm Correx or 3mm Foamex if attached to existing pop-up display or free-standing structure.

Colours: CMYK





## 15 BROADCAST

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- 15.1 INTRODUCTION
- 15.2 GENERAL PRINCIPLES

# 15.1 INTRODUCTION

The broadcast toolkit – a digital betacam or HD-format tape – can be provided upon request. Please contact:

**brand@uefa.ch**

# 15.2 GENERAL PRINCIPLES

The use or broadcast by the club and/or by any third party on its behalf of any elements of the broadcast toolkit must respect the following rules.

- The club may not use the UEFA Futsal Cup name, logo or any elements of the broadcast toolkit or exercise any other rights licensed hereunder in any way which expressly or by implication may create an association between any third party and the UEFA Futsal Cup or UEFA.
- No sponsor ident versions are provided by UEFA in the broadcast toolkit and the club is not allowed to develop such idents.
- All broadcast toolkit elements must be broadcast in their entirety.
- Broadcasters may not edit any elements of the broadcast toolkit.
- When UEFA provides the club with a range of edit times for the same element, UEFA recommends that the clubs use the longest.
- The 15-second hold added to the sequences is provided to give broadcasters greater flexibility.
- In most cases, edits are available in 4:3 and 16:9 format.
- For file names and a running order, please refer to the log sheet accompanying the tape.

## 15.2.1. OPENING SEQUENCES (WITH OR WITHOUT HOLD)

The opening sequence is provided in two durations: 20 seconds and 30 seconds. It should be broadcast immediately before the start of any UEFA Futsal Cup-related programme.

The 30-second version is the preferred option.



15.2.2. CLOSING SEQUENCES (WITH OR WITHOUT HOLD)

The closing sequence is provided in two durations: 10 seconds and 15 seconds. It should be broadcast immediately after any UEFA Futsal Cup-related programme.

The 15-second version is the preferred option.



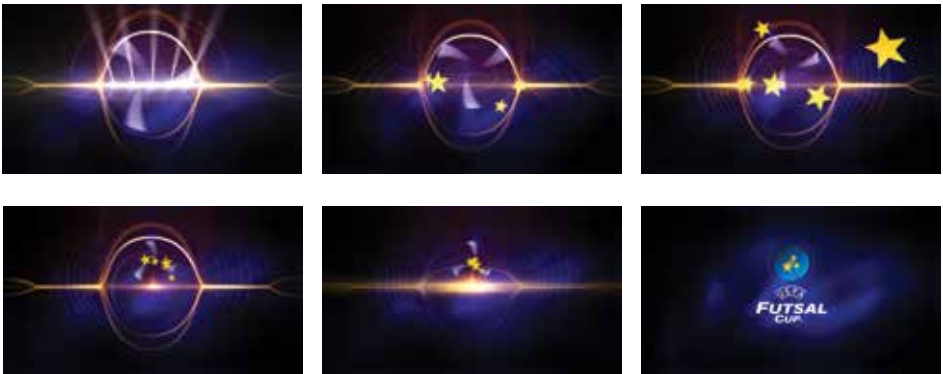
15.2.3. BREAK BUMPERS AND ANIMATED LOGOS (WITH OR WITHOUT HOLD)

The break bumpers are provided in three durations of three, five and ten seconds.

The broadcaster should use the break bumpers when entering and leaving commercial breaks in a UEFA Futsal Cup programme.

The animated logos are provided in three durations of three, five and ten seconds.

Animated logos can be used for any transition during a UEFA Futsal Cup programme.

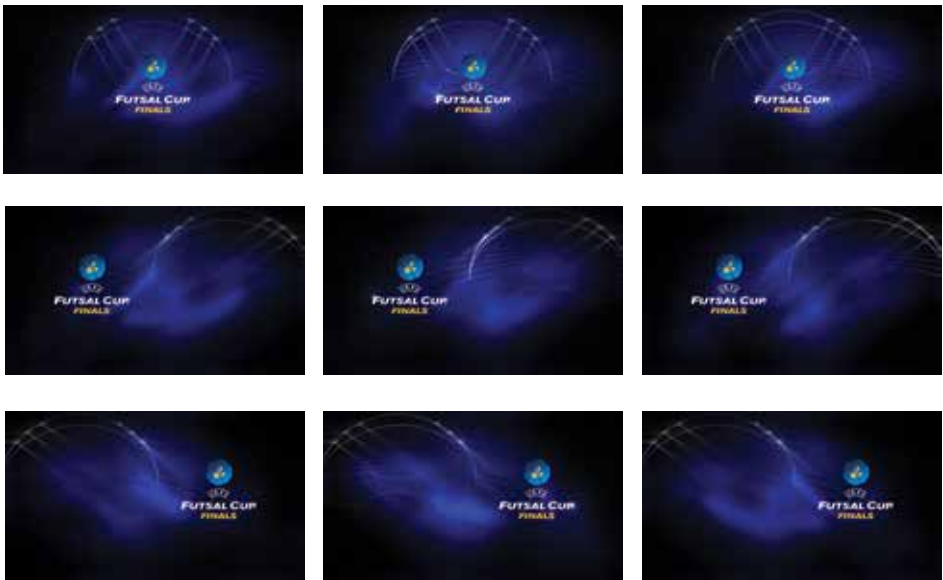




15.2.4. STUDIO LOOPS

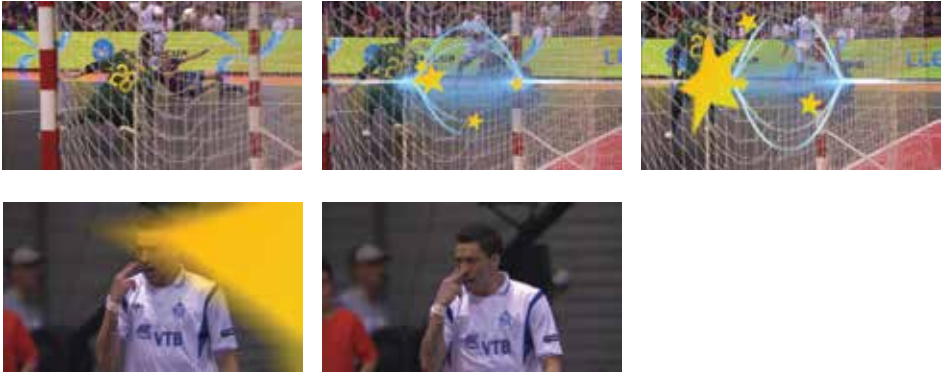
Three different versions of studio loop are provided: generic (logo in the centre), logo on the left, and logo on the right

Each are 20 seconds long and can be repeated as many times as necessary. Studio loops can be used behind presenters, during interviews with guests in the studio, or to decorate screens in the studio.



15.2.5. REPLAY WIPES

Broadcasters should only the replay wipe supplied.



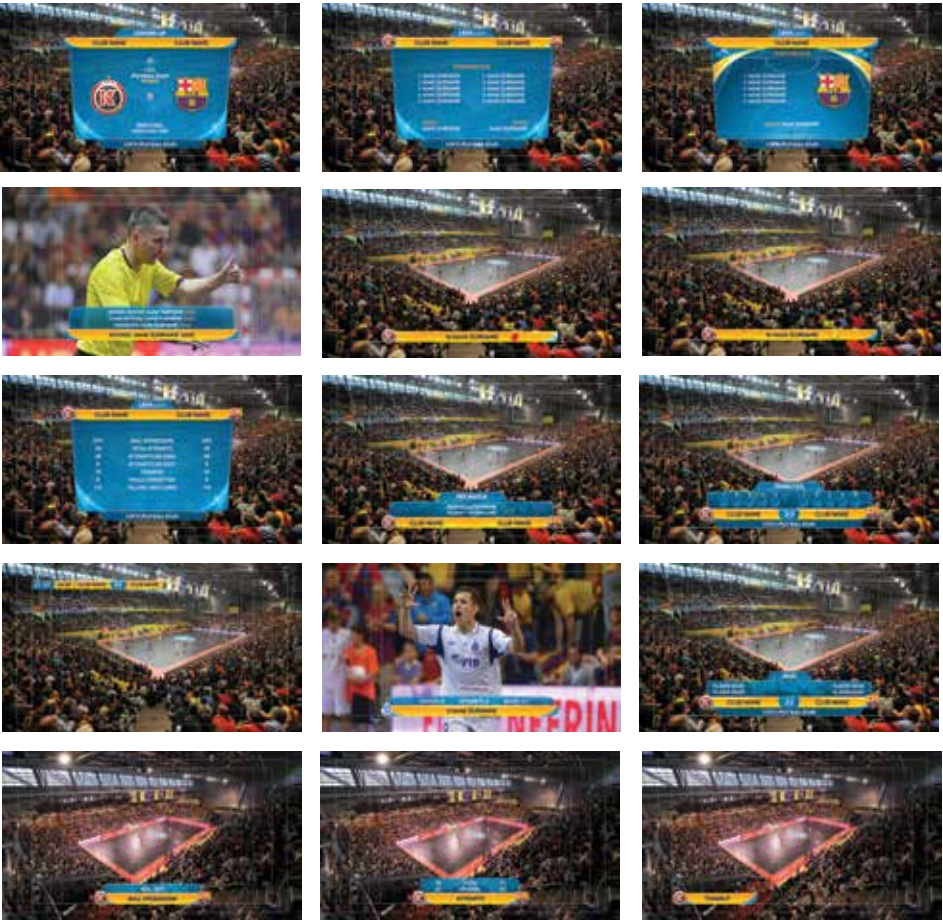
15.2.6. ON-SCREEN GRAPHICS

All graphics used in a UEFA Futsal Cup programme (including and without limitation the team lineups, results and clock and score captions) must be in the standard UEFA Futsal Cup graphic style. The club may authorise a third party to add its normal captions for the commentator and/or director, provided that these captions are also in the standard UEFA Futsal Cup graphic style.

Furthermore, a club may authorise a third party to add minor timing and/or score graphics as long as these are in the standard UEFA Futsal Cup graphic style.

The graphics are available to download from the following extranet address:

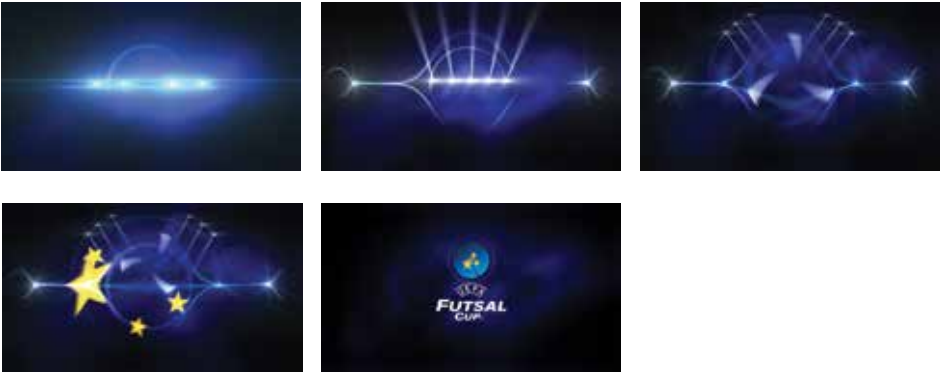
<http://uefafutsalcup.tv.deltatre.com/tvgraphics/index.html>



15.2.7. ADDITIONAL PROMOTIONAL KIT APPLICATIONS

The broadcasters or clubs may use the promotional kit to advertise coverage of the UEFA Futsal Cup.

Club footage from previous matches may be added by the broadcasters.





## 16 UEFA FUTSAL CUP LOGO

- 16.1 USE OF THE LOGO
- 16.2 CONDITIONS
- 16.3 LOGO VERSIONS
- 16.4 WHAT TO AVOID
- 16.5 MERCHANDISING
- 16.6 PROMOTIONAL ITEMS

## 16.1 USE OF THE LOGO

The UEFA Futsal Cup logo is protected by UEFA and all reproduction and any use of 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 or logos to identify the event.

The clubs may only use the UEFA Futsal Cup logo as provided in the predefined templates for the purpose of promoting their participation in the UEFA Futsal Cup, and 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:

- newspaper advertisements
- official posters, flyers and banners to promote UEFA Futsal Cup matches
- match and mini-tournament programmes
- match tickets and VIP passe
- press kit folder
- press paper
- accreditation passes
- parking passes
- car and bus signage
- media backdrops for press conferences and flash interviews
- welcome desk backdrops
- event souvenirs (e.g. pennants)
- on-screen graphics (TV broadcasts).

UEFA would be grateful to receive hard copies of any promotional materials produced (posters, programmes, etc) for its files. These should be addressed for the attention of the UEFA futsal competition manager.

## 16.2 CONDITIONS

1. No composite or combined logo may be created using the UEFA Futsal Cup logo and a logo or any other club logo or symbol.
2. The relevant copyright and trademark notice (TM or ®) must always be used on the logo.
3. All design elements 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. Clubs 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 a club in the manner approved by UEFA, the club will be notified accordingly and must immediately stop such usage.
7. Clubs may 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.

16.3 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

FULL COLOUR LANDSCAPE



One colour (Pantone® Process Blue)



One colour (Black)



White on Pantone® Process Blue)



One colour (Blue)



16.4 WHAT TO AVOID



Do not use the full colour logo over a blue background



Do not use non-approved colours



Avoid having patterned or complex backgrounds.



Do not distort the logo



Do not crop the logo



Do not separate the symbol from the word mark



Do not flip or rotate the symbol or any elements within the logo



Do not use the old logo



Do not use the logo without legal notice



Do not put the word mark over the symbol



Do not use the symbol as a repetitive graphic element or pattern device

16.5 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 the club shop, official club outlets or the official club mail order catalogue or website.

Such opportunity is subject to:

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

Should a club wish to use the logo of its opponent club, the two clubs should liaise directly with the relevant club.



16.6 PROMOTIONAL ITEMS

If a club wishes to use the UEFA Futsal Cup logo on promotional items bearing its own logo, it may do so subject to:

- the prior written permission of UEFA.
- no third party branding appearing on such items.
- such items only being offered as gifts and not being sold or used in any other commercial manner – including, but not limited to, promotions run by club sponsors.



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