



Regulations of the UEFA European Futsal Championship

2004/05

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I Representation – Entries – Duties and Obligations

Article 1

Representation

- 1.01 UEFA stages a European Futsal Championship (hereinafter the competition) every two years, provided that at least half of UEFA's member associations enter.
- 1.02 The competition is open to all UEFA member associations that stage an organised futsal competition, i.e. a domestic championship.

Entries

- 1.03 Only entries submitted to UEFA on the official entry form and within the set deadline will be accepted.
- 1.04 If these conditions are not observed, the UEFA Administration may declare the entry invalid, thereby precluding participation, or accept the entry. Such decisions are final.

Duties and obligations

- 1.05 UEFA will create the best possible conditions for the staging of the competition, covering, among other aspects, co-ordination and administration of the competition, the entry procedure and authorisation to take part, the match system, refereeing, control and disciplinary matters, and the exploitation of commercial rights, as well as the necessary conditions to ensure conformity with the *Futsal Laws of the Game*.
- 1.06 The national associations undertake to stage all matches in the competition in accordance with the present regulations, and to field their strongest teams. In their capacity as the host association, they shall make the appropriate arrangements for the staging of their matches, in conjunction with UEFA, and in accordance with the following stipulations.
- 1.07 The national associations also undertake to observe the principles of fair play (see Fair Play Definition in Annexe II).
- 1.08 Each of the associations shall grant UEFA the right to use and authorise others to use – free of charge, throughout the world, for the full duration of any rights – photographic, audio-visual and visual material of all players and officials of associations participating in this competition (including their names, relevant statistics, data and images), as well as the emblem and team shirt (including references to the kit manufacturers) for non-commercial promotional purposes as reasonably designated by UEFA. On request, the associations must supply UEFA – free of charge – with all appropriate material, fully cleared for use, as well as the necessary documentation required to allow UEFA to use and exploit such rights in accordance with this paragraph.

II Cup and Medals

Article 2

Cup

- 2.01 A challenge cup donated by UEFA is presented to the winning association for two years. The holders are responsible for the loss of or any damage to the cup, and must return it to the UEFA Administration in perfect condition two months before the next final phase. UEFA is responsible for engraving the cup with the name of the winning association. A scaled-down replica of the cup is awarded to the winners. The challenge cup becomes the permanent property of any association, which wins the trophy three consecutive times or five times in total.
- 2.02 If, for any reason, the competition cannot take place, the challenge cup must be returned to the UEFA Administration.
- 2.03 The cup-holders may have a copy of the trophy made, provided the copy is clearly marked as a replica and does not exceed four fifths of the size of the original.

Medals

- 2.04 Twenty-one gold medals are presented to the winning team, twenty-one silver medals to the runners-up and twenty-one bronze medals to the third-placed team. Additional medals may not be produced.

Commemorative plaque and diploma

- 2.05 Each association that takes part in the final tournament will receive a commemorative plaque. In addition, the semi-finalists will also be presented with a diploma.

III Organisation – Responsibilities

Article 3

Organisation

- 3.01 The UEFA Chief Executive (hereinafter CEO) is the highest operational management organ. He is responsible for all decisions concerning the present regulations, except for matters concerning control and discipline. The CEO delegates some of his duties to the UEFA Administration or relevant committees, in accordance with paragraph 3.02.
- 3.02 Committees deal with matters assigned to them as follows:
- a) The Futsal Committee (hereinafter the Committee) supports the CEO in an advisory capacity on all competition-related matters.
 - b) The Referees Committee deals with all refereeing-related matters (Article 17).

- c) The Medical Committee is responsible for all questions pertaining to medicine and dope testing (Article 23).
 - d) The Fair Play and Ethics Panel deals with all matters concerning fair play (Annexe II).
 - e) The UEFA Administration is vested with the running of the competition and deals with matters according to these regulations.
- 3.03 The disciplinary bodies deal with matters concerning control and discipline.

Responsibilities of the competing associations

- 3.04 The associations are responsible for the behaviour of their players, officials, members, supporters and any person carrying out a function at a match on their behalf.
- 3.05 If necessary, competing national associations must apply for entry visas from the diplomatic mission of the host country well in advance of a tournament.
- 3.06 Unless special permission is granted by UEFA, the teams and/or players participating in the final phase are not allowed to play any other matches in the host country until the end of the final phase. Similarly, players selected for the final phase are restricted from playing in any other match, in the host country or elsewhere, while their team is still involved in the final phase.

Responsibilities of the host association

- 3.07 The national association of the country where matches in the competition are being staged is considered the host association.
- 3.08 The host association is responsible for order and security before, during and after matches. The host association may be called to account for incidents of any kind, and may be disciplined in accordance with Article 6 of the *UEFA Disciplinary Regulations*.
- 3.09 The host association in all cases exempts UEFA from any claims for damages or liability resulting from the staging of the matches, regardless of whether the matches in question actually take place or not.
- 3.10 The contracts required for the organisation of matches are concluded by the host association in its own name and on its own account. The same provision applies to agreements reached with the government authorities.
- 3.11 The host association of the final phase undertakes to observe the present regulations, as well as the staging agreement signed with UEFA. The host association is responsible for all match related organisational tasks.
- 3.12 Unless special permission is granted by UEFA, the halls reserved for training and matches in the final phase may not be used for other matches or events during three days prior to the tournament, and during the event itself.

IV Insurance

Article 4

A. Qualifying phase

- 4.01 All persons involved are responsible for their own insurance coverage. The participating teams are responsible for the insurance coverage of their delegation, including players and officials, at their own expense. Claims for damages against UEFA are expressly excluded.
- 4.02 Associations hosting matches undertake to conclude all necessary insurance policies including but not limited to third-party liability coverage with reputable insurance companies. The third-party liability policy must include an appropriate guaranteed sum for injury and damage to persons, objects and property, and correspond to the specific circumstances of the associations concerned, fully covering all risks connected with the staging of the matches in question (including without limitation force majeure events).
- 4.03 If the relevant association is not the owner of the halls in which matches are played, it is also responsible for ensuring that a fully comprehensive insurance policy is concluded by the hall owners and/or tenants.
- 4.04 Consequently, UEFA is exempt from any claims for liability that may arise from or in relation to the staging of the matches in question.

B. Final phase

- 4.05 For the final phase, UEFA will conclude the necessary insurance coverage for itself and the host national association in accordance with the respective responsibilities of UEFA and the host association under Article 3.
- 4.06 The remaining risks of the host national association must be covered by the association itself, at its own expense, by means of additional insurance contracts. UEFA must be notified of such additional insurance coverage, and may request copies of the policies concerned.
- 4.07 If a hall is not the property of the host national association, the areas of responsibility must be clarified and defined with its owner(s). UEFA must be assured of exemption from liability for all relevant halls by hall owners. Confirmation in this respect must be presented at least two months before the final phase. If such an exemption from liability is not presented in due time, the host national association acknowledges that the necessary insurance coverage may be concluded by UEFA at the national association's expense.
- 4.08 The participating teams are responsible for the insurance coverage of their delegation, including players and officials, at their own expense for the whole duration of the final phase.

V Competition System

Article 5

Phases of the competition

5.01 The UEFA Administration decides on the competition system.

5.02 The competition consists of the following two phases:

a) Qualifying phase:

- preliminary round (if more than 28 associations enter the competition)
- qualifying round

b) Final phase (8-team tournament)

A. Qualifying phase

5.03 For the draw of the qualifying phase, the UEFA Administration is empowered to form groups, taking coefficients, geographical and economic criteria of the participating associations into consideration as far as possible.

5.04 Coefficients are drawn up based on sporting results of the European futsal national teams (see Annexe V).

5.05 All matches in the qualifying phase must be played in the form of mini-tournaments.

Preliminary round

5.06 If more than 28 teams enter the competition, a preliminary round will be organised (mini-tournaments). The winners of the mini-tournament(s) qualify for the qualifying round.

Qualifying round

5.07 There will be seven mini-tournaments with four teams in each group. The seven winners of the mini-tournaments will qualify for the final phase.

Mini-tournaments

5.08 Mini-tournaments will be played in one of the countries in the group. Each team will play each of the other teams in the group once, with three points awarded for a win, one for a draw and no points for a defeat.

5.09 The *Principles and Duties for the Organisation and Staging of Mini-Tournaments* (see Annexe I) must be respected.

Equality of points in mini-tournaments

5.10 If, on completion of a mini-tournament, two or more teams are equal on points, their position within the group will be established according to the following criteria:

- a) number of points obtained in the matches among the teams in question;
- b) goal difference resulting from the matches among the teams in question;

- c) number of goals scored in the matches among the teams in question;
 - d) if two teams still finish equal on points, with the same goal difference and having scored the same number of goals, the winner of the match between the two teams in question will be declared as the higher-ranked team. If this procedure does not lead to a decision, criteria e) to f) will apply;
 - e) results of all group matches:
 - 1. better goal difference;
 - 2. higher number of goals scored;
 - f) drawing of lots.
- 5.11 If the two teams which have the same number of points and the same number of goals scored and conceded play their last group match against each other and are still equal at the end of that said match, the ranking of the two teams in question will be determined by kicks from the penalty mark (Article 14) and not by the criteria listed under 5.10 a) to f), provided that the other teams:
- have fewer points, or
 - have the same number of points, but an inferior goal difference, or
 - have the same number of points, the same goal difference, but have scored fewer goals.

Drawing of lots

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

B. Final phase

- 5.13 As a general rule, the final phase is played as a tournament. Eight teams take part. Apart from the host association, who qualifies automatically, the seven other competing teams qualify from the qualifying round.
- 5.14 The Executive Committee entrusts a bidding Football Association with the organization and staging of the final phase.

Local Organising Committee

- 5.15 The host association will set up a Local Organising Committee (LOC), which will be responsible for the following:
- proposing match venues and halls to UEFA;
 - making all necessary arrangements for the staging of the matches in the final tournament;

- adhering to the financial guidelines as per Article 24 of these regulations.

Group formations

- 5.16 A draw will be conducted by the UEFA Administration in the country of the host association to allocate the eight teams involved in the final tournament into two groups of four.
- 5.17 The two groups will be formed as follows:
Group A: teams A1, A2, A3 and A4
Group B: teams B1, B2, B3 and B4

Match system

- 5.18 Each team plays each of the other teams in the same group using the league system (three points awarded for a win, one point for a draw, no points for a defeat). The group matches will be played according to the following schedule, the daily schedule with venues and kick-off times will be confirmed after consultation between UEFA and the host association. The last two matches in each group must kick-off at the same time:

Groups A and B

1 versus 2	1 versus 3	4 versus 1
3 versus 4	2 versus 4	2 versus 3

The first-named team will be considered as the home team.

Equality of points

- 5.19 If, on completion of the group matches, two or more teams are equal on points, their position within the group will be established according to the following criteria:
- a) number of points obtained in the matches among the teams in question;
 - b) goal difference resulting from the matches among the teams in question;
 - c) number of goals scored in the matches among the teams in question;
 - d) if two teams still finish equal on points, with the same goal difference and having scored the same number of goals, the winners of the match between the two teams in question will be declared as the higher-ranked team. If this procedure does not lead to a decision, criteria e) to g) will apply;
 - e) results of all group matches:
 - 1. better goal difference;
 - 2. higher number of goals scored;
 - f) fair Play ranking of the teams in question (final phase only) in the current competition;

g) drawing of lots.

- 5.20 If two teams which have the same number of points, the same goal difference and the same number of goals scored and conceded play their last group match against each other and if this match stands at a draw at the end of normal time, the ranking of the two teams in question will be determined by kicks from the penalty mark (Article 14), and not by the criteria listed under 5.19 a) to g), provided that the other teams:
- have more or fewer points, or
 - have the same number of points, but a superior or inferior goal difference, or
 - have the same number of points, the same goal difference, but have scored more or fewer goals.

Semi-finals

- 5.21 The teams finishing first and second in each group will play the semi-finals as follows:

Semi-final 1: Winner group A versus Runner-up group B

Semi-final 2: Winner group B versus Runner-up group A

Final and third-place match

- 5.22 The winners of the semi-finals will contest the final as follows:

Winners of Semi-final 1 versus Winners of Semi-final 2.

- 5.23 The defeated teams in the semi-finals will contest the third-place match as follows:

Defeated team in Semi-final 1 versus Defeated team in Semi-final 2.

Article 6

Same number of goals in a semi-final, the third place match or the final

- 6.01 If, a semi-final or the third-place match stands at a draw at the end of the normal playing time, no extra time is played. Kicks from the penalty mark (Article 15) determine the winning team.
- 6.02 If the final stands at a draw at the end of the normal playing time, extra time of a maximum of two periods of 5 minutes shall be played. If one of the teams scores more goals than the other during the first 5-minute period of extra time, that team shall be declared the winner. If the two teams are still equal after the first period of extra time, a second 5-minute period shall be played. If one of the teams scores more goals than the other during the second period of extra time, that team shall be declared the winners. If the two teams are still equal after the second period of extra time, the winners shall be determined by kicks from the penalty mark (Article 14).

VI Match Administration

Article 7

A. Qualifying Phase

Match dates

- 7.01 Unless all the teams in a group agree otherwise, matches in the qualifying phase will be played on the international match dates. The following dates are reserved for matches in the qualifying phase of the 2004/05 UEFA European Futsal Championship.

Preliminary Round

5 – 11 January 2004

Qualifying Round

26 January – 1 February 2004

- 7.02 If the national associations agree to stage matches on dates other than the reserved dates, the following conditions must be observed.
- Matches in the preliminary round must be played by 11 January 2004.
 - Matches in the qualifying round must be played by 15 February 2004.

Announcement of the host association

- 7.03 The national associations hosting the mini-tournaments must be confirmed and communicated to the visiting teams and the UEFA Administration in writing by the deadline set. In the event that no association can be found to host the mini-tournament, or if no agreement can be reached by the teams concerned by the set deadline, the UEFA Administration will decide.

Announcement of match dates

- 7.04 The host associations must inform the UEFA Administration of all match dates by 27 November 2003 for the qualifying round. Unless the teams concerned agree otherwise, all matches of a mini-tournament must be fixed on the reserved dates (7.02 above).

Match venues

- 7.05 The venues of the matches will be fixed by the host associations and announced to their opponents and the UEFA Administration by 27 November 2003 for the preliminary round and for the qualifying round.
- 7.06 The host association must ensure that the tournament headquarters are easily accessible and that the travelling conditions are favourable for the visiting teams. Unless the visiting delegations give their approval, no tournament headquarters may be situated more than a normal two-hour bus drive from the nearest international airport. Special approval by the UEFA Administration is required for tournament headquarters located on islands or in other places which have few international flights or which necessitate

internal flights. Unless the visiting teams agree otherwise, no match venue should be located more than a one-hour bus drive from the teams' accommodation.

Kick-off times

- 7.07 The kick-off times must be announced to the opponents and to the UEFA Administration by 15 December 2003 for the preliminary round and by 5 January 2004 for the qualifying round. For reasons of sporting fairness, the matches played on the last match day in mini-tournaments should kick off at the same time. For the final tournament, on the last group match day, it is compulsory to have simultaneous kick-off times.
- 7.08 Unless the UEFA Administration grants special approval, associations are not allowed to fix kick-off times before 11.00 hours or after 21.00 hours (local time).

Arrival of the teams

- 7.09 The teams must arrive at the tournament venue one day prior to the start of the mini-tournament.

B. Final phase

- 7.10 The final tournament will take place from 14 to 20 February 2005.
- 7.11 The UEFA Administration, in conjunction with the Local Organising Committee (LOC), whom it will consult in this regard, is responsible for drawing up the fixture list in the final tournament, as well as for establishing the venues and kick-off times of the matches.

VII Refusal to Play, matches abandoned or not played through the fault of an association

Article 8

- 8.01 A national association which has entered the competition undertakes to play all its matches.
- 8.02 Unless Article 31 is applicable in the case of an association's refusal to play, it is disqualified. Such an association, which refuses to play, also loses all rights to payments from UEFA. Moreover, the following fines are imposed.
- Refusal prior to
- | | | |
|---|-----|---------|
| a) preliminary round and qualifying round | CHF | 10,000 |
| b) final phase | CHF | 100,000 |
- 8.03 If the circumstances of the refusal so justify, the Control and Disciplinary Body is empowered to take such additional action as is appropriate, including the suspension of the association concerned.

- 8.04 If an association refuses to play before the final phase itself, the UEFA Administration is empowered to decide on a possible replacement. In selecting a replacement association, the UEFA Administration will consider the results achieved by the associations eliminated previously.
- 8.05 If a team that qualifies for the final phase is unable to compete for reasons of force majeure, the UEFA Administration will decide whether another team may qualify in its place.
- 8.06 If a team is disqualified during the competition, the results of all its matches will be declared null and void, and the points awarded forfeited.
- 8.07 If, through the fault of an association, a match cannot take place or cannot be played in full, the Control and Disciplinary Body shall declare the match forfeited and/or disqualify the association concerned from the competition.
- 8.08 Exceptionally, the Control and Disciplinary Body can validate the result as it stood at the moment when the match was abandoned if the match result was to the detriment of the team of the association responsible, in accordance with paragraph 3.04 of the present regulations.
- 8.09 The Control and Disciplinary Body can impose other disciplinary measures.
- 8.10 Upon receipt of a justified and well-documented claim from the association concerned, the UEFA Administration may set an amount of compensation due for financial loss.

VIII Halls, Match Balls and Unfit Pitches – Principles of Protocol and Organisation

Article 9

Hall conditions

- 9.01 The UEFA Administration may refuse to permit matches to be played in halls which do not measure up to international standards. Halls must be in good condition in terms of both their playing surface and facilities. They must conform to the security prescriptions of the competent civil authorities (see Annexe III: Safety and Security).
- 9.02 The associations taking part in the competition must ensure that the halls they use undergo a periodic safety check, including a determination of the maximum seating and standing capacities, by the competent authorities, or by a body recognised by the latter.
- 9.03 In order to guarantee the safety of the players and match officials, participating associations must provide access to pitch that guarantees the safe entry and exit of these persons.
- 9.04 Temporary stands may not be used for the matches of this competition.

- 9.05 The pitches must meet the international standards (*Futsal Laws of the Game*, Law 1).

Alternative halls

- 9.06 If, at any time during the season, the UEFA Administration deems that, for whatever reason, some halls may not be fit for staging a match, UEFA may consult with the associations concerned and ask them to propose an alternative hall, in accordance with the standards required by UEFA. Should such an association not be able to propose an acceptable alternative hall within the deadline set by the UEFA Administration, UEFA will select an alternative neutral venue and make all the necessary arrangements for the staging of the match with the relevant association and local authorities. In both cases, the costs of staging the match shall be borne by the host association. The UEFA Administration takes a final decision on the match venue in due time.

Giant screens

- 9.07 Simultaneous transmissions on giant viewing screens inside and outside the hall are not allowed. Simultaneous transmissions and replays are authorised for press monitors and closed-circuit channels. In principle, replays on giant viewing screens inside the hall may be authorised subject to a licence being granted by UEFA. On receipt of a justified request to this effect before the start of the competition, the UEFA Administration may grant a participating association such a licence which may, however, be withdrawn at any time during the season for improper use. The results of other matches can be shown on the scoreboard and/or the giant screen during the match.

Balls

- 9.08 Balls used must conform to the requirements laid down in the *Futsal Laws of the Game*.
- 9.09 For matches and training sessions in the qualifying phase, the balls must be provided by the host association.
- 9.10 The balls used for matches and training sessions in the final phase will be supplied by UEFA.

Article 10

Unfit pitches

- 10.01 If the host association, for reasons of force majeure, must cancel a mini-tournament, it must notify the visiting teams, the referees and the official delegates prior to their departure. Otherwise, the host association is responsible for their travel, board and lodging expenses. The UEFA Administration must be notified at the same time. With regard to the restaging of the mini-tournament, the UEFA Administration is entitled to take the necessary decision.

- 10.02 If any doubt arises as to the condition of the pitch after the departure of the visiting teams from home, the referee will decide on the pitch itself whether or not it is fit for play.
- 10.03 If a referee declares that the pitch is not fit for play, the match must be played the following day. Such re-arranged fixtures are subject to the approval of the UEFA Administration, whose decision is final. In cases of controversy, UEFA shall fix the dates of the relevant match or mini-tournament. If the match or an entire mini-tournament cannot take place at all, the travel, board and lodging expenses of the visiting team(s), as well as the organisational costs, are borne by the associations concerned in equal parts.

Reasons beyond control, match abandoned

- 10.04 If a match is abandoned before the end of normal time or during any extra time, because of reasons beyond control, the match must in principle be played the following day. In consultation with the respective associations concerned, the match may, however, be played on an alternative date set by the UEFA Administration within two hours of the referee's decision to postpone the match. In case of dispute, the UEFA Administration shall fix the date and the kick-off time of the match. This decision shall be final. If the match or an entire mini-tournament cannot take place at all, the travel, board and lodging expenses of the visiting teams, as well as the organisational costs, are borne by the associations concerned in equal parts.

Article 11

Principles of protocol and organisation

Match arrangements

- 11.01 The following provisions must be observed.
- a) The UEFA, FIFA and UEFA Fair Play flags, as well as the flags of the teams taking part in the match, must be flown in the hall at all matches in this competition. The national anthems of both teams involved must be played.
 - b) At all matches in this competition, the players must shake hands with their opponents and the referees after the line-up procedure as well as after the final whistle, as a gesture of fair play.
 - c) Only six team officials and seven substitute players are allowed to sit on the substitutes' bench, i.e. a total of 13 persons. The names of all these persons and their functions must be listed on the match sheet.
 - d) An adequate number of ground staff and police must be present, to guarantee safety and security in the hall (see Annexe III: Safety and Security).
 - e) The host association must ensure an appropriate medical service.

- f) No spectators are allowed in the area between the stands and the touch-line or goal-line.
- g) An appropriate number of complimentary tickets and purchase tickets must be reserved for the visiting associations.
- h) The official UEFA representatives and at least five representatives of the visiting association must be provided with top-category seats in the VIP sector.
- i) The visiting association will be allowed to train in the hall where the match is to take place the day before the match. The visiting association will agree with the host association on the length of the training session, which must not exceed one hour.

Media arrangements

11.02 The following provisions must also be observed.

- a) If associations hold a pre-match press conference the day before the match, the two media conferences must be arranged so that a media reporter can attend both and so that media deadlines in the countries concerned can also be respected. Each media conference should be attended by at least the coach of the team plus one or, preferably, two players. Unless a prior arrangement has been made with the visiting association, the host association is responsible for providing a qualified interpreter (See *UEFA Guidelines for Media Facilities in New Stadiums*, latest edition).
- b) If the teams arrange to hold official training sessions in the hall, they should, in principle, be open to the media. If the coach requires a degree of privacy, he may arrange for part of the training session to be closed to the media but must allow TV cameramen and photographers access for at least 10 minutes.
- c) Interviews are not permitted before, during or after the match on the pitch itself or in its immediate vicinity. However, the host association should designate an area between the substitutes' benches and dressing-rooms in which "flash" interviews can take place at half-time and at the end of the match. A "flash" interview during the half-time interval may only be conducted in the designated area with the coaches of the two teams involved in the match, subject to their prior consent. Players, including those on the substitutes' bench, shall not be interviewed during the half-time interval. Interviews are also allowed with coaches and players upon their arrival at the hall, on their way from the team bus to the dressing-room area.
- d) The post-match press conference at the venue must start no later than 15 minutes after the final whistle. The host association is responsible for providing the necessary infrastructure (interpreting and technical

equipment). Both associations are obliged to make their team official/coach, as well as one or two players if possible, available for this media conference.

- e) After the match, a "mixed zone" may be set up for the media on the way from the dressing rooms to the team transport area. This area – accessible only to coaches, players and representatives of the media, to offer reporters additional opportunities to conduct interviews – should be divided into three areas: one for ENG crews, one for radio reporters and one for journalists from the written press.
- f) The team dressing rooms are off limits to representatives of the media before, during and after the match.
- g) An adequate number of seats, and in principle at least half of them equipped with telephone points and modem plugs – must be put at the disposal of local and foreign media representatives (see *UEFA Guidelines for Media Facilities in New Stadiums*, latest edition).
- h) No representatives of the written press or radio journalists are allowed in the playing area or the area between the boundaries of the pitch and the spectators.
- i) In terms of the mass media, only a limited number of photographers, TV cameramen and the personnel required for the television production of the rights holding broadcasters – 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.
- j) In principle, the Internet has to be considered as a technological communication tool and, consequently, treated in the same way as TV and radio. The host associations should therefore accept accreditation applications from websites, on condition that they do not cover the game (for the sake of clarity, this includes press conferences and the mixed zone) live in sound and/or pictures. They may cover the game in text only. Therefore, subject to places being available in the press box, they should be accredited as written press, with access to the post-match media conference and to the mixed zone. Photographs taken by officially accredited photographers may be published on websites as long as they appear as stills and not as moving pictures or quasi-video streaming. Should such photographs be published on the unrestricted public Internet, they are to be limited to no more than ten photographs per half of normal playing time, and five per half of extra time, if applicable. There must be an interval of at least one minute between the posting of each photograph on the website.

IX Futsal Laws of the Game

Article 12

12.01 Matches are played in conformity with the *Futsal Laws of the Game* promulgated by IFAB.

Substitution of players

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

Match sheet

12.03 Before the match, each team will receive a match sheet on which the numbers, full names, dates of birth and, if applicable, the nicknames of the 12 players in the squad must be entered, together with the full names of the officials seated on the substitutes' bench. The match sheet must be properly completed in block capitals, and signed by the captain and competent team official. The numbers on the players' shirts must correspond with the numbers indicated on the match sheet. The goalkeepers and team captain must be identified.

12.04 Both teams must hand their match sheets to the referee at least 60 minutes before kick-off.

12.05 If the match sheet is not completed and returned in time, the matter will be submitted to the Control and Disciplinary Body.

12.06 All seven substitutes listed on the match sheet may take part in the match.

12.07 If there are fewer than three players on either of the teams, the match will be abandoned. In this case, the Control and Disciplinary Body decides on the consequences.

Replacement of players on the match sheet

12.08 After the match sheets have been completed and signed by both teams and returned to the referee, and if the match has not yet kicked off, the following instructions apply.

- a) If any of the first five players listed on the match sheet are not able to start the match for any reason, they may be replaced by any of the seven substitutes. Such replacements will reduce the quota of substitute players accordingly.
- b) If any of the seven substitutes listed on the match sheet are not able to be fielded for any reason, they may not be replaced, which means that the quota of substitute players will be reduced accordingly.
- c) If a goalkeeper listed on the match sheet is not able to be fielded for any reason, he may be replaced by another goalkeeper not previously listed on the match sheet.

Article 13

Half-time interval, break before extra time

- 13.01 The half-time interval lasts 15 minutes. If extra time is required, there will be a five-minute break between the end of normal time and the start of extra time. As a rule, the players remain on the pitch during this five-minute break, at the discretion of the referee.

Article 14

Kicks from the penalty mark

- 14.01 For matches where the winners need to be decided by kicks from the penalty mark, the procedure laid down in the *Futsal Laws of the Game* promulgated by the IFAB applies.
- 14.02 If the taking of kicks from the penalty mark cannot be completed because of reasons beyond control, the results will be decided by drawing of lots by the referee in the presence of the UEFA delegate and the two team captains.
- 14.03 If through the fault of a team, the taking of kicks from the penalty mark cannot be completed, paragraphs 8.07 to 8.09 of the present regulations shall apply.

X Player Eligibility

Article 15

- 15.01 Each national association must select its national representative team from players who are citizens of its country and who comply with the provisions of Article 18 of the *Regulations governing the Application of the FIFA Statutes*.

Identification

- 15.02 Each player taking part in the competition must be in possession of a valid identity card/passport, containing a photograph and giving full particulars of his date of birth (day, month, year). If a player is not in possession of a valid identity card/passport, he will not be allowed to take part in the competition.

Provisional list of 20 players for the qualifying phase

- 15.03 For the purpose of pre-registration, each competing national association must provide the UEFA Administration, by means of the official form with a provisional list of 20 players indicating the surname, first name, the name on the shirt (if applicable), club and date of birth of each player. The name of the coach must also be indicated on the list. This list must be submitted to the UEFA Administration by 5 December 2003 12:00 hours CET for the preliminary round and 19 December 2003 12:00 hours CET for the qualifying round.
- 15.04 Amendments to the provisional list of players are allowed until the final list of 14 players has been submitted to the UEFA delegate (see 15.05 below).

Final list of 14 players for the qualifying phase

- 15.05 The UEFA Administration will provide all participating teams with an official form for 14 players before the start of the mini-tournament, which must be completed with the surname, first name, the name on the shirt (if applicable), club, date of birth and shirt number of the 14 players selected for the mini-tournament.
- 15.06 Only the 14 players listed in the official list of 14 players are entitled to participate in the mini-tournament. No player can be replaced during the mini-tournament, with the exception of goalkeepers upon submission of medical evidence.
- 15.07 This official list must be submitted with each player's identity card/passport to the UEFA representatives, for age and identity verification, one day prior to the start of the mini-tournament. A meeting with the UEFA representatives and the heads of delegation of the participating teams will be held for this purpose.
- 15.08 The fourteen players must wear set numbers between 1 and 15. No number may be used by more than one player in the course of a mini-tournament.
- 15.09 Only twelve of the fourteen players may be selected for each match.

List of 20 players for the final phase

- 15.10 Each competing national association must provide the UEFA Administration, by means of the official form, with a list of no more than 20 players indicating the surname, first name, the name on the shirt, club and date of birth of each player. This list must be submitted to UEFA Administration at least twenty full days before the first match in the final phase. After this deadline, no changes to the list will be accepted. Upon receipt of the list, the UEFA Administration will immediately forward one copy to each of the participating associations.

Protests against the eligibility of players

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

List of 14 players for the final phase

- 15.12 Only 14 of the players listed on the official list of 20 players are allowed to take part in the final phase.
- 15.13 The UEFA Administration will provide all participating teams with an official form for 14 players before the start of the final phase, which must be completed with the surname, first name, the name on the shirt, club, date of birth and shirt number of the 14 players selected for the final phase, the surname and first name of the head coach and the names and functions of the officials seated on the substitutes' bench.

- 15.14 This official list must be submitted with each player's identity card/passport to the UEFA representative, for identity verification one day prior to the team's first match. A meeting with the UEFA representatives and the heads of delegation of the participating teams will be held for this purpose.
- 15.15 If one of the 14 players on the list is seriously injured before the team's first match in the final phase, or in the case of force majeure, the UEFA Administration may allow him to be replaced.
- 15.16 Upon receipt of the list, the UEFA Administration will immediately forward one copy to each of the participating associations.

Responsibility

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

XI Kit

Article 16

UEFA Kit Regulations

- 16.01 The players' kit, team colours, sponsor advertising and manufacturer identification, etc. must comply with the provisions of the UEFA Kit Regulations.

Manufacturer definition

- 16.02 A manufacturer is a company that designs, produces (directly or through a non-branded licensee) and sells products bearing its own registered trademarks for use in the sports market. Distributors of such products are not considered as manufacturers.

Colours

- 16.03 The team considered as home team should always wear the official home colours announced to the UEFA Administration on the entry form, unless the teams concerned agree otherwise in due time, in which case the details have to be submitted to the UEFA Administration in writing. If the referee decides on the spot that the colours of the two teams could lead to confusion, the home team must wear other colours for practical reasons. If the delegates of the associations are unable to agree on the colours to be worn by their teams, the UEFA Administration will decide, in consultation with the referee.

Player names

- 16.04 Except for the final tournament, it is not compulsory to put the names of the players on the back of their shirts (see Article 7 of the *UEFA Kit Regulations*).

Kit approval procedure

- 16.05 Each association taking part in the qualifying phase must submit a complete set of its first-choice and second-choice kit (shirt, shorts and socks) with the official kit application form to the UEFA Administration for approval by 15 December 2003 for the preliminary round and 5 January 2004 for the qualifying round at the latest. If the participating teams are playing in kits identical to those already approved for another UEFA competition, only the official kit application form with a request to use the same kit for this competition needs to be submitted.

Sanctions

- 16.06 Any breach of the aforementioned provisions or of the *UEFA Kit Regulations* will be punished by the UEFA Control and Disciplinary Body. UEFA reserves its right to claim damages in this respect.

Responsibility

- 16.07 The UEFA Administration takes final decisions regarding the approval of kits and other items mentioned in the *UEFA Kit Regulations*. UEFA declines all responsibility and authority in the event of conflicts arising from contracts between an association and its sponsor on account of the advertising provisions of the *UEFA Kit Regulations*.
- 16.08 The delegate has the right and duty to check kit items at the match venue. He is also entitled to send such items to the UEFA Administration for further control after the match.

XII Referees

Article 17

Appointment

- 17.01 The *General Terms and Conditions for Referees* apply to match officials appointed for this competition.
- 17.02 The Referees Committee, in cooperation with the UEFA Administration, designates referees for each match. Only referees whose names appear on the official FIFA list of futsal referees are appointed. For each match, the Referees Committee will appoint three referees (Nos. 1, 2 and 3). The host association will appoint a timekeeper and will cover all the costs related to the timekeeper (e.g. daily allowances, travel costs, board and lodging).

Arrival

- 17.03 The referees and timekeeper must arrange to arrive at the venue the day before the first match of a mini-tournament or two days before the first match in the final phase.

Late arrival of referees

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

Unfit referee

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

Referee's report

- 17.06 After the match, the referee completes an official report form, signs it and faxes it to the UEFA Administration (+41 22 994 37 27) directly after the match, together with both match sheets. In addition, the originals must be sent by post within 24 hours of the end of the match. The referee must always keep a copy of his report form and both match sheets.
- 17.07 On his report, the referee reports in as much detail as possible on any incidents before, during, or after the match, such as:
- a) misconduct of players, leading to caution or expulsion;
 - b) unsporting behaviour by officials, members, supporters, or anyone carrying out a function at a match on behalf of an association;
 - c) any other incidents.
- 17.08 During the final phase, the referee must hand his report and both match sheets to the official UEFA delegate immediately after the match.

Referee liaison officer

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

XIII Disciplinary Law and Procedures – Doping

Article 18

UEFA Disciplinary Regulations

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

- 18.02 The participating player agrees to comply with the *Futsal Laws of the Game*, *UEFA Statutes*, competition regulations, *UEFA Disciplinary Regulations*, *Regulations governing doping controls at UEFA competition matches and list of banned substances and methods* (UEFA doping regulations) as well as the *UEFA Kit Regulations*. He must notably:
- a) respect the spirit of fair-play and non-violence, and behave accordingly;
 - b) refrain from using substances and procedures prohibited by the UEFA doping regulations.

Article 19

Yellow and red cards

- 19.01 As a rule, a player who is sent off the pitch is suspended for the next match in a UEFA national-team competition. The Control and Disciplinary Body is entitled to augment this punishment. For serious offences the punishment can be extended to all UEFA competition categories.
- 19.02 In the case of repeated cautions in different matches, the offending player is suspended for one match in the same competition as from the second and fourth caution, as well as following any subsequent caution.
- 19.03 As a rule, single yellow cards and pending suspensions are carried forward to the next stage of the qualifying phase.
- 19.04 Single yellow cards and pending yellow-card suspensions expire on completion of the qualifying phase. They are not carried forward to the final phase of the competition. Red-card suspensions are always carried forward to the next match or to the next UEFA or FIFA futsal national-team competition.

Article 20

Declaration of protests

- 20.01 Member associations are entitled to protest. The party protested against and the disciplinary inspector have party status.
- 20.02 Protests must reach the Control and Disciplinary Body in writing, stating the reasons within 12 hours of a match.
- 20.03 This 12-hour time limit cannot be extended.
- 20.04 The protest fee is CHF 1,000. It must be paid at the same time as the protest is filed.

Article 21

Reasons for protest

- 21.01 A protest is directed against the validity of a match result. It is based on a player's eligibility to play, a decisive breach of the regulations by the referee, or other incidents influencing the match.

- 21.02 Protests concerning the state of the pitch must be submitted to the referee in writing by the relevant officials before the match. If the state of the pitch becomes questionable in the course of the match, the team captain must inform the referee, as well as the captain of the opposing team, orally without delay.
- 21.03 Protests cannot be lodged against factual decisions taken by the referee.
- 21.04 A protest against a caution or expulsion from the pitch after two cautions is admissible only if the referee's error was to mistake the identity of the player.

Article 22

Appeals

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

Article 23

Doping

- 23.01 Doping is the use of prohibited substances and/or methods which are listed in the *Regulations governing doping controls at UEFA competition matches and list of banned substances and methods* (UEFA doping regulations).
- 23.02 Doping is forbidden. Any individual who administers illegal drugs or who encourages doping in any way will be referred to the Control and Disciplinary Body. The *UEFA Disciplinary Regulations* apply.
- 23.03 Any case of doping automatically leads to the disqualification of the player concerned from any UEFA competition, irrespective of any disciplinary sanction that might be applied.
- 23.04 The CEO may order dope tests to be carried out at any time.
- 23.05 Dope tests are carried out according to the procedure laid down in the UEFA doping regulations.

XIV Financial Provisions

Article 24

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

UEFA representatives' costs

- 24.03 For all matches in this competition, the host association, on behalf of UEFA, assumes the cost of the board and lodging of the official UEFA representatives (referees, delegate, tournament administrator, etc.), as well

as their transport costs within the territory of the association concerned. The international travel expenses and daily allowances of these officials are borne by UEFA. The host association will appoint a timekeeper and is responsible for any travel expenses and daily allowances in this respect.

24.04 UEFA will credit to the associations in question the following amounts to cover the costs of board and lodging of the above-mentioned official UEFA representatives:

- CHF 10,000 for mini-tournaments.

A. Qualifying phase

24.05 In principle, the host association retains its revenue and bears all organisational costs.

24.06 The host association bears the following costs for the visiting teams:

- a) The board and lodging in a hotel of at least medium standard for a maximum of 21 persons per delegation.
- b) Local transport.
- c) Laundry service for the match kit of the competing teams and referees.

24.07 The UEFA Administration will charge each travelling association a flat amount of CHF 10,000. An equivalent amount will be credited to the organisers, to cover all financial demands connected with the staging of the mini-tournament, in accordance with the present regulations.

24.08 The visiting associations assume their international travel expenses to and from the mini-tournament venue.

24.09 Where applicable, the provisions of Annexe I (Mini-tournaments) apply.

B. Final phase

24.10 As a general rule, the host association of the final phase is entitled to keep the revenue from the sale of tickets and concessions (official programme, posters and catering) and bears the following expenses:

- a) Local transport (including collection and welcome service).
- b) Banquets and other official events and excursions.
- c) Board and lodging for the local organisers.
- d) Transport costs and daily allowances of the local referees and assistant referees.
- e) Laundry service for the playing strips of the participating teams and match officials (kit which has been worn at matches, i.e. shirts, shorts and socks, but not tracksuits).
- f) Governmental, regional and municipal taxes.

- g) Insurance of risks not covered by UEFA (see Article 4).
 - h) Organisational expenses (including costs for tickets, hall, security/safety, ground staff, music, presence of medical services, communication links and office equipment, etc.).
- 24.11 The host association must submit a detailed budget of all anticipated income and expenditure to the UEFA Administration at least twelve months before the final tournament.
- 24.12 The host association must submit all financial claims to the UEFA Administration at least one month after the last match in the final tournament.
- 24.13 The host association must submit detailed accounts for the entire final tournament to the UEFA Administration at least 10 weeks after the last match in the final tournament.
- 24.14 Each association taking part in the tournament assumes:
- a) The travel expenses of its delegation to and from the tournament venue or city.
 - b) Any costs arising for additional members of the delegation.
 - c) Any costs for extending the duration of the stay.
 - d) Expenses arising from the compulsory accident and travel insurance taken out for players and officials taking part in the final phase.
- 24.15 UEFA is responsible for the marketing of the commercial rights (as defined in Annexe VI).
- 24.16 UEFA bears the costs for the board and lodging of the teams and officials of the participating associations (21 persons per delegation), the referees and the UEFA representatives, up to a total amount per person per night, fixed with the organisers before the start of the tournament. These obligations begin two days before the start of the tournament, and end one day after a team has been eliminated, or one day after the end of the tournament for the other teams. Exceptions to this are any unforeseen circumstances which arise as a result of transport difficulties and which are acknowledged by UEFA.
- 24.17 In addition to the financial arrangements stipulated in 24.17 above, UEFA will provide a further financial contribution to the tournament costs. This amount will be fixed with the organiser at least six months before the start of the tournament.
- 24.18 The number of complimentary tickets to be allocated for each match will be fixed in agreement with the LOC and the UEFA Administration.

XV Exploitation of the Commercial Rights

Article 25

A. Qualifying phase

- 25.01 Member associations are authorised to exploit the commercial rights to the matches that take place under their respective auspices. The host associations of the mini-tournaments hold the commercial rights, including television rights, of all matches played in the respective mini-tournament. In doing so, they must observe the stipulations of Article 48 of the *UEFA Statutes* (see Annexe IV), as well as the regulations governing the implementation of the said article.
- 25.02 The commercial rights of matches may not be sold unless an appropriate fee is paid.
- 25.03 Contracts concluded for matches in this competition, or which include such matches, must be presented to UEFA on request. The withholding of such documents and/or the avoidance of the payment of levies as laid down in the regulations – if such levies are provided for – will be referred to the Control and Disciplinary Body and may entail measures which could ultimately lead to disqualification from the competition and/or the non-payment by UEFA of any bonuses which may otherwise be due.
- 25.04 All contracts regarding commercial rights must include Article 48 of the *UEFA Statutes* and the regulations governing its implementation as an integral part thereof. Furthermore, such contracts must contain a stipulation guaranteeing that if any amendments are made to the regulations, the said contracts can be adapted to the amended regulations within 30 days of their coming into force.
- 25.05 Member associations undertake to provide UEFA – free of charge and at least 60 minutes prior to the kick-off of the match – with access to television frequency information for receiving the broadcast signal at a location of UEFA's choice. These broadcasts can be recorded by UEFA for editorial purposes, while a copy of the recording will be available for the respective home team upon request. If this information is unavailable, member associations undertake to provide UEFA with a recording of the entire match – free of charge, in Digibeta (or if not available, in Betacam) format – to be sent to the destination of UEFA's choice within seven days of the match. For the purpose of promoting futsal in any form of media, UEFA is entitled to use up to 15 minutes of this material free of charge and without requiring any clearance.

Article 26

B. Final phase

- 26.01 UEFA is solely responsible for negotiating and concluding contracts pertaining to the commercial exploitation of the final phase. For the definition of “Commercial Rights”, refer to Annexe VI.
- 26.02 No existing contracts of any kind, including for the exploitation of audio-visual, sound-broadcasting, interactive and electronic media rights, advertising in the hall, merchandising and licensing, reserved seats and others, will be recognised for the final phase.

XVI Intellectual Property Rights

Article 27

- 27.01 UEFA is the exclusive owner of all intellectual property rights of the competition, including any current or future rights of UEFA’s names, logos, brands, medals and trophies. Any use of the aforementioned rights requires the prior written consent of UEFA, and must always conform to UEFA’s instructions and guidelines on correct usage.
- 27.02 All rights to the fixture list, as well as any data and statistics in relation to the matches in the competition, are the sole and exclusive property of UEFA.

XVII Court of Arbitration for Sport (CAS)

Article 28

Ordinary Court of Arbitration

- 28.01 CAS shall have exclusive jurisdiction to deal with all civil law disputes (of a pecuniary nature) relating to UEFA matters which arise between UEFA and Member Associations, clubs, players or officials, and between themselves.
- 28.02 There shall be no recourse to legal action in the ordinary courts of law in relation to such disputes
- 28.03 Proceedings before CAS shall take place in accordance with the *Code of Sports-related Arbitration* of CAS.

Article 29

Legal Challenge to Decisions of the Organs for the Administration of Justice

- 29.01 CAS shall have exclusive jurisdiction to deal with any challenge against a decision under civil law (of a pecuniary nature) of the Organs for the Administration of Justice. Any such challenge must be made at CAS within 10 days of the notification of the decision which is challenged.

- 29.02 A decision of the Organs for the Administration of Justice of a sporting nature, or any part or parts of a decision that is of a sporting nature, may not be challenged in civil law.
- 29.03 A civil law challenge through CAS may only be brought after UEFA's official internal procedures have been exhausted.
- 29.04 There shall be no recourse to legal action in the ordinary courts of law in relation to such matters.
- 29.05 A civil law challenge shall not have any suspensory effect as a stay of execution of a disciplinary sanction, subject to the power of the President of the Division or the President of the Panel appointed to deal with the matter after hearing the parties, to order that any disciplinary sanction be stayed pending the arbitration.
- 29.06 Proceedings before CAS shall take place in accordance with the *Code of Sports-related Arbitration* of CAS.

Article 30

CAS Arbitrators

- 30.01 Only arbitrators who have their domicile in Europe shall be competent to deal with matters involving UEFA.

XVIII Unforeseen Circumstances

Article 31

- 31.01 The CEO will decide on any matters not provided for in these regulations, as well as in cases of force majeure. Such decisions are final.

XIX Closing Provisions

Article 32

- 32.01 All annexes form an integral part of these regulations.
- 32.02 In the event of any discrepancy in interpretation between the official languages of UEFA in the wording of these regulations, the English version is the authoritative text.
- 32.03 These regulations come into force on their approval by the UEFA Executive Committee, and apply to all matches in the European Futsal Championship 2004/05.

For the UEFA Executive Committee:

Lennart Johansson

President

Gerhard Aigner

Chief Executive

Nyon, November 2003

ANNEXE I: Principles and Duties for the Organisation and Staging of Mini-tournaments

Annexe I provides guidelines and instructions on how to organise and stage a mini-tournament in the UEFA European Futsal Championship 2004/05.

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

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

INTRODUCTION

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

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

1. PURPOSE OF A MINI-TOURNAMENT

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

In addition, mini-tournaments should serve to:

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

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

2. CHOICE OF MINI-TOURNAMENT HOST

On the entry form, it is possible for an association to indicate its interest in hosting a mini-tournament.

In principle, the mini-tournament hosts will be allocated by means of the draw for the qualifying round.

Should it not be possible to allocate the mini-tournament hosts at the time of the draw, the teams in a given group have to agree, within a set deadline following the draw, as to which of them will host the mini-tournament. If the teams cannot agree, the UEFA Administration will decide.

3. MATCH DATES

The mini-tournament will be played on the international match dates, unless all the national associations concerned agree otherwise (see 7.01 of the competition regulations).

4. GENERAL OBLIGATIONS

4.1. Exploitation of the commercial rights

For the qualifying phase, the host is authorised to exploit the commercial rights for the matches taking place under its auspices (see paragraph 25.01 of the competition regulations).

4.2. Co-operation with UEFA

UEFA organises the referees and official delegates. The host will be notified of their travel arrangements in good time either by the individuals in question or by the UEFA Administration.

UEFA must be notified of the match dates, venues and kick-off times by the set deadline. UEFA is entitled to request changes to these match details if deemed necessary and appropriate.

4.3. Host

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

4.4. Visiting team – arrival/departure

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

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

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

4.5. Costs and charges

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

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

a) Contribution from the visiting associations

CHF 10,000 per visiting association. This amount will be debited from the visiting associations' accounts with UEFA and credited to the host association's account.

b) Contribution from UEFA

UEFA contributes CHF 10,000 to cover the costs of board, lodging and transport of the UEFA official representatives. The sum in question is credited to the national association's account with UEFA.

c) Contribution of the host association

In addition to the above contributions, it is assumed that the host will contribute the amount it is saving by not travelling abroad to the tournament budget (travel costs and CHF 10,000 contribution).

The host must cover the costs for the provision of the facilities and services specified in this document.

d) Reimbursement

All contributions will be credited to the national association's account with UEFA on completion of the competition phase in question.

4.6. Local Organising Committee (LOC)

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

a) 1 tournament director (who should not have a leading role for his own team)

b) 1 transport officer

c) 1 Referee Liaison Officer (RLO), preferably an active or former referee.

This RLO must speak fluent English and be familiar with the region where the tournament is taking place. He should also hold a valid driving licence

d) 1 officer for safety/security and match hall matters. He is responsible for:

- informing the competent local authorities in time about the staging of the mini tournament
- the implementation of all directives given by the local authorities (and UEFA) regarding safety and security (alcohol, removal of dangerous materials at the venue, racist behaviour, prevention of pitch invasion and securing the technical zone)

He must guarantee that the measures are implemented in a way that teams, officials, spectators, etc are accommodated in a safe, comfortable and friendly environment.

- e) 1 medical officer
- f) 1 media officer

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

Ideally, and in the event that the host associations' offices are too far away from the tournament venue, a LOC office should be set up in one of the hotels. This facility must be accessible to the UEFA officials (delegates, referees and tournament administrator), in order to enable them to carry out administrative work (photocopying, sending of fax messages, etc.).

4.7. UEFA attendance

For each mini-tournament UEFA appoints the following persons.

a) Referees

Four referees will be appointed from neutral countries.

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

In co-operation with the UEFA Delegate, the local Referee Liaison Officer is in charge of the referees.

b) Delegates

In principle, one delegate from a different country than the referees and teams is appointed for the mini-tournament. The UEFA delegate should stay at the teams' hotel.

c) Communication

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

d) Hotel bills

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

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

e) Possible preliminary inspection

UEFA may organise a preliminary inspection of the proposed facilities (accommodation, match halls, training halls, etc.). Upon receipt of the

corresponding report UEFA is entitled to request the choice of other facilities.

f) Employment of a Tournament Administrator (TA)

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

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

5. TOURNAMENT SCHEDULE

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

	Three-team group:	Four-team group:
Day 1:	Arrival of teams 1 and 3 Arrival of referees Arrival of UEFA delegate(s) Organisational meeting	Arrival of the four teams Arrival of referees Arrival of UEFA delegate(s) Organisational meeting
Day 2:	Match 1-3, Arrival of team 2	Matches 1-3 and 2-4
Day 3:	Match 3-2, Rest day Team 1	Matches 1-4 and 3-2
Day 4:	Match 2-1, Departure of team 3	Rest day
Day 5:	Departure of teams 1 and 2 Departure of referees Departure of UEFA delegate(s)	Matches 2-1 and 4-3 Departure of referees Departure of UEFA delegate(s)
Day 6:		Departure of the four teams

In three-team groups, the sequence drawn will be amended in such a way that the host team will be Team 1, unless all three participating teams agree on another sequence. This will enable the two teams travelling to the tournament to limit their stay to three days.

If all three competing teams agree, UEFA may approve the following programme (for three-team groups only):

- Day 1: Arrival of teams 1 and 3
Day 2: Match 1-3, Arrival of team 2

- Day 3: Team 2 - Losers match 1
Day 4: Team 2 - Winners match 1, Departure of Losers match 1
Day 5: Departure of the remaining teams

If the first match ends in a draw, the second match would be 3-2 and the third 2-1.

The host is responsible for notifying the other participating teams and the UEFA Administration of all match details (dates, venues, kick-off times and hotel accommodation) by the set deadlines.

The host is requested to provide a sufficient number of training balls, if requested, and match balls.

6. TOURNAMENT ORGANISATIONAL MEETING

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

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

- a) UEFA
 - The referees
 - UEFA delegate
 - UEFA tournament administrator, if applicable
- b) Delegations
 - Head of delegation
- c) LOC
 - Tournament director
 - Officer for security/safety and match hall matters
 - Transport officer
 - Medical officer
 - Referees Liaison Officer
 - Media officer

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

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

In addition, at the end of the meeting, the UEFA delegate, in co-operation with the heads of delegation, will organise the players' identity check and inspect the team colours for all matches. For this purpose, the heads of delegation are requested to bring with them the official list of 14 players, the players' identity card/passports and the full first and second choice kits for the field players as well as the full goalkeeper kits.

For the purpose of this meeting, a room with a minimum seating capacity of 20 must be reserved. For three-team mini-tournaments, a supplementary meeting has to be organised on Day 2 for the third team, the UEFA delegate, the referees, the heads of delegation of the other teams and the tournament administrator, if applicable. The UEFA delegate will conduct the identity check and inspect the team colours.

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

7. ACCOMMODATION

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

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

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

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

7.1. Rooms for the delegations

- Twin rooms for the players (14 players = 7 rooms), with two single beds.
- Single rooms for the seven delegation officials (7 rooms) in the same place of accommodation as their team.
- Additional members of the delegation may be accommodated, at the expense of their own association, either at the same hotel/sports school or at a nearby hotel/sports school.

- If possible, each delegation should be accommodated on a different floor.
- Two additional rooms must be provided per team for medical treatment and the storage of their equipment. The host is also requested to provide a massage table in the medical treatment room. The cost for these two rooms has to be borne by the host. It is assumed that the rate for these rooms should be cheaper than for a room used by players or officials.

7.2. Rooms for the referees and UEFA delegates

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

7.3. General room requirements

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

7.4. Laundry

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

7.5. Meeting room

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

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

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

7.6. Dining room

A spacious dining room split into different areas – separate areas for the teams, an area for the referees, UEFA delegates and LOC – should be provided.

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

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

7.7. General remarks

- At the organisational meeting, the host must provide the delegations with clear information on the safety regulations and procedures

applicable in case of an emergency, rules regarding telephone and mini-bars in the rooms, as well as the code of conduct in the hotel.

- A room occupancy plan should be prepared by the host and distributed to the UEFA delegates only.
- The host should ensure that the teams can prepare for their matches in a comfortable, quiet and undisturbed environment.

8. MEALS

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

The following meals must be provided for the tournament participants, based on the match and training schedules of the teams in question: breakfast, lunch and dinner.

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

8.1. Breakfast

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

8.2. Lunch

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

a) Starter

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

b) Main course

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

c) Dessert

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

8.3. Dinner

Similar food as for lunch should be served for dinner. However, when establishing the menu plan for dinners, the kick-off times and return of the

teams to the hotel must be taken into consideration. In principle, a combination of the following foods should be made available:

- a) Starter
 - Soup, ham, salami and cheese, choice of salads, cold pasta salad
- b) Main course
 - Meat (chicken and beef)
 - Fish and meat (as some people do not like fish, it is therefore recommended not to serve a main dish consisting only of fish)
 - One pasta dish (without meat or fish)
 - Vegetables and pasta
 - Vegetables and rice
 - Vegetables and potatoes
- c) Dessert
 - Cake and/or ice cream
 - Pudding
 - Fruit salad

8.4. Accompanying food

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

- Butter
- Bread
- Fruit
- Yoghurt

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

All meals should be served buffet style. The host must ensure that all teams at any time are provided with hot food.

Snacks between the meals must be made available to the teams upon request and paid for by the team concerned.

8.5. Drinks

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

The participants themselves must pay for all other drinks.

8.6. Mini-bar in the players' rooms

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

8.7. Pay TV

Pay TV should not be available in the players rooms.

9. HALLS

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

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

9.1. General requirements

- a) The halls must be located within a radius of 50 km of each other and within a one-hour bus ride of the team accommodation
- b) Pitches should measure at least 38 x 18m.
- c) The hall should provide a main stand with at least 200 individual seats.
- d) The halls must be equipped with two benches at pitch level. Each bench must provide seating room for 13 people in total. These benches must be positioned at least 2 metres from the touchline and must not present a risk for the safety of the players. If possible, seats for two persons must also be provided between the substitute benches.
- e) Each hall must provide adequate public first aid and fire-fighting equipment as well as sanitary facilities for both sexes, and must meet UEFA's requirements for the safety and security of spectators.
- f) Each hall must be equipped with a public address system including a tape recorder and/or CD player.
- g) At least one massage table must be provided in each dressing room.
- h) It should be possible to suspend a minimum of five flags in the interior of the hall.
- i) A doping control room meeting the requirements of the *Regulations governing doping controls at UEFA competition matches* must be provided at the hall.

The teams and the referees must be provided with the necessary facilities in order to enable them to take a hot shower after the match.

10. TRAINING HALLS

One hall must be made available for the entire duration of the mini-tournament, to be shared by all teams, which should have the same playing

surface as in the match hall. The teams must be given the possibility to use this hall at any time and as often as requested.

The training hall must be located near the team accommodation. Travel time by bus from a team's accommodation to the training hall must not exceed 20 minutes.

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

If the visiting teams do not bring their own balls, the host shall provide a sufficient number of training balls to the team in question, if so requested. If possible, the same type of ball should be provided as for the matches.

The teams are entitled to hold a training session of up to 60 minutes the day before the match in the hall where the match will be played. The host, in co-operation with the referee and official UEFA delegate, will take the final decision in case of any uncertainty.

11. MATCH ORGANISATION

The following principles apply.

11.1. Match arrangements

Please refer to the competition regulations.

With regard to the provision of national flags and anthems, and in order to assist the host in this task, the visiting teams are asked to bring their national anthems (CD or tape of maximum 90 seconds) and national flags with them. The host should contact the other teams concerned in good time before the tournament in order to ensure that this material will be made available for the matches.

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

10 match balls should be made available per match.

11.2. Pre-match procedure

The following principles apply:

Day before the match

Training session for both teams – the duration must not exceed 60 minutes per team.

Match day

Arrival at the hall:

- 90' Teams, referees, official UEFA delegate

Match sheet to be completed by:

- 60' Both teams

Match timetable:

- 60' to -15' Warm-up on the pitch
- 7' Teams come onto the pitch and stand in line facing the VIP box
- 5' National anthem of “away” team
- 3' National anthem of “home” team
- 2' Hand-shaking procedure and team photos
- 1' Coin toss
- 0' Kick-off (no earlier than 11.00 hours and no later than 21.00 hours local time)

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

Half-time interval:

Maximum 15'

After the final whistle:

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

12. TRANSPORT

The host is responsible for providing the following vehicles:

Teams

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

Referees

Two spacious and comfortable cars – preferably people carriers (minibuses with 6 – 8 places) – with drivers must be provided to transport referees to and from matches.

UEFA delegates

As a rule the UEFA delegates will travel with the referees.

13. MEDICAL MATTERS

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

Apart from the normal match arrangements in this respect, e.g. ambulance at the hall, doctor on standby in the hall or in a nearby hospital, first-aid officers, etc., the host must ensure that any player needing medical care should

benefit from preferential treatment and avoid the normal waiting process in a hospital or clinic.

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

14. UEFA DELEGATES

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

In this context, the LOC and all participating teams are welcome to discuss any issues related to the tournament with the UEFA delegates, to draw their attention to any shortcoming and to provide them with any ideas or proposal. The UEFA delegates will be more than happy to forward any topic raised by a participating team to the UEFA Administration.

15. CLOSING REMARKS

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

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

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

ANNEXE II: Fair Play



Fair Play Definition

The idea of playing a game fairly and treating an opponent in a sporting manner is one of the finest elements to be found in any sport. In fact, it was sport that gave birth to the now widely used expression and concept of fair play. It remains as vital an ingredient of our sport today as it ever did, and most spectators would agree that only a fair match can be an entertaining one.

The concept of fair play can be broken down into the following principles, which apply as much to the players as to other individuals connected with the game:

- a) The *Futsal Laws of the Game* and the regulations of the various competitions must be respected.
- b) Every effort should be made to behave in a sporting manner towards opponents, referees and any other persons involved in matches, such as spectators, officials of other clubs and associations, and representatives of the media.
- c) Anyone else involved in matches should be encouraged to behave in the manner outlined above before, during and after a match, irrespective of the result of the match and the decisions taken by the match officials.

Fair Play Assessment

Introduction

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

2. In its efforts to promote fair play, UEFA establishes association fair play rankings for each season, based on all matches played in all UEFA competitions (national representative and club teams) between 1 June and 31 May. In establishing these rankings, only those associations whose teams have played at least the required number of matches (total number of matches assessed divided by the number of associations) are taken into account. For this purpose, fair play conduct is assessed by the appointed UEFA match delegate. In reward for the fair play example they set, a maximum of three associations which attain a previously-defined standard (average of 8.0 points or more in the rankings) each receive one additional place in the UEFA Cup of the next season. These additional places are reserved for the winners of the respective domestic top-division fair play competition. If the winners of the domestic top-division fair play competition in question have already qualified for a UEFA club competition, the UEFA Cup fair play place goes to the highest team in the domestic top-division fair play rankings which has not already qualified for a UEFA competition.
3. Following the game which he or she has been appointed to observe, the delegate is expected to complete a Fair Play assessment form, in consultation with the referee and the referee observer (if such a delegate has been appointed for the match in question). The referee confirms with his signature that he has discussed fair play aspects with the delegate.

Methods of Assessment

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

a) The individual items on the assessment form

5. **Red and yellow cards.** Deduction from a maximum of 10 points:

- yellow card 1 point
- red card 3 points

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

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

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

6. **Positive play**

- maximum 10 points
- minimum 1 point

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

Positive aspects:

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

Negative aspects:

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

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

7. **Respect of the opponent**

- maximum 5 points
- minimum 1 point

Players are expected to respect the *Futsal Laws of the Game*, the competition regulations, opponents, etc. They are also expected to ensure that fellow team members and everyone else involved in the team abide by the spirit of fair play as well.

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

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

8. **Respect of the referee**

- maximum 5 points
- minimum 1 point

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

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

9. **Behaviour of team officials**

- maximum 5 points
- minimum 1 point

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

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

10. **Behaviour of the crowd**

- maximum 5 points
- minimum 1 point

The crowd is considered to be a natural component of a futsal game. The support of the fans may contribute to the success of their team. The crowd is not expected to watch the game in silence. Encouragement of teams by shouting, singing, etc. may have a positive influence on the atmosphere, in accordance with the spirit of fair play.

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

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

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

b) Overall assessment

11. The overall assessment of a team is obtained by adding up the points given for the individual components, dividing this total by the maximum number of points and multiplying the result by 10.
12. The maximum number of points per game generally equals 40. If, however, a given team is being supported by a negligible amount of fans, and the item "Behaviour of the crowd" is not being assessed as a result ('N/A' – see paragraph 10 above), the maximum number of points obtainable will be 35.

Example:

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

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

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

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

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

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

ANNEXE III: Safety and Security

Binding instructions for the organisers of, and the associations and clubs participating in futsal matches played in any of the UEFA competitions regarding precautionary measures to be taken to ensure safety and security in the venues and to prevent crowd disturbances.

These instructions are not exhaustive and cannot be regarded as a conclusive and all-embracing stipulation of the security measures to be taken by, and the responsibilities of, match organisers and participating associations and clubs. It is the responsibility of the match organisers, be they associations, clubs or other entities, to do everything within their power to ensure that order and security are maintained in and around the venue, before, during and after the match.

These instructions complement national and local legislation, as well as instructions issued by competent national administrative bodies.

1. Venue/match organisation

1.1. Sale of and Information on Tickets

For all matches, the sale of tickets must be strictly controlled. A ticket should provide ticket-holders with all the relevant information they might need, i.e. the name of the competition, the names of the participating teams, the name of the venue, the date and kick-off time, and a clear seat location indication (sector, row, seat, number). In addition, the following details should be produced and distributed with the ticket: opening times of the gates, stadium regulations, including prohibition of alcohol and offensive articles, procedure for searching spectators, etc.

1.2. Inspection of the Venue

The venue in question must have been thoroughly inspected throughout by the competent local safety authorities and a safety certificate testifying as to its suitability issued by those authorities. Such a certificate must have been issued no earlier than one year prior to the date of the match.

1.3. Persons in Charge

The police officer or venue security officer who will be in overall command of all safety and security matters related to the match must be identified as must the persons individually in charge of safety/security, medical and fire services.

1.4. Stewards

Sufficient and properly trained stewards must be on duty within the venue to ensure that spectators are directed to their seats efficiently and smoothly, without delay and confusion.

1.5. Segregation

For matches where a system of spectator segregation is to be operated, the segregation strategy should be drawn up jointly by the match organisers, participating teams and the police commander in charge of the match.

1.6. Protection of the Playing Area

It is essential to protect players and match officials against intrusion of the playing area by spectators. This may be accomplished in any number of ways, including, for example, the use of any one of the following measures, or the use of a combination thereof, depending on the individual circumstances:

- a) The presence of police and/or security personnel in or near the playing area.
- b) A seating configuration which situates front-row spectators at a height above the arena which would render intrusion into the playing area improbable, if not impossible.
- c) Whichever form of protection against intrusion is used, it must incorporate, for spectators, adequate means of emergency escape into the playing area, unless, in the certified opinion of the local safety authorities, adequate means of emergency evacuation, backwards and/or sideways, out of the grandstands exist which would be sufficient to render the use of the playing area unnecessary for such a purpose.
- d) The type of protection adopted against intrusion must be approved by the competent local authorities and not represent a danger to spectators in the event of panic or an emergency evacuation.

1.7. Public Passageways

All public passageways, corridors, stairs, doors, gates, etc. must be kept free of any obstructions which could impede the free flow of spectators.

1.8. Distribution of Alcohol

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

1.9. Public Address System

Every venue must have a public address system which is capable of being heard clearly, above the crowd noise, even in the case of a sudden upsurge in spectator noise levels both inside and outside the venue. The system should also be capable of being directed to the various sectors of the venue individually. The police authorities and/or the hall security officer should be able to override the public address system to make emergency announcements.

1.10. Announcements

Announcements over the public address system must be of a strictly neutral character. The public address system must not be used for the dissemination of political messages, nor to support one team in particular, nor should it be used for any form of discrimination against the other team.

1.11. Adequate Facilities for Emergency Services

Adequate rooms and facilities within and around the venue must be provided for the police, medical and fire services, in accordance with the requirements of the public authorities concerned.

1.12. Emergency Power Supply

Each venue must be equipped with an independent emergency electrical power supply which could be used in the event of power failure, to ensure a degree of lighting which is sufficient to prevent any danger to the public. The competent local authorities must approve the public lighting system and the emergency back-up system.

1.13. Provocative Action, Racism

The match organisers, together with the security authorities, must prevent any provocative action being taken by spectators inside or in the immediate vicinity of the venue (unacceptable levels of verbal provocation from spectators towards players or opposing fans, racist behaviour, provocative banners or flags, etc.). Should such action arise, the match organisers or security authorities must intervene over the public address system or remove any offensive material. Stewards must draw the attention of the police to serious acts of misbehaviour, including racist insults, so that offenders may be removed from the venue should the police so decide.

Associations, clubs and match organisers must implement and apply UEFA's ten-point plan of action against racism.

1.14. Co-operation with Match Organisers

In the interests of safety and security, associations and clubs must co-operate fully with the match organisers, irrespective of whether the match is to be played at home or abroad, and with the public authorities concerned. Similarly, in their dealings with visiting associations and clubs, and all other authorities involved, the match organisers must do everything possible to ensure that the event passes off without disturbance.

The match organisers should ensure that spectators are made aware before the match, by mass-media announcements and all other appropriate means, of all prohibitory measures and controls regarding the match.

Additionally, supporters should be reminded of the importance of not attempting to take prohibited items or substances into the venue, of behaving in a sporting and reasonably restrained manner, and of how serious an effect breaches of these rules of conduct could have on the teams and players they support, including disqualification from competitions.

2. Co-operation with Public Authorities

2.1. Exchange of Information

All parties involved in a match must do everything within their power to enable the public and police authorities, in whatever countries may be involved, to carry out an effective exchange of appropriate cross-border information.

2.2. Safety of the Visiting Team

The match organisers must seek the co-operation of the local police authorities well in advance, to ensure the safety of the visiting team and officials at their hotel, and when travelling to and from training and to and from the match.

ANNEXE IV: Audio-visual and Radio Transmissions

Article 48 of the UEFA Statutes

1. UEFA and the Member Associations shall have the exclusive rights to broadcast and use, as well as authorise for broadcast and use, by picture, sound or other data carriers of any kind (including data carriers which have yet to be developed), matches which come within their jurisdiction, either live or recorded, in whole or as excerpts.
2. The Executive Committee shall issue regulations governing the implementation of these rights.

ANNEXE V: Coefficient Rankings

FIFA World Championship 2000 and UEFA European Futsal Championships 2001 and 2003

Position	Country	GUATEMALA 2000 FINALS	RUSSIA 2001 QUALIFYING COMPETITION			RUSSIA 2001 FINALS	ITALY 2003 QUALIFYING COMPETITION			ITALY 2003 FINALS	Combined coefficient 2001/2003
		Bonus Points (1 for Champion; 0.5 for others)	Total points	Nbr of matches played	Coefficient 2001 (Total points divided by nbr matches played)	Bonus Points (1 for Champion; 0.5 for others)	Total points	Nbr of matches played	Coefficient 2002 (Total points divided by nbr matches played)	Bonus Points (1 for Champion; 0.5 for others)	
1	Spain	1	6	2	3.000	1	9	3	3.000	0.5	5.500
2	Italy		6	2	3.000	0.5				1	4.500
3	Russia	0.5				0.5	9	3	3.000	0.5	4.500
4	Ukraine		9	3	3.000	0.5	9	3	3.000	0.5	4.000
5	Czech Republic		6	2	3.000	0.5	9	3	3.000	0.5	4.000
6	Portugal	0.5	6	3	2.000		9	3	3.000	0.5	3.500
7	Croatia	0.5	9	3	3.000	0.5	6	3	2.000		3.500
8	Netherlands	0.5	7	3	2.333	0.5	6	3	2.000		3.167
9	Slovenia		6	3	2.000		9	3	3.000	0.5	3.000
10	Poland		9	3	3.000	0.5	6	3	2.000		3.000
11	Belgium		3	2	1.500		9	3	3.000	0.5	2.750
12	Hungary		5	3	1.667		6	3	2.000		1.833
13	Serbia & Montenegro		3	2	1.500		6	3	2.000		1.750
14	Andorra		6	3	2.000		3	3	1.000		1.500
15	Belarus		3	2	1.500		4	3	1.333		1.417
16	Azerbaijan		4	3	1.333		3	3	1.000		1.167
17	Slovakia		0	2	0.000		6	3	2.000		1.000
18	FYR Macedonia		1	3	0.333		3	3	1.000		0.667
19	Israel		3	3	1.000		1	3	0.333		0.667
20	Greece		0	3	0.000		3	3	1.000		0.500
21	Moldova						3	3	1.000		0.500
22	Finland		3	3	1.000		0	3	0.000		0.500
23	France		1	3	0.333		1	3	0.333		0.333
24	Bosnia-Herzegovina		0	2	0.000		1	3	0.333		0.167
25	Georgia		0	2	0.000		1	3	0.333		0.167
26	Latvia		0	3	0.000		1	3	0.333		0.167
27	Lithuania		0	3	0.000		0	3	0.000		0.000
28	Armenia						0	3	0.000		0.000
29	Cyprus						0	3	0.000		0.000
30	Kazakhstan										0.000
31	Albania										0.000
32	Romania										0.000
33	Bulgaria										new
34	England										new

Coefficient Rankings Calculation System

1. The associations are classified on the basis of their results in the qualifying and final rounds of the 2000/01 and 2002/03 UEFA European Futsal Championships as well as the final round of the 2000 FIFA Futsal World Championship.
2. The table is compiled as follows:
 - In each of the qualifying competitions for the UEFA European Futsal Championships the total number of points obtained are divided by the number of matches played.
 - Bonus points are awarded to the eight associations who reach the final rounds of the UEFA European Futsal Championships (1 point for champion; 0.5 point for the others).
 - Bonus points are awarded to the five associations who represent Europe in the 2000 FIFA Futsal World Championship (1 point for champion; 0.5 point for the others).
3. The resulting quotient determines the rankings.
4. In the case of the association which qualifies automatically for the final tournament in question, the coefficient is calculated on the basis of its results in its most recent qualifying competition.
5. Coefficients are calculated to the thousandth, and not rounded up.
6. In the case of equal coefficients, the UEFA Administration will take a final decision, taking into consideration the individual coefficient of the most recent season.
7. Points are awarded only for matches which have actually been played, in accordance with the results ratified by UEFA. Kicks from the penalty mark to determine which association qualifies, or the winners, do not affect the result proper of the match.
8. The UEFA Administration will take final decisions on any matters not provided for by these provisions.

ANNEXE VI: Definition of Commercial Rights

Commercial Rights comprise all commercial rights in relation to the final phase of the competition, including without limitation the following: (a) all current and/or future world-wide visual, audio-visual and sound-broadcasting rights of still and/or moving images transmitted via radio, television, or current and/or future electronic media (including internet and wireless technology), as well as any current and/or future secondary rights deriving there from; and (b) all marketing, sponsorship, advertising, licensing and franchising rights, as well as any data and statistics rights in relation to the competition.

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