



Regulations of the UEFA European Futsal Championship

2015-16

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Preamble

The following regulations have been adopted on the basis of Articles 49(2)(a) and 50(1) of the *UEFA Statutes*.

I – General Provisions

Article 1 Scope of application

- 1.01 The present regulations govern the rights, duties and responsibilities of all parties participating and involved in the preparation and organisation of the 2015-16 UEFA European Futsal Championship (hereinafter the competition).

Article 2 Definitions

- 2.01 In the context of these regulations, the following definitions apply:
- a. commercial rights: any and all commercial rights and opportunities in and in relation to the competition (including all relevant matches) including, without limitation, media rights, marketing rights and data rights;
 - b. data rights: the right to compile and exploit statistics and other data in relation to the competition;
 - c. doping: the occurrence of one or more of the anti-doping rule violations set out in the *UEFA Anti-Doping Regulations*;
 - d. host association: the association organising a qualifying match or the association in whose territory the final tournament is being staged;
 - e. host broadcaster (HB): media production team (including, without limitation, official broadcast partners), responsible among other things for the multilateral production of television and media promotion and coverage of the competition (references to "international media", "media representatives" and other similar references include host broadcaster within their meaning);
 - f. marketing rights: the right to advertise, promote, endorse and market the competition; and to exploit all advertising, sponsorship, hospitality, licensing, merchandising, publishing, betting, gaming, retailing, music and franchise opportunities and all other commercial association rights (including through ticket promotions) in relation to the competition;
 - g. media rights: the right to create, distribute and transmit on a linear and/or on demand basis for reception on a live and/or delayed basis anywhere in the world by any and all means and in any and all media, whether now known or devised in the future (including, without limitation, all forms of television, radio, wireless and internet distribution), digital, audiovisual, visual and/or audio coverage of the competition and all associated and/or related rights, including fixed media, download to own and interactive rights;
 - h. partner: any partner accepted by UEFA under contract to exercise the commercial rights (or any of them) of the competition, and thereby participating directly or indirectly in the financing of the competition.

Article 3 Frequency and entries for the competition

- 3.01 UEFA stages the competition every two years.

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- 3.02 Every UEFA member association (hereinafter association) may enter its national futsal team in the competition.
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Article 4 Admission criteria and procedure

- 4.01 To be eligible to participate in the competition, associations must:
- a. confirm in writing that they themselves, as well as their players and officials, comply with the *FIFA Futsal Laws of the Game* and agree to respect the statutes (including the principles of fair play as defined therein), regulations, directives and decisions of UEFA;
 - b. confirm in writing that they themselves, as well as their players and officials, agree to recognise the jurisdiction of the Court of Arbitration for Sport (CAS) in Lausanne (Switzerland) as defined in the relevant provisions of the *UEFA Statutes* and agree that any proceedings before the CAS concerning admission to, participation in or exclusion from the competition will be held in an expedited manner in accordance with the *CAS Code of Sports-related Arbitration* and with the directions issued by the CAS, including for provisional or super-provisional measures, to the explicit exclusion of any State court;
 - c. fill in the official entry documents (i.e. all documents containing the information deemed necessary by the UEFA administration for ascertaining compliance with the admission criteria), which must reach the UEFA administration within the deadline set by the latter and communicated in due course through a circular letter sent to all associations.
- 4.02 The UEFA General Secretary decides on admission to the competition. Such decisions are final.
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Article 5 Duties of the associations

- 5.01 On entering the competition, participating associations agree:
- a. to play in the competition until their elimination and to field their strongest team throughout the competition;
 - b. to stage and play all matches in the competition in accordance with the present regulations;
 - c. to comply with all decisions regarding the competition taken by the UEFA Executive Committee, the UEFA administration or any other competent body and communicated appropriately (by UEFA circular letter or by official letter, fax or email);
 - d. to observe the Safety and Security Instructions set out in Annex B for all matches in the competition;
 - e. to indemnify, defend and hold UEFA and its subsidiaries and all of their officers, directors, employees, representatives, agents and other auxiliary persons free and harmless against any and all liabilities, obligations, losses, damages, penalties, claims, actions, fines and expenses (including reasonable

- legal expenses) of whatsoever kind or nature resulting from, arising out of, or attributable to any non-compliance by the association or any of its players, officials, employees, representatives or agents with these regulations;
- f. to adhere to the principles governing the release of players for association teams as laid out in Annexe 1 of the *FIFA Regulations on the Status and Transfer of Players*, and more specifically the status of futsal players as defined in Annexe 6 of these same regulations;
 - g. to cooperate with UEFA at any time – and in particular at the end of matches – in the collection of items from the game and players' personal items that could be used by UEFA to create a memorabilia collection to illustrate the heritage of the competition, to the exclusion of any commercial use;
 - h. not to represent UEFA or the competition without UEFA's prior written approval.

Article 6 Responsibilities of the associations

- 6.01 If necessary, associations must apply for visas from the diplomatic mission of the host country well in advance of their trip. Upon request, the host association must assist the visiting associations as much as possible with the visa formalities.
- 6.02 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.
- 6.03 Matches must be played in a hall within the territory of the host association. Exceptionally, matches may be played in the territory of another UEFA member association, if so decided by the relevant UEFA bodies, for instance for reasons of safety or as a result of a disciplinary measure.
- 6.04 The host association is responsible for order and security before, during and after the match. The host association may be called to account for incidents of any kind and may be disciplined.
- 6.05 Minimum medical requirements concerning the provision of facilities, equipment and personnel by the host association are set out in the *UEFA Medical Regulations*. For the avoidance of doubt, the host association has sole responsibility for the provision and operation of any facilities and equipment required in the above-mentioned regulations.
- 6.06 The Football Association of Serbia has been designated by the UEFA Executive Committee as the host association of the final tournament.
- 6.07 The host association of the final tournament must set up a local organising committee (LOC), which is responsible for the following:
 - a. proposing match venues and halls to the UEFA administration;
 - b. making all necessary arrangements for the staging of the matches;
 - c. adhering to the financial provisions as per Article 53.

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- 6.08 The UEFA administration informs the associations participating in the final tournament about any further guidelines, directives or decisions related to the final tournament and provides them with all relevant documents in due time.
- 6.09 The host association of the final tournament undertakes to observe the staging agreement signed with UEFA. It is responsible for all match-related organisational tasks and must fully respect any and all rights granted by UEFA to third parties in connection with the final tournament.

Article 7 Anti-doping

- 7.01 Doping is forbidden and is a punishable offence. In case of anti-doping rule violations, UEFA will instigate disciplinary proceedings against the perpetrators and take the appropriate disciplinary measures in accordance with the *UEFA Disciplinary Regulations* and *UEFA Anti-Doping Regulations*. This may include the imposition of provisional measures.
- 7.02 UEFA may test any player at any time.

Article 8 Insurance

- 8.01 All persons involved in the competition are responsible for their own insurance cover.
- 8.02 Unless otherwise communicated in writing by UEFA, associations are responsible for and undertake to conclude all necessary and adequate insurance cover for their delegations, including players and officials, at their own expense.
- 8.03 All insurances must cover the full period of the competition, including the preparation and the post-competition phase.
- 8.04 The host association has sole responsibility for appropriate insurance cover of all sites used for the competition, including halls, facilities and official zones. If the host association is not the owner of a hall used, it must ensure that the hall owner and/or tenant in question provides a fully comprehensive insurance cover, including third-party liability and property damage. If appropriate insurance policies are not provided by the hall owner and/or tenant in due time, the host association is required to conclude the necessary additional insurance cover at its own cost, failing which it may be concluded by UEFA at the host association's expense.
- 8.05 Claims for damages against UEFA are expressly excluded and anyone involved must hold UEFA harmless from any and all claims for liability arising in relation to the competition. In any case, UEFA may request anyone involved to provide, free of charge, written releases of liability and/or hold harmless notes, and/or confirmation and/or copies of the policies concerned in one of UEFA's official languages.

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- 8.06** The host association must perform an assessment of the risks involved in organising and staging matches and conclude – with reputable insurers and at its own cost – all necessary insurance to cover such risks, including third-party liability and spectator accident coverage. The host association is responsible for ensuring that UEFA is included into the policies as a co-insured party.
- 8.07** The third-party liability policy must include an appropriate guaranteed sum for damage/injury for all occurrences (not excluding bad weather, force majeure and terrorism) to persons, objects, property, and for pure financial economic losses, and it must correspond to the specific circumstances of the associations concerned.
- 8.08** The host association of the final tournament must perform an assessment of the risks involved in organising and staging the final tournament and conclude at its own expense adequate insurance cover (including cancellation) for all of its risks arising from preparing, organising and staging the final tournament.
- 8.09** UEFA insures its own area of responsibility in accordance with the present regulations.
- 8.10** Should the trophy be handed over to the host association in advance for any reason, the association must hold UEFA harmless from any liability with regard to potential claims for damages and must bear all related risks and responsibilities in connection with the holding and storage of the trophy. From the moment UEFA hands the trophy over to the host association, the trophy is the full responsibility of the association, which must obtain adequate insurance to cover its risks and responsibilities and, if requested, submit a copy of its insurance policy to UEFA.

Article 9 Trophy, plaques and medals

- 9.01** The original trophy, which is used for the official presentation ceremony at the final and at other official events approved by UEFA, remains in UEFA's keeping and ownership at all times. A full-size replica trophy, the UEFA European Futsal Championship winners' trophy, is awarded to the winning association.
- 9.02** Any association which wins the competition three consecutive times or five times in total receives a special mark of recognition. Once a cycle of three successive wins or five in total has been completed, the association concerned starts a new cycle from zero.
- 9.03** Replica trophies awarded to winners of the competition (past and current) must remain within the relevant association's control at all times and may not leave the association's country without UEFA's prior written consent. Associations must not permit a replica trophy to be used in any context where a third party (including, without limitation, their sponsors and other commercial partners) is granted visibility or in any other way which could lead to an association between any third party and the trophy and/or the competition. Associations must comply with any trophy use guidelines that the UEFA administration may issue from time to time.

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- 9.04** Associations may not, and may not permit any third party to, develop, create, use, sell or distribute any promotional materials or merchandise bearing any representation of the trophy or any replica thereof (including, without limitation, trophy lift images) or use any such representation in a manner that could lead to an association between any third party and the trophy and/or the competition.
- 9.05** Each association that competes in the final tournament receives a commemorative plaque.
- 9.06** 25 gold medals are presented to the winning team, 25 silver medals to the runner-up and 25 bronze medals to the third-placed team. Additional medals may not be produced.

Article 10 Intellectual property rights

- 10.01** UEFA is the exclusive owner of all intellectual property rights of the final tournament, including any current or future rights in all audio and visual (with or without audio) material of the competition, names, logos, brands, music, medals, plaques, commemorative items and trophies. Any use of the aforementioned rights requires the prior written approval of UEFA, and must comply with any conditions imposed by UEFA.
- 10.02** 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.

II – Competition System

Article 11 Competition stages and seeding

- 11.01** Matches in all stages of the competition are played in conformity with the *FIFA Futsal Laws of the Game*. The half-time interval must not exceed 15 minutes.
- 11.02** The competition consists of:
- a. a qualifying competition with:
 - preliminary round (mini-tournaments), if more than 28 associations enter the competition,
 - main round (mini-tournaments),
 - play-offs (home and away);
 - b. a final tournament with:
 - group stage,
 - quarter-finals,
 - semi-finals,
 - third-place match,
 - final.
- 11.03** Participating associations enter the competition as follows:
- a. The team of the final tournament host association, Serbia, qualifies automatically for the final tournament.
 - b. If more than 28 associations enter the competition, the lowest-ranked teams in the UEFA European Futsal Championship rankings (see Annex A) start the competition in the preliminary round; if no more than 28 associations enter the competition, no preliminary round is held.
 - c. The remaining teams start the competition in the main round.
- 11.04** The UEFA administration seeds the teams for the preliminary and main round draws in accordance with the coefficients of the participating associations. Coefficients are calculated on the basis of the sporting results of the associations' national futsal teams (see Annex A).

Article 12 Group formation and match system – qualifying competition

- 12.01** All matches in the preliminary and main rounds are played in the form of mini-tournaments hosted by one of the participating associations. Each team plays each of the other teams in the group once, with three points awarded for a win, one for a draw and none for a defeat.
- 12.02** When establishing the match schedule, the host association is placed in position 1, and the visiting teams in positions 2, 3 and 4, according to their coefficient rankings (see Annex A).

- 12.03** All matches in the preliminary round are played in the form of mini-tournaments of three or four teams. Depending on the number of entries, each group winner and one or more runners-up qualify for the main round.
- 12.04** All main round matches are played in the form of mini-tournaments, amounting to seven mini-tournaments of four teams each. The seven mini-tournament winners qualify for the final tournament, while the seven runners-up and best third-placed team qualify for the play-offs.

Article 13 Equality of points – mini-tournaments

- 13.01** If two or more teams are equal on points on completion of a mini-tournament, the following criteria are applied, in the order given, to determine the rankings:
- higher number of points obtained in the mini-tournament matches played among the teams in question;
 - superior goal difference resulting from the mini-tournament matches played among the teams in question;
 - higher number of goals scored in the mini-tournament matches played among the teams in question;
 - if, after having applied criteria a) to c), teams still have an equal ranking, criteria a) to c) are reapplied exclusively to the mini-tournament matches between the teams in question to determine their final rankings. If this procedure does not lead to a decision, criteria e) to i) apply;
 - superior goal difference in all mini-tournament matches;
 - higher number of goals scored in all mini-tournament matches;
 - lower disciplinary points total based only on yellow and red cards received in the mini-tournament matches (red card = 3 points, yellow card = 1 point, expulsion for two yellow cards in one match = 3 points);
 - coefficient ranking;
 - drawing of lots.
- 13.02** If two teams which have the same number of points and the same number of goals scored and conceded play their last mini-tournament match against each other and are still equal at the end of that match, their final rankings are determined by kicks from the penalty mark (see Paragraph 19.05 to Paragraph 19.07) and not by the criteria listed under Paragraph 13.01 a) to i) provided no other team within the group has the same number of points on completion of the mini-tournament. Should more than two teams have the same number of points, the criteria listed under Paragraph 13.01 apply. This procedure is only necessary if a ranking of the teams is required to determine the team which qualifies for the next stage.
- 13.03** If on completion of a mini-tournament a draw is required, the lots are drawn in the teams' hotel after the final match. The draw is made by the UEFA match delegate and the heads of delegation or team representatives must sign a document stating that they accept the result of the draw.

Article 14 Determination of the teams qualified for the next stage

- 14.01** To determine the best runner(s)-up, only matches against the teams in first and third place in each group are taken into account if the round comprises groups of three and four. If the round consists exclusively of groups of four, and to determine the best third-placed team in the main round, matches against all other teams are taken into account. In both cases, the following criteria are applied in the order given:
- a. higher number of points;
 - b. superior goal difference;
 - c. higher number of goals scored;
 - d. lower disciplinary points total based only on yellow and red cards received (red card = 3 points, yellow card = 1 point, expulsion for two yellow cards in one match = 3 points);
 - e. coefficient ranking;
 - f. drawing of lots.

Article 15 Play-offs

- 15.01** The seven runners-up and best third-placed team of the main round mini-tournaments contest play-offs to determine which four qualify for the final tournament. The play-offs are played according to the knockout system, with each team playing each opponent twice, once at home and once away. The team which scores the greater aggregate of goals over the two legs qualifies for the final tournament. Otherwise, the provisions of Article 19 apply.
- 15.02** The four ties are determined by means of an open draw (no seeds). If the best third-placed team is drawn against a team it has already met in the main round, it will be transferred to the next available slot, thereby preventing these two teams from meeting again.

Article 16 Group formation – final tournament

- 16.01** Twelve teams participate in the final tournament: in principle the seven group winners of the main round, the four winners of the play-offs, and the team of the final tournament host association, Serbia, which qualifies automatically.
- 16.02** A draw is conducted by the UEFA administration in the country of the host association to allocate the 12 teams involved in the final tournament into four groups of three.
- 16.03** For the final-tournament draw, the teams are seeded as follows: the host association, the reigning European champions (if they qualify) and the two (or three, if the reigning European champions do not qualify) associations with the best coefficients in the UEFA European Futsal Championship rankings (see Annex A) are given position 1 in each group. Each of the four associations

with the next best coefficients are drawn into a group in position 2, and each of the four associations with the lowest coefficients are drawn into a group in position 3.

16.04 The four groups are formed as follows:

Group A	Group B	Group C	Group D
A1	B1	C1	D1
A2	B2	C2	D2
A3	B3	C3	D3

Article 17 Match system – final tournament

17.01 Each team plays each of the other teams in the group once, with three points awarded for a win, one for a draw and none for a defeat. The final tournament group matches are played according to the schedule below. Serbia, as host team, is considered as team A1, and for each tie the first-named team is considered as the home team.

	Matchday 1	Matchday 3	Matchday 5
Group A	A1 v A3	A3 v A2	A2 v A1
Group B	B1 v B3	B3 v B2	B2 v B1
	Matchday 2	Matchday 4	Matchday 6
Group C	C1 v C3	C3 v C2	C2 v C1
Group D	D1 v D3	D3 v D2	D2 v D1

17.02 The group winners and runners-up play the quarter-finals in single leg knockout matches as follows:

Quarter-final 1	Winner group A v Runner-up group B
Quarter-final 2	Runner-up group A v Winner group B
Quarter-final 3	Winner group C v Runner-up group D
Quarter-final 4	Runner-up group C v Winner group D

17.03 The four winners of the quarter-finals play the semi-finals in single leg knockout matches, as follows:

Semi-final 1	Winner quarter-final 1 v Winner quarter-final 3
Semi-final 2	Winner quarter-final 2 v Winner quarter-final 4

17.04 The teams defeated in the semi-finals play the third-place match in a single knockout match, as follows:

Third-place match	Defeated team semi-final 1 v Defeated team semi-final 2
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17.05 The two winners of the semi-finals play the final in a single match, as follows:

Final	Winner semi-final 1 v Winner semi-final 2
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Article 18 Equality of points and qualification for the knockout matches – final tournament

18.01 If two or more teams in the same group are equal on points on completion of the group matches, the following criteria are applied, in the order given, to determine the rankings:

- a. higher number of points obtained in the group matches played among the teams in question;
- b. superior goal difference resulting from the group matches played among the teams in question;
- c. higher number of goals scored in the group matches played among the teams in question;
- d. if, after having applied criteria a) to c), teams still have an equal ranking, criteria a) to c) are reapplied exclusively to the group matches between the teams in question to determine their final rankings. If this procedure does not lead to a decision, criteria e) to h) apply;
- e. superior goal difference in all group matches;
- f. higher number of goals scored in all group matches;
- g. lower disciplinary points total based only on yellow and red cards received in all group matches (red card = 3 points, yellow card = 1 point, expulsion for two yellow cards in one match = 3 points);
- h. drawing of lots.

18.02 If two teams which have the same number of points and the same number of goals scored and conceded play their last group match against each other and are still equal at the end of that match, their final rankings are determined by kicks from the penalty mark (see Paragraph 19.05 to Paragraph 19.07) and not by the criteria listed under Paragraph 18.01 a) to h), provided that no other team within the group has the same number of points on completion of all group matches. Should more than two teams have the same number of points, the criteria listed under Paragraph 18.01 apply.

18.03 If on completion of the group stage a draw is required, the lots are drawn at the match hall after the final whistle. The draw is made by the UEFA match delegate and the heads of delegation or team representatives must sign a document stating that they accept the result of the draw.

Article 19 Away goals rule, extra time and kicks from the penalty mark

- 19.01** For play-off matches, if the two teams involved in a tie score the same number of goals over the two legs, the team which scores more away goals qualifies for the next stage. If this procedure does not produce a result, i.e. if both teams score the same number of goals at home and away, two 5-minute periods of extra time are played at the end of the second leg. If, during extra time, both teams score the same number of goals, away goals count double (i.e. the visiting team qualifies). If no goals are scored during extra time, kicks from the penalty mark determine which team qualifies for the next stage.
- 19.02** If the result stands as a draw at the end of normal playing time in a quarter-final, a semi-final or the final, extra time consisting of two 5-minute periods of effective time is played. If the two teams are still equal after extra time, the winner is determined by kicks from the penalty mark (see Paragraph 19.05 and Paragraph 19.07).
- 19.03** If the result stands as a draw at the end of normal playing time in the third-place match, no extra time is played. Kicks from the penalty mark (see Paragraph 19.05 and Paragraph 19.07) determine the winning team.
- 19.04** If extra time is required, there is a five-minute break between the end of normal time and the start of extra time. As a rule, the players remain on the field of play during this five-minute break, at the discretion of the referee.
- 19.05** Kicks from the penalty mark are taken in accordance with the procedure laid down in the *FIFA Futsal Laws of the Game*.
- 19.06** If the taking of kicks from the penalty mark cannot be completed because of reasons beyond control, the result is decided by the drawing of lots by the referee in the presence of the UEFA match delegate and the two team captains.
- 19.07** The referee decides which goal will be used for the kicks:
- If either goal could be used for the kicks, then, in the presence of the two captains, the referee tosses a coin to decide which goal will be used.
 - For reasons of safety/security, state of the field of play, lighting or other similar reasons, the referee may decide which goal will be used without tossing a coin. Such decisions are final and require no justification.

III – Match Scheduling

Article 20 Mini-tournament host selection

- 20.01** Associations wishing to host a mini-tournament in the preliminary or main round must notify the UEFA administration in writing on the entry form by the prescribed deadline.
- 20.02** In principle, the UEFA administration decides on the mini-tournament hosts before the corresponding draw, according to the following principles:
- a. If there are more associations interested in hosting a mini-tournament than there are mini-tournaments to allocate, the following criteria apply:
 - quality of the infrastructure (halls, etc.),
 - travel distances,
 - promotional concept,
 - previous experience as a host,
 - development of futsal.
 - b. If there are fewer associations interested than there are mini-tournaments to allocate, the UEFA administration identifies potential hosts and designates them, again applying the above-mentioned criteria.
- 20.03** Should it not be possible to designate mini-tournament hosts before the draw, the teams in the group(s) concerned must agree, within a set time after the draw, which of them will host the mini-tournament(s) in question. If the associations cannot agree, the UEFA administration will conduct a draw for this purpose.

Article 21 Match dates and fixtures

- 21.01** Matches in the preliminary and main rounds must be played on the following dates:
- a. Preliminary round
 - 13–18 January 2015
 - b. Main round match dates
 - 18, 19 and 21 March 2015
- 21.02** Play-off matches must be played on the following dates:
- a. First leg: Tuesday 15 September 2015;
 - b. Second leg: Tuesday 22 September 2015.

21.03 Mini-tournaments must be organised according to the following schedule:

Day 1:	Arrival of all teams, referees and UEFA match officers Organisational meeting	
Day 2:	Matchday 1:	Team 2 v Team 4 and Team 1 v Team 3
Day 3:	Matchday 2:	Team 3 v Team 2 and Team 1 v Team 4
Day 4:	Rest day	
Day 5:	Matchday 3:	Team 4 v Team 3 and Team 2 v Team 1
Day 6:	Departure of all teams, referees and UEFA match officers	

21.04 In case the UEFA administration has to form a preliminary round group of three teams, the mini-tournament must be organised according to the following schedule:

Day 1:	Arrival of teams 1 and 3 Arrival of all referees and UEFA match officers Organisational meeting	
Day 2:	Matchday 1: Team 1 v Team 3 Arrival of team 2	
Day 3:	Matchday 2: Team 3 v Team 2	
Day 4:	Matchday 3: Team 2 v Team 1 Departure of team 3	
Day 5:	Departure of teams 1 and 2 Departure of all referees and UEFA match officers	

21.05 The final tournament will take place between 2 and 13 February 2016.

21.06 The UEFA administration, in conjunction with the LOC, is responsible for confirming the final tournament venues, fixture list and kick-off times.

21.07 The final tournament match schedule will guarantee each team a rest period of at least 36 hours between matches.

Article 22 Venues and kick-off times

22.01 The venues for the preliminary round, main round and play-off matches are fixed by the host associations and announced to the visiting teams and the UEFA administration at least 60 days before the match or the first match of the mini-tournament.

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- 22.02** When fixing a venue, the host association must take into account the length of the journey to be undertaken by the visiting team(s). In principle, the venue for a qualifying match must be no more than a two-hour bus drive from the nearest international airport, unless agreed otherwise by the visiting team(s). The team(s) must arrive at the venue at least one day before the match or the first match of the mini-tournament.
- 22.03** If, at any time during the season, the UEFA administration deems that, for whatever reason, a venue may not be fit for staging a match or mini-tournament, it may consult with the host association and ask it to propose an alternative venue, in accordance with UEFA's requirements. Should an association not be able to propose an acceptable alternative venue by the deadline set by the UEFA administration, UEFA may select an alternative neutral venue and make all the necessary arrangements for the staging of the match or mini-tournament with the relevant association and local authorities. In both cases, the costs of staging the match or mini-tournament must be borne by the association originally appointed as host.
- 22.04** Kick-off times must be announced to the visiting teams and the UEFA administration at least 30 days before the match or the first match of the mini-tournament, in Central European Time (CET).
- 22.05** For reasons of sporting fairness, the kick-off times on the last matchday of the main round must be the same in all groups. If the hosts cannot all reach agreement on these simultaneous kick-off times, the UEFA administration will take a final decision.
- 22.06** Unless the UEFA administration grants special approval, associations are not allowed to fix kick-off times before 10.00 or after 22.00 (local time).
- 22.07** The final tournament match schedule, including venues and kick-off times, will be confirmed after consultation between the UEFA administration and the host association.

Article 23 Team arrivals and departures

- 23.01** Teams must arrive at the venue one day before the start of a mini-tournament or play-off and two days before the start of the final tournament. Unless they agree otherwise with the host association, teams arriving earlier (e.g. more than one night before the start of a mini-tournament or play-off, or more than two nights before the start of the final tournament) are responsible for the extra costs incurred as a result of their early arrival.
- 23.02** Visiting teams should depart the day after their (last) match. Teams departing any later bear the extra costs incurred as a result of their late departure.
- 23.03** Semi-finalists may depart one day after the end of the final tournament.

Article 24 Match abandoned

- 24.01** If there are fewer than three players on either of the teams, the match is abandoned. In this case, the UEFA Control, Ethics and Disciplinary Body decides on the consequences.
- 24.02** If the referee decides to abandon the match, for example because the field is not fit for play, the remaining match time must, in principle, be played the next day, unless the case is referred to the UEFA Control, Ethics and Disciplinary Body. The date on which the match will be completed must be decided within two hours of the referee's decision to abandon the match, in consultation with the associations concerned. In case of dispute, the UEFA administration fixes the venue, date and kick-off time of the match. Its decision is final.
- 24.03** If the remaining time of the match has to be played the next day or on another date set by the UEFA administration, the following principles apply:
- The match sheet must contain the same players who were on the match sheet when the match was abandoned, with the exception of players sent off during the abandoned match as well as players suspended for the abandoned match.
 - Any sanctions imposed before the match was abandoned remain valid for the remainder of the match.
 - Single yellow cards imposed before the match was abandoned are not carried forward to any other matches before the abandoned match is completed.
 - Players sent off during the abandoned match cannot be replaced and the number of players in the starting line-up remains as it was when the match was abandoned.
 - Players who were suspended following a match played after the abandoned match in question can be included on the match sheet.
 - The match must restart on the same spot where the abandoned match action occurred (i.e. free-kick, kick-in, goal clearance, corner kick, penalty, etc.). If the match was stopped during the normal flow of the game, a dropped ball on the spot where it was abandoned shall be used to restart.

Article 25 Match cancelled

- 25.01** If the host association finds that a match or mini-tournament cannot take place, it must notify the visiting association(s), the referee team(s) and the UEFA match delegate before their departure from home, and the UEFA administration at the same time. In this case, the match(es) must be played on (an)other date(s) as decided by the UEFA administration after consultation with the host and visiting association(s).
- 25.02** If any doubt arises as to the condition of the field of play after the visiting team's departure from home, the referee decides on the spot whether or not it is fit for play.

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- 25.03** If the referee declares that a match cannot commence because the field is not fit for play or for any other reason, it must, in principle, be played the next day, subject to the approval of the UEFA administration. A decision must be taken within two hours of the referee's decision to cancel the match. In case of dispute, the UEFA administration fixes the venue, date and kick-off time of the match. Its decision is final.
- 25.04** If circumstances require the host association to notify the visiting association(s) and the referee team(s) before their departure from home of a match or mini-tournament not being able to be played and if the host association fails to do so, it is responsible for the travel, board and lodging expenses of the visiting association(s) and the referee team(s).
- 25.05** In all other cases, each association bears its own expenses, including additional expenses resulting from the match having to be (re)played later than initially scheduled. However, if a match cannot take place at all for reasons beyond control and the visiting association returns home, the travel, board and lodging expenses of the visiting association, as well as the relevant hosting costs, are borne by the two associations in equal parts.

Article 26 Refusal to play and similar cases

- 26.01** If an association refuses to play or is responsible for a match not taking place or not being played in full, the UEFA Control, Ethics and Disciplinary Body takes a decision in the matter.
- 26.02** The UEFA Control, Ethics 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 association responsible for the match being abandoned.
- 26.03** If an association is disqualified during the competition, the results of all of its matches are declared null and void, and the points awarded forfeited.
- 26.04** If an association that has qualified for the final tournament does not compete, the UEFA administration may replace it and, if so, decide which association is to take its place according to the results achieved by the associations eliminated previously.
- 26.05** An association which refuses to play or is responsible for a match not taking place or not being played in full loses all rights to payments from UEFA.
- 26.06** Upon receipt of a reasoned and well-documented request from the aggrieved association(s), the UEFA administration may set an amount of compensation due for financial loss.

IV – Hall Infrastructure

Article 27 Halls

- 27.01** Halls must be in good condition in terms of both their playing surface and their facilities. They must fully comply with the *FIFA Futsal Laws of the Game* and conform to the safety and security regulations of the competent civil authorities.
- 27.02** The goal nets must be attached in such a way that the ball cannot rebound out of the goal. If necessary, an additional net may be placed inside the goal no less than 70cm from the crossbar.
- 27.03** Temporary stands may not be used.
- 27.04** Match halls used for a mini-tournament must be reserved exclusively for the competition for the duration of the mini-tournament.
- 27.05** The host association must provide pitch access that guarantees the safe entry and exit of players and match officials.
- 27.06** Host associations must ensure that the halls they use undergo periodic safety checks.
- 27.07** Each host association is responsible for:
- a. inspecting every hall concerned and returning the corresponding online form to the UEFA administration confirming that the halls meet the criteria laid out in Annex B ;
 - b. confirming to the UEFA administration that the halls, including their facilities (hall capacity, emergency lighting system, first aid facilities, type of protection against intrusion by spectators into the playing area, etc.), have been thoroughly inspected by the competent public authorities and meet all the safety requirements laid down by the applicable national law.
- 27.08** The UEFA administration accepts or rejects each hall on the basis of the above form and confirmation, and any other information gathered by UEFA. Its decisions are final.

Article 28 Scoreboards

- 28.01** Each hall must have a modern scoreboard to provide spectators, players and officials with the following accurate information:
- a. names of both teams;
 - b. time remaining in any period, counting down in minutes, seconds and tenths of seconds from 20.00.00 to 00.00.00;
 - c. remaining penalty time to be served by up to two players on each team, counting down from 02.00 to 00.00;
 - d. score;

- e. time-outs, counting down from 01.00 to 00.00;
- f. accumulated fouls.

Article 29 Lighting

- 29.01** Matches must be played in halls equipped with a lighting system that provides a standard lighting level of Ev (lux) 1,200 to ensure ideal conditions for broadcast activities.
- 29.02** For the final tournament, a minimum lighting level of Ev (lux) 1,800 is required. The host association must provide UEFA with a recent lighting certificate.
- 29.03** In addition, an emergency lighting system of at least Ev (lux) 1,000 should be available, ensuring that a match can be completed even in the event of a power failure.

Article 30 Screens

- 30.01** In the qualifying competition, the results of other matches can be shown on the scoreboard and/or giant screen during the match, while simultaneous transmissions and replays are authorised for press monitors and closed-circuit channels only. Delayed footage of the match being played may be transmitted on the giant screen inside the hall provided that the host association has obtained all the necessary third-party permission to transmit such footage including (without limitation) permission from the UEFA match delegate, the host broadcaster producing the live international feed of the match and any relevant local authorities. Moreover, the host association must ensure that such footage is transmitted on the giant screen during the match only when the ball is out of play and/or during the half-time interval, time-outs or break before extra time (if any) provided that it does not include any images that:
 - a. may have an impact on the playing of the match;
 - b. may be reasonably considered as controversial insofar as they are likely to encourage or incite any form of crowd disorder;
 - c. may display any public disorder, civil disobedience or any commercial and/or offensive material within the crowd or on the pitch; or
 - d. may be deemed to criticise, undermine or damage the reputation, standing or authority of any player, referee and/or any other party at the hall (including any images that are aimed at highlighting directly or indirectly, any offside offence, fault committed by a player, potential mistake of a referee and/or any behaviour which is contrary to the principle of fair play).
- 30.02** For the final tournament, UEFA may authorise simultaneous or delayed transmissions on giant viewing or public screens outside the hall in which a match is played (e.g. in another hall of the host association or in a public place anywhere), subject to authorisation from the rights-holding broadcaster in the territory of the screening and the public authorities.

V – Match Organisation

Article 31 Match equipment

- 31.01** Balls must comply with the *FIFA Futsal Laws of the Game*.
- 31.02** Ten FIFA-approved balls must be provided by the host association for qualifying competition matches and training sessions. The balls used for training sessions and matches must be the same.
- 31.03** For matches and training sessions during the final tournament, balls are supplied by UEFA.
- 31.04** No form of commercial advertising, whether real or virtual, is permitted on the goals or goal nets from the time the teams enter the field of play until they have left it at half-time and from the time the teams re-enter the field of play until the end of the match. Similarly, no extraneous equipment (such as cameras and microphones) may be attached to the goals or nets.
- 31.05** Substances that could affect or damage the playing surface or endanger the physical integrity of players are prohibited.

Article 32 Training sessions

- 32.01** Teams are allowed to train in the hall where their match is to take place the day before the match. The visiting association agrees with the host association on the length of the training session (60 minutes maximum). In addition, the visiting association may hold private training sessions at a location to be agreed on with the host association, but not at the hall where the match will be played. In the final tournament, UEFA takes the final decision on the length of the training sessions.

Article 33 Ticketing

- 33.01** An appropriate number of complimentary and purchase tickets, to be fixed by mutual agreement for the qualifying phase and by the UEFA administration for the final tournament, must be set aside for the visiting association(s). Terms and conditions for returning a certain quantity of tickets are determined by the UEFA administration. These terms and conditions are binding.
- 33.02** The official UEFA representatives (including a potential UEFA doping control officer) and at least three representatives of the visiting association must be provided with complimentary top-category seats (and associated hospitality) in the VIP sector.

Article 34 Venue data coordinator

- 34.01 The host association must ensure that the venue data coordinator (VDC) appointed by UEFA to gather live data during the match is provided with:
- a. a commentary position (or an equivalent position) with dedicated broadband internet access, which needs to be in place from the morning of the match until 90 minutes after the final whistle, and
 - b. an accreditation permitting access to the referees' dressing room.

VI – Match Procedures

Article 35 Match sheet

- 35.01** Before each match, each team receives a match sheet on which the numbers, full names, dates of birth and, if applicable, shirt names of the 14 players in the squad must be indicated, 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 the competent association official.
- 35.02** The numbers on the players' shirts must correspond with the numbers indicated on the match sheet. The goalkeepers and team captain must be identified.
- 35.03** Both teams must hand their match sheets to the referee at least 60 minutes before kick-off. If the match sheet is not completed and returned in time, the matter will be submitted to the UEFA Control, Ethics and Disciplinary Body.
- 35.04** The maximum number of substitutes permitted per team is nine. The number of substitutions permitted during a match is unlimited. No substitutions are allowed during time-outs.
- 35.05** All nine substitutes listed on the match sheet may take part in the match.
- 35.06** After the match sheets have been completed, signed and returned to the referee by both teams, and if the match has not yet kicked off, no replacement is allowed except in the following cases:
- a. If any of the first five players listed on the match sheet are not able to start the match due to unexpected physical incapacity, they may only be replaced by any of the nine substitutes listed on the match sheet. Such players are taken off the match sheet and the quota of substitute players is reduced accordingly for the match in question.
 - b. If any of the nine substitutes listed on the match sheet are not able to be fielded due to unexpected physical incapacity, they may not be replaced, which means that the quota of substitute players will be reduced accordingly for the match in question.
 - c. If a goalkeeper listed on the match sheet is unable to be fielded due to unexpected physical incapacity, he may be replaced by another goalkeeper from the list of 25 players.
- 35.07** Upon submission of a medical certificate to the UEFA administration and UEFA match delegate the day after the match in question, a player (starting or substitute) who was unable to play in accordance with Paragraph 35.06 a) or b) above may be replaced on the list of 14 players by a registered player from the list of 25 players.

Article 36 Match protocol

- 36.01** The UEFA, FIFA and UEFA Respect flags, as well as the national team flags, must be flown horizontally at the hall at all matches in the competition.

36.02 Both teams must be at the hall at least 75 minutes before kick-off.

36.03 The following countdown (in minutes before kick-off) must be respected but can be adapted to take into account the distance between the dressing rooms and the pitch.

Minutes before kick-off	
75 minutes	Arrival at the hall of the teams, referees, UEFA match delegate and referee observer
60 minutes	Both teams complete and sign the match sheet and hand it over to the referee or UEFA match delegate
50 to 15 minutes	Warm-up on the field of play (or in a dedicated area)
6 minutes	Teams enter the field of play and line up facing the VIP box (home team on referee team's right)
4 minutes	National anthem of away team
3 minutes	National anthem of home team
2 minutes	Handshake procedure (visiting team starts) and team photos
1 minutes	Coin toss
0 minutes	Kick-off (no earlier than 10.00 and no later than 22.00 local time)

36.04 The UEFA Futsal EURO anthem provided by UEFA must be played as the teams enter the field of play until they have lined up, at which point the national anthems of the teams must be played.

36.05 At all matches in the competition, the players are invited to shake hands with their opponents and the referees after the line-up ceremony as well as after the final whistle, as a gesture of fair play.

Article 37 Rules governing the technical area

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

37.02 Smoking is not allowed during matches.

37.03 During matches, players and team officials listed on the match sheet are not allowed access to any TV footage of the match.

37.04 The use of electronic communication systems between players and/or technical staff is not permitted.

VII – Player Registration

Article 38 Player eligibility

- 38.01** Each association must select its national representative team from players who hold the nationality of its country and who comply with the provisions of Articles 5 to 8 of the *Regulations Governing the Application of the FIFA Statutes*.
- 38.02** Each player taking part in the competition must be in possession of a valid passport or identity card of the country for which he is playing, containing a photograph and giving full particulars of his date of birth (day, month, year). Otherwise, he will not be allowed to take part in the competition. The referee or a UEFA match officer may ask to see the registration licences or official passports/identity cards of the players listed on the match sheet.
- 38.03** All players must undergo a medical examination to the extent provided for by the *UEFA Medical Regulations*.
- 38.04** The UEFA administration decides on questions of player eligibility. Challenged decisions are dealt with by the UEFA Control, Ethics and Disciplinary Body.

Article 39 Player lists

- 39.01** Each association must provide the UEFA administration with a list of 25 players (surnames, first names, club and date of birth) as well as the surname, first name and date of birth of the head coach. Three of these 25 players must be goalkeepers. This list must be completed online by 24.00CET on the following dates, with a print-out submitted by 12.00CET the next day:
- a. 6 January 2015 for the preliminary round mini-tournaments;
 - b. 10 March 2015 for the main round mini-tournaments;
 - c. 8 September 2015 for the play-offs;
 - d. 2 December 2015 for the final tournament.
- 39.02** Only 14 of the 25 players will be eligible to play in each round of the competition. The list of 14 players must be submitted to the UEFA match delegate at the organisational meeting held the day before the first match in the relevant round. For the final tournament, the UEFA administration will provide the participating teams with a template of this list which must be filled in and handed over to the UEFA representatives during the head of delegation meeting.
- 39.03** For identification purposes, the UEFA match delegate may arrange to make a visual check of each player participating in the competition. As a rule, this check takes place at a mealtime at the team's accommodation before the first match in a mini-tournament or in the final tournament. Only one such visual check is made.
- 39.04** For the whole competition, in case of long-term injury or illness, a maximum of one outfield player named on the list of 14 players may be replaced upon submission to the UEFA match delegate of written medical evidence of illness or injury in one of UEFA's official languages, no later than three hours before the

start of the team's first match in the competition. The replacement player must be taken from the list of 25, and the replaced player may not take part any more in the competition and no other outfield player may be replaced during the competition.

- 39.05** If an association cannot count on the services of at least two goalkeepers registered on the list of 14 players because of long-term injury or illness, the association concerned may temporarily replace the goalkeeper(s) concerned on the list of 14 at any time during the competition. The replacement goalkeeper(s) must be taken from the list of 25. Only if there is no eligible goalkeeper left on the list of 25 may another be registered. The association must provide UEFA with the necessary medical evidence. UEFA may require further medical examination of the goalkeeper(s) by an expert appointed by the UEFA administration at the cost of the association. Once an injured or ill goalkeeper is fit to be fielded again he can resume his position in place of his nominated substitute. Any such changes must be announced to the UEFA administration at least 24 hours before the next match in which the goalkeeper is due to play.
- 39.06** The associations are responsible for ensuring that the aforementioned provisions concerning player eligibility and lists of players are observed.

VIII – Refereeing

Article 40 Referee team and referee liaison officer

- 40.01** The *General Terms and Conditions for Referees* apply to the referee teams appointed for the competition.
- 40.02** The referees are taken care of by a referee liaison officer, who is an official representative of the host association.
- 40.03** The referee team is composed of the first and second referee, third official and timekeeper. Only referees from the official FIFA list of futsal referees are eligible.
- 40.04** Directly after the match, the referee validates the official match report.

Article 41 Appointment and replacement of referees

- 41.01** The Referees Committee appoints the referee team for each match. For each qualifying competition match, UEFA appoints a first and second referee and a third official. The host association must appoint an official timekeeper and must cover all the costs related to the timekeeper (e.g. daily allowances, travel costs, board and lodging). If deemed necessary, the UEFA match delegate is empowered to use a neutral referee to act as a timekeeper at any time during the competition.
- 41.02** The Referees Committee, in cooperation with the UEFA administration, appoints the referee team for the final tournament.
- 41.03** UEFA arranges for the referee team to arrive at the venue the day before the qualifying competition match or mini-tournament, or two days before the final tournament. If a member of the referee team does not arrive at the venue by then, the UEFA administration and the teams must be informed immediately. The Referees Committee takes the appropriate decisions. If the Referees Committee decides to replace a member of the referee team, such a decision is final and no protests against the person or nationality of the replacement are allowed.
- 41.04** If a first or second referee becomes unfit before or during a match and is unable to continue to officiate, in principle the third official replaces him. This is decided on a case-by-case basis by the UEFA administration in cooperation with the Referees Committee. Such decisions are final.

IX – Disciplinary Law and Procedures

Article 42 UEFA Disciplinary Regulations

- 42.01** 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.

Article 43 Yellow and red cards in the qualifying competition

- 43.01** As a rule, a player who is sent off the field of play is suspended for the next match in the competition. In case of serious offences, the UEFA Control, Ethics and Disciplinary Body is entitled to augment this punishment, including by extending it to other competitions.
- 43.02** A player is automatically suspended for the next competition match after two cautions in two different matches as well as after a fourth and any subsequent caution.
- 43.03** Single yellow cards and pending suspensions are carried forward from the preliminary round to the main round, and from the main round to the play-offs.
- 43.04** Single yellow cards that have not resulted in a suspension expire on completion of the qualifying competition.

Article 44 Yellow and red cards in the final tournament

- 44.01** Pending yellow-card suspensions do not expire on completion of the qualifying competition and are carried forward to the final tournament.
- 44.02** In the case of repeated cautions in different matches, the offending player is suspended for one match in the final tournament as from the second caution.
- 44.03** Red-card suspensions are always carried forward to the next match or to the next UEFA or FIFA futsal competition for national teams.
- 44.04** Cautions and pending yellow-card suspensions from the final tournament expire at the end of the competition.

Article 45 Protests and appeals

- 45.01 Protests and declarations of the intention to appeal against a decision by the UEFA Control, Ethics and Disciplinary Body must be lodged in accordance with the relevant provisions of the *UEFA Disciplinary Regulations*, with the exception of the following deadlines being applicable to the final tournament:
- a. a protest must reach the UEFA Control, Ethics and Disciplinary Body within 12 hours of the end of the match in question;
 - b. a declaration of the intention to appeal against the decision by the UEFA Control, Ethics and Disciplinary Body must be lodged within 24 hours of notification of the relevant decision with grounds.

X – Kit

Article 46 Kit approval

- 46.01** The *UEFA Kit Regulations* apply to all matches in the competition, unless specified otherwise in these regulations.
- 46.02** The UEFA match delegate has the right and duty to check kit items at the match venue. He is also entitled to send such items to the UEFA administration for further checks after the match.
- 46.03** For the qualifying competition, participating associations must use kit that has been sent to and approved by the UEFA administration beforehand. Samples of any new kit to be used have to be sent to the UEFA administration for approval at least two weeks before its intended use.
- 46.04** For the final tournament, kit to be used by the participating associations (players, goalkeepers and flying goalkeepers' playing attire, including shirt, shorts, socks and any other kit items used) must be sent as required to the UEFA administration by 15 October 2015. The UEFA administration will then issue a written decision approving or rejecting the various kit items.
- 46.05** All kit items worn during the final tournament must be free of any sponsor advertising, in particular:
- for any event held at a hall, from arrival at the hall until departure from the hall;
 - for any training session designated as official by the UEFA administration; and
 - at any official UEFA press conference.

Article 47 Colours

- 47.01** As a rule, the home team is entitled to wear its first-choice kit, while the visiting team wears its second-choice kit unless the associations concerned agree otherwise in due time, in which case the details must be submitted to the UEFA administration in writing. The second-choice kit must be noticeably different in contrast and colours from the first-choice kit and be taken to every match. If the associations are unable to agree on the colours to be worn by their teams, the UEFA administration will take a decision.
- 47.02** The kit colours agreement for each match will be sent by UEFA to all teams participating in the final tournament.
- 47.03** If, on the day of a match, the referee is of the opinion that the colours of the two teams could be confused, they will be changed. Such decisions, taken by the referee in consultation with the UEFA match delegate and/or the UEFA administration, are final.

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- 47.04 Any outfield player replacing the goalkeeper and playing as a flying goalkeeper must wear the exact same goalkeeper's shirt, but with the outfield player's own number on the back.

Article 48 Numbers and names

- 48.01 The players must wear set numbers between 1 and 20. The numbers on the back of the shirts must correspond with the numbers indicated on the official player list. If the number 1 is used, it must be worn by a goalkeeper. No number may be used by more than one player in the course of a mini-tournament or the final tournament.
- 48.02 For the final tournament, players' names and numbers are compulsory on the back of the shirts. Numbers must also appear on the front of the shirts (at chest height) and/or on the front of the shorts.

Article 49 Badges

- 49.01 The competition badge will be distributed by UEFA to the associations participating in the final tournament. This badge must appear on the free zone of the right shirt sleeve. The competition badge may not be used for any other purpose, including commercial or promotional activities.
- 49.02 UEFA also provides the associations participating in the final tournament with a UEFA Respect badge. This badge must be worn horizontally in the centre of the free zone on the left shirt sleeve. The UEFA Respect badge may not be used for any other purpose, including commercial or promotional activities.

Article 50 Equipment used in the hall

- 50.01 For the final tournament, the special equipment (drink bottles, medical bags, captain's armbands, etc.) provided to each participating association must be used, to the exclusion of any similar items.
- 50.02 At all matches in the final tournament, team captains should wear the UEFA Futsal EURO or UEFA social responsibility campaign captain's armband, provided by UEFA to all participating associations.
- 50.03 For the final tournament, only warm-up bibs provided by UEFA may be used during official training sessions, for pre-match warm-ups and for substitute players' warm-ups.
- 50.04 For the final tournament, all items worn by players and officials which do not form part of the playing attire (shirt, shorts and socks) and all special material used in the hall and not provided by UEFA, such as kit bags, must be free of sponsor advertising. Manufacturer identification is allowed in accordance with the *UEFA Kit Regulations*. This provision applies to:
- a. the official training session which takes place the day before any match;

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

XI – Financial Provisions

Article 51 Financial rules – whole competition

- 51.01** No levy is paid to UEFA for matches in this competition.
- 51.02** The amounts paid by UEFA are gross amounts. As such, they cover any and all taxes, levies and charges.
- 51.03** Any dispute regarding settlement of accounts will be decided by the UEFA administration.
- 51.04** For all matches in this competition, the host association, on behalf of UEFA, pays the cost of the board and lodging of the referees and the UEFA match officers (i.e. UEFA match delegate and UEFA referee observer) as well as their transport costs within the territory of the host association. The international travel expenses and daily allowances of these officials are paid by UEFA.
- 51.05** The host association's obligations commence one day before the match or the first match of a mini-tournament and end one day after the match or the last match of a mini-tournament.

Article 52 Financial rules – qualifying competition

- 52.01** In principle, the host association retains its revenue and bears all organisational costs (including any and all taxes, duties and levies).
- 52.02** The host association bears the following costs for the visiting teams:
- a. board and lodging in a high standard four-star hotel for a maximum of 21 people per delegation;
 - b. local transport;
 - c. laundry service for the match kit of the participating team(s) and match officials.
- 52.03** To cover the costs of the mini-tournament, the host association receives a contribution from the associations of the visiting teams amounting to €10,000 per visiting team. This amount is debited from the UEFA accounts of the visiting associations concerned and credited to the UEFA account of the host association on completion of the mini-tournament.
- 52.04** The host association contributes €10,000 to the mini-tournament budget based on the amount it saves by its national team not participating in a mini-tournament abroad.
- 52.05** UEFA credits the host associations with €10,000 to cover the board and lodging costs of the referees and the UEFA match officers (i.e. UEFA match delegate and UEFA referee observer) as well as any costs incurred due to a possible UEFA site visit.

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- 52.06** The host association appoints a timekeeper and is responsible for any travel expenses and daily allowances in this respect.
- 52.07** The visiting associations cover their international and national travel expenses to and from the mini-tournament venue.
- 52.08** For play-off matches, the visiting association bears its own travel, board and lodging costs, unless the associations concerned agree otherwise.
- 52.09** For play-off matches, UEFA credits the host association with €5,000 to cover the board and lodging costs of the referees and the UEFA match officers, i.e. UEFA match delegate and UEFA referee observer.

Article 53 Financial rules – final tournament

- 53.01** The overall receipts consist of the following:
- a. revenue from ticket sales for all matches;
 - b. revenue generated by the exploitation of the commercial rights (see definition in Article 2);
 - c. other income.
- 53.02** The UEFA Executive Committee decides upon the distribution of the overall receipts.
- 53.03** UEFA covers the costs of the following for each of the 12 participating associations as from two days before the start of the tournament until one day after their team has been eliminated, or one day after the end of the tournament for the semi-finalists:
- a. board and lodging (maximum of 21 people per delegation);
 - b. local ground transport within the territory of the host country (maximum of 21 people per delegation);
 - c. laundry service for match kits (i.e. shirts, shorts and socks, but not tracksuits).
- 53.04** Each association taking part in the tournament pays:
- a. the travel expenses of its delegation to and from the tournament venue or city;
 - b. any costs arising from having additional delegation members;
 - c. any costs arising from early arrival or delayed departure;
 - d. expenses arising from the compulsory accident and travel insurance taken out for players and officials taking part in the final tournament;
 - e. additional costs arising from special board and lodging requests.
- 53.05** The host association must submit a detailed budget, agreed by the UEFA administration, of all anticipated income and expenditure at least 12 months before the final tournament.
- 53.06** The host association then bears costs of the areas for which it is responsible within the agreed budget.

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- 53.07** The host association must submit all financial claims to the UEFA administration at the latest one month after the last match in the final tournament.
- 53.08** The host association must submit detailed accounts for the entire final tournament to the UEFA administration at the latest ten weeks after the last match in the final tournament.
- 53.09** The following costs are covered by UEFA:
- a. international travel, board and lodging expenses (accommodation, meals and excursions) and daily allowances for referees in accordance with the amounts decided by the Referees Committee on proposal of the UEFA administration;
 - b. travel, board and lodging expenses and daily allowances for official UEFA representatives (members of the Executive Committee, Futsal and Beach Soccer Committee, Control, Ethics and Disciplinary Body, Appeals Body, Referees Committee, Medical Committee, Technical Study Group) and members of the UEFA administration.

XII – Exploitation of the Commercial Rights

Article 54 Promotional purposes

- 54.01** On registering for the competition, an association must grant UEFA the right to use and authorise others to use photographic, audiovisual and visual material of its team, players and officials (including their names, relevant statistics, data and images), as well as the association's name, logo, emblem and team shirt (including references to the shirt sponsors and kit manufacturers), free of charge and worldwide for the full duration of any rights for (i) non-commercial, promotional and/or editorial purposes (including the use of such material in the multilateral production of television and media promotion and coverage of the final tournament); and/or (ii) as reasonably designated by UEFA. No direct association will be made by UEFA between individual players or associations and any partner. On request, the associations must supply UEFA free of charge with all appropriate material as well as with the necessary documentation required to allow UEFA to use and exploit such rights in accordance with this paragraph.
- 54.02** The associations must also provide all relevant data and/or information for UEFA's promotional purposes, in particular its official website(s), and for competition-related UEFA publications.

Article 55 Commercial rights – qualifying competition

- 55.01** The host association of any match in the qualifying competition is authorised to exploit the commercial rights relating to such matches.
- 55.02** UEFA owns and has the sole right, to the exclusion of the participating associations and any other party, to exploit the marketing rights to the qualifying competition generally or as a collective whole, including, by way of example, the right to nominate partners in relation to the qualifying competition or the competition (including the qualifying competition) as collective wholes. No participating association may participate in or allow any third party to use any rights granted by the participating association in any aggregation of marketing rights in any way that would permit a third party to create an association with the qualifying competition, the competition or the final tournament generally or as collective wholes. As a result, any grant by a participating association of marketing rights relating to the qualifying competition must be conditional upon the grantee and other third parties not exploiting the relevant rights in such a manner. By way of example, no participating association may create, or permit a third party to use rights granted by it to create, a website that is promoted as an official or dedicated website of the qualifying competition as a whole.
- 55.03** All associations participating in the qualifying competition undertake to take all legal and other measures that UEFA deems appropriate at its sole discretion to prohibit, prevent and stop any unauthorised exploitation of the commercial rights to the qualifying competition and to protect the ownership thereof.

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- 55.04** The commercial rights to any match in the qualifying competition may not be sold unless the sale is documented in a written agreement that provides for the payment of an appropriate fee to the host association. Any such fee forms part of the match receipts and remains with the host association.
- 55.05** All agreements and arrangements entered into by associations that pertain to the exploitation of media rights to any match in the qualifying competition must include Article 48 of the *UEFA Statutes* and the regulations governing its implementation and any other instructions or guidelines issued by UEFA from time to time as an integral part of such agreements and arrangements and associations must comply with the same. Further, such agreements and arrangements must contain a stipulation guaranteeing that if any amendments are made to these regulations or any other applicable codes, guidelines or regulations issued by UEFA from time to time, the said agreements or arrangements shall be amended as necessary to conform with the relevant amended regulations, codes or guidelines within 30 days of their coming into force.
- 55.06** All agreements and arrangements pertaining to the exploitation of commercial rights in respect of the qualifying competition must be presented to the UEFA administration upon request.
- 55.07** For any match of the qualifying competition where production of a signal is foreseen, the host association undertakes to provide UEFA, free of charge and at least 24 hours before kick-off, with access to the transmission details for receiving the broadcast signal at a location of UEFA's choice. These broadcasts can be recorded by UEFA for purposes envisaged in this paragraph and a copy of such recordings will be made available to the host association upon request. If the signal is unavailable for whatever reason, the host association undertakes to provide UEFA, free of charge, in HDCam (or, if not available, in Digibeta SP or such other format as may be requested by UEFA) with a recording of the entire match, to be: (i) given to the UEFA match delegate as soon as possible after the end of the match; or, in exceptional circumstances, (ii) sent to a destination determined by UEFA the day following the match. The host association of any match in the qualifying competition must ensure that any third party owning rights to the above materials grants UEFA the right to use and exploit and authorise others to use and exploit any and all media rights in respect of a minimum of 15 minutes of audio and/or visual material from each match, free of charge and without payment of any associated clearance costs. The host association acknowledges that such use may be aimed in particular at directly or indirectly promoting the competition within programmes produced by or on behalf of UEFA.
- 55.08** Participating associations may not use or authorise any third party to use any of the competition trademarks, music or any graphic material or artistic forms developed in connection with the competition in programmes, promotions, publications or advertising or otherwise without the prior written consent of UEFA.

Article 56 Commercial rights – final tournament

- 56.01** UEFA owns and has the sole right, to the exclusion of the participating associations and any other party, to exploit all of the commercial rights to the final tournament, including, without limitation, those arising at, and relating to, the official training hall. UEFA may exercise its right to exploit these commercial rights at its sole discretion and on a worldwide basis.
- 56.02** The commercial rights arising at, and relating to, the official training hall commence two days before the first match of the final tournament and terminate upon the conclusion of the final tournament.
- 56.03** All associations participating in the final tournament must provide all necessary assistance and cooperation to UEFA in taking any and all legal and other measures that UEFA, at its sole discretion, deems appropriate to prohibit, prevent and stop any unauthorised exploitation of the commercial rights to the final tournament and to ensure that all the commercial rights remain owned and exercised solely and exclusively by UEFA without restriction. In this regard, no association may use or exploit, directly or indirectly, any commercial rights to the final tournament without the express prior written agreement of UEFA and subject to such conditions as UEFA may require. Each association must ensure that its partners, commercial or otherwise, do not use or otherwise exploit directly or indirectly any commercial rights to the final tournament without UEFA's express prior agreement, which may be granted or withheld at its sole discretion.
- 56.04** From the association's arrival at the final tournament venue until the end of the final tournament, a participating association may not display (including on any clothing) any third party commercial identification or branding in any final tournament hall, or at any official UEFA press conference, other than:
- a. on kit used at unofficial training sessions;
 - b. in any press conference facility (except during any UEFA press conference held at such facility);
 - c. manufacturer's identification on kit in accordance with the *UEFA Kit Regulations*.
- 56.05** Associations participating in the final tournament may be permitted to make coaching films, which must not be used for any purposes whatsoever other than for the instruction of players, referees and officials of the relevant associations. Permission to film and produce such coaching films must be obtained from the UEFA administration in writing. Such permission sets out any relevant financial and other conditions. Available space and locations for the relevant film crews are limited and any such requests for permission must be submitted to the UEFA administration at least 30 days before the start of the final tournament. All practical filming arrangements, including access, working areas, number and size of crews, types of camera, etc., are communicated by UEFA in advance by circular letter or a similar means of communication. All intellectual property rights in and to any and all material recorded for such purposes must be assigned to UEFA in writing and, if so requested by UEFA, a copy of all relevant film material provided to UEFA within 24 hours of any such request being made.

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- 56.06** Associations must obtain all necessary third party rights, licences and consents that are required in order for them to comply with this chapter and, upon request, must supply UEFA free of charge with the necessary documentation (including, without limitation, any third party consents) required to allow UEFA to use and exploit its rights under these regulations.
- 56.07** UEFA has no responsibility or liability in connection with any agreement entered into by an association relating to the exploitation of the commercial rights to the final tournament.
- 56.08** UEFA declines all responsibility and liability in the event of any conflict between any agreement entered into by an association and any arrangement entered into by UEFA relating to the exploitation of the commercial rights to the final tournament.

XIII – Media Matters

Article 57 Responsibilities regarding media matters

- 57.01** Before the start of the season each association must, at UEFA's request, (i) provide UEFA, free of charge, with individual player and coach/manager statistics and photographs, historical information and a photograph of its hall, and any further data requested by UEFA for promotional purposes; or (ii) make all or part of the above available for UEFA to produce its own material.
- 57.02** Each participating association must appoint a dedicated English-speaking press officer for the whole competition to coordinate media matters with UEFA and the media in accordance with UEFA's rules and regulations. The press officer assists UEFA in compiling editorial features and statistics to help promote the competition on UEFA's official media platforms. The association's press officer must attend all media activities and ensure that the team meets all its media obligations in connection with each match.

Article 58 Media accreditation and access rights

- 58.01** For the qualifying competition, the host association is responsible for organising a media accreditation system (accreditation cards, bibs, etc.) and for delivering the relevant accreditations to all media representatives:
- written press;
 - photographers;
 - audiovisual rights holders;
 - audiovisual non-rights holders.
- 58.02** Written press applies to media that report in writing only, for whatever platform (e.g. newspaper, website, mobile portal). They have access to the post-match press conference and mixed zone.
- 58.03** Unless protection nets obstruct the view, photographers may work in the areas behind the advertising boards behind the goals. They may only change ends at half-time or, if applicable, during the interval before the start of extra time. Photographers may not work from the stands or any other area unless given permission to do so by the local press officer. They may photograph all elements of the match, including the warm-up of the teams, the line-up, handshake procedure and coin toss, the game itself, and any post-match ceremonies.
- 58.04** Photographers may attend the post-match press conferences subject to space restrictions. However, no photography is allowed in the mixed zone.

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- 58.05** Photographs taken by officially accredited photographers may be published online (including internet and mobile) for editorial purposes only, subject to the following conditions:
- a. they must appear as stills and not as moving pictures, quasi-video feed or slide shows;
 - b. there must be an interval of at least 20 seconds between the posting of any two photographs published online.
- 58.06** No media representatives are allowed to go on to the field of play before, during or after the match, with the exception of the host broadcaster camera crew covering the team line-ups at the start of the match and up to two host broadcaster camera crews filming the teams after the end of the match. The same applies to the tunnel and dressing-room area, with the exception of UEFA-approved flash interviews and a camera of the host broadcaster filming the following activities:
- a. team arrivals (as far as to the dressing-room area)
 - b. players in tunnel prior to taking the field (before the match)
 - c. players returning to the pitch at the start of the second half.
- 58.07** A limited number of photographers, cameramen and production staff of the audiovisual rights holders – all equipped with the appropriate pitch-access accreditation – are allowed in the area between the boundaries of the field of play and the spectators.
- 58.08** The team dressing rooms are off limits to media representatives before, during and after the match. However, subject to the teams' prior agreement, one camera of the host broadcaster may enter the dressing room to film the players' shirts and equipment. This filming must be completed before the arrival of the players, at least 90 minutes before kick-off.
- 58.09** A position should be foreseen for a camera crew from each team to conduct technical filming. Generally they should be on a centred position or a position agreed between the teams and the local press officer.

Article 59 Media facilities

- 59.01** The host association must provide an adequate media working area with desks, power supply and cabled or Wi-Fi internet connections for media representatives (free of charge).
- 59.02** A section in the main stand, with a clear view of the field of play and both goals, must be made available for the written press. An adequate number of seats must be equipped with desks large enough to accommodate a laptop computer and a notepad. All seats with desks must be equipped with a power supply and cabled or Wi-Fi internet connection (free of charge).
- 59.03** The host association must provide a press conference room with an adequate number of seats, a head table and chairs for three people and a backdrop.

- 59.04** After the match, a mixed zone should be set up between the teams' dressing rooms and the team transport area. This area offers reporters additional opportunities to conduct interviews and is accessible only to coaches, players and media representatives. It should feature an adequate space to accommodate media representatives, with barriers between the players and the media.

Article 60 Media activities

- 60.01** Teams must make their last training session before each match open to the media for at least 15 minutes if requested. This applies to all media, including the teams' media platforms. In addition and upon request, the head coach and at least one key player from each team should be available to the media the day before each match.
- 60.02** Interviews are not permitted during the match on the field of play itself or in its immediate vicinity. Interviews take place in a designated area according to the following rules:
- a. pre-match interviews are allowed with coaches and players on their arrival at the hall subject to their agreement;
 - b. half-time interviews may be conducted with team officials, subject to the prior agreement of the team;
 - c. flash interviews take place after the match has finished between the pitch and the dressing rooms.
- 60.03** If requested, teams must make their head coach and players available to the host broadcaster and other rights-holding audiovisual media for post-match interviews.
- 60.04** If applicable, the post-match press conference must start no later than 15 minutes after the end of the match. Both teams are obliged to make at least their head coach available for this purpose.
- 60.05** All players of both teams must go through the mixed zone.

XIV – Closing Provisions

Article 61 Implementing provisions

- 61.01 The UEFA administration is entrusted with the operational management of the competition and is therefore entitled to take the decisions and adopt the detailed provisions and guidelines necessary for implementing these regulations.

Article 62 Unforeseen circumstances

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

Article 63 Non-compliance

- 63.01 Any breach of these regulations may be penalised by UEFA in accordance with the *UEFA Disciplinary Regulations*.

Article 64 Court of Arbitration for Sport (CAS)

- 64.01 In case of litigation resulting from or in relation to these regulations, the provisions regarding the Court of Arbitration for Sport (CAS) laid down in the *UEFA Statutes* apply.

Article 65 Annexes

- 65.01 All annexes form an integral part of these regulations.

Article 66 Authoritative version

- 66.01 If there is any discrepancy in the interpretation of the English, French or German versions of these regulations, the English version prevails.

Article 67 Adoption and entry into force

67.01 These regulations were adopted by the UEFA Executive Committee at its meeting on 13 May 2014 and come into force on 1 September 2014.

For the UEFA Executive Committee:

Michel Platini
President

Gianni Infantino
General Secretary

Turin, 13 May 2014

Annex A – Official Rankings for the 2015-16 UEFA European Futsal Championship

Rank.	Association	Final Coefficient Futsal EURO 2012	Final Coefficient Futsal World Cup 2012	Final Coefficient Futsal EURO 2014	Final Coefficient 2015-16
1	Spain	8.400	10.429	6.400	8.410
2	Italy	7.000	9.833	8.000	8.278
3	Russia	8.000	8.700	7.800	8.167
4	Portugal	6.000	8.600	6.400	7.000
5	Ukraine	5.333	7.333	5.000	5.889
6	Croatia	7.000	2.333	4.667	4.667
7	Czech Republic	2.833	6.750	4.000	4.528
8	Serbia	4.333	6.917	2.333	4.528
9	Romania	4.667	4.333	4.333	4.444
10	Slovenia	2.833	4.333	5.333	4.167
11	Azerbaijan	2.833	3.833	4.500	3.722
12	Hungary	1.667	4.000	2.333	2.667
13	Slovakia	2.333	3.333	2.000	2.556
14	Netherlands	2.000	1.667	2.833	2.167
15	Belarus	2.000	3.333	1.000	2.111
16	Belgium	1.000	1.333	3.500	1.944
17	Bosnia-Herzegovina	1.667	1.667	2.000	1.778
18	Turkey	2.500	1.000	1.667	1.722
19	Kazakhstan	1.667	1.333	2.000	1.667
20	Poland	1.667	1.667	1.000	1.444
21	FYR Macedonia	1.333	1.000	1.667	1.333
22	Norway	1.000	1.667	1.000	1.222
23	Latvia	1.000	1.500	1.000	1.167
24	France	1.000	1.333	0.833	1.056
25	Finland	0.833	0.500	1.667	1.000
26	Georgia	0.667	0.667	1.417	0.917
27	Greece	0.167	0.667	1.667	0.833
28	Israel	0.333	1.667	0.500	0.833
29	Moldova	0.333	1.000	0.750	0.694
30	England	0.333	0.667	1.000	0.667
31	Montenegro	0.667	0.333	0.833	0.611
32	Lithuania	0.333	1.000	0.500	0.611
33	Bulgaria	0.667	0.667	0.500	0.611
34	Armenia	0.167	0.667	0.500	0.444
35	Andorra	0.667	0.000	0.500	0.389
36	Albania	0.667	0.500	0.000	0.389
37	Sweden	0.000	0.000	1.000	0.333
38	Cyprus	0.500	0.500	0.000	0.333
39	Denmark	0.000	0.000	0.667	0.222
40	Switzerland	0.333	0.000	0.333	0.222
41	Iceland	0.667	0.000	0.000	0.222
42	Gibraltar	0.000	0.000	0.333	0.111
43	Estonia	0.000	0.000	0.000	0.000
44	Wales	0.000	0.000	0.000	0.000
45	Malta	0.000	0.000	0.000	0.000
46	San Marino	0.000	0.000	0.000	0.000
47	Republic of Ireland	0.000	0.000	0.000	0.000
48	Austria	0.000	0.000	0.000	0.000
49	Faroe Islands	0.000	0.000	0.000	0.000
50	Germany	0.000	0.000	0.000	0.000
51	Liechtenstein	0.000	0.000	0.000	0.000
52	Luxembourg	0.000	0.000	0.000	0.000
53	Northern Ireland	0.000	0.000	0.000	0.000
54	Scotland	0.000	0.000	0.000	0.000

Coefficient Calculation

Coefficient 2010/12
Futsal EURO 2012

+ Coefficient 2011/12
Futsal WC 2012

+ Coefficient 2013/14
Futsal EURO 2014

/ 3 (seasons)

Final Coefficient

In case of equal coefficient

1. Coefficient in the previous competition
2. Goal difference in the previous competition
3. Goals for in the previous competition
4. Goals against in the previous competition

: not participating

A.1 Principles

The associations are classified on the basis of their results in the qualifying competitions and final tournaments of the 2011/12 and 2013/14 UEFA European Futsal Championships and of the FIFA Futsal World Cup 2012.

Associations with the lowest coefficients in the rankings have to take part in the preliminary round, if one is required. The coefficient of an association which has not previously entered the competition is zero.

A.2 Match points

Points are awarded as follows:

- 2 points for a win (1 point for preliminary round matches);
- 1 point for a draw (½ point for preliminary round matches);
- 0 points for a defeat.

A.3 Bonus points

The following bonus points are awarded in relation to the 2012 and 2014 UEFA European Futsal Championship final tournaments:

- 1 point for reaching the final tournament;
- 3 points for reaching the quarter-finals;
- 5 points for reaching the semi-finals;
- 7 points for reaching the final.

The following bonus points are awarded in relation to the FIFA Futsal World Cup 2012:

- 1 point for reaching the final tournament;
- 5 points for reaching the knockout stages;
- 7 points for reaching the semi-finals;
- 9 points for reaching the final.

The results of third-place matches in any of the above competitions do not count.

A.4 Coefficient calculation

Coefficients are calculated to the thousandth and not rounded up.

In each phase of the competition (including the final tournament), the total number of points obtained is divided by the number of matches played.

Points are awarded only for matches which have actually been played, in accordance with the results ratified by UEFA. Goals scored in penalty shoot-outs do not count.

A.5 Calculation of the association's coefficient

The coefficients obtained each season by the associations are added, then divided by three to produce the rankings.

A.6 Particular cases

The coefficient of an association which qualified automatically for a final tournament is calculated on the basis of the best coefficient possible from the qualifying competition.

A.7 Same coefficients

In the case of equal coefficients, the UEFA administration applies the following criteria to rank the associations concerned:

- a. coefficients in the last competition;
- b. goal difference in the last competition;
- c. goals scored in the last competition;
- d. goals conceded in the last competition.

If these criteria do not enable the administration to rank the associations in question, lots will be drawn.

A.8 Final decision

The UEFA administration has the final decision on any matters not covered by these provisions.

Annex B – Safety and Security Instructions

B.1 Introduction

These instructions apply to the organisers of, and the associations participating in, matches in any UEFA futsal competitions. They detail the precautionary measures to be taken to ensure safety and security in the venues and to prevent crowd disturbances.

These instructions cannot be regarded as an exhaustive list of the security measures to be taken by the match organisers and participating associations. The aim of these instructions is to make the match organisers, be they associations or other entities, aware of their duties and responsibilities before, during and after the match in order to safeguard the safety and security of everyone present, as well as of the hall and its installations.

These instructions do not affect the legal obligations arising from the applicable national legislation.

B.2 Cooperation with match organisers and public authorities

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

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

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

B.3 Identification of persons responsible for safety and security

The chief police officer or venue security officer with overall responsibility for safety and security relating to the match must be identified, as must all other individuals responsible for safety and security, medical services and fire services.

An adequate number of ground staff and police must be present, to guarantee safety and security in the hall.

B.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 or confusion.

B.5 Liaison group

The match organiser must establish a liaison group which includes:

- a. a senior official acting on behalf of the match organiser;
- b. a senior representative of:
 - each of the public authorities concerned;
 - the stewards;
 - the hall owner;
 - the participating teams;
- c. the UEFA match delegate.

The match organiser must identify a suitable meeting place within the hall where the group should meet in the event of an emergency.

The members of the liaison group must be given a short, coded call sign which will be broadcast over the public address system for the purpose of summoning them to the agreed meeting place.

The match organiser must ensure that the members of the liaison group are able to communicate freely with each other via a radio-telephone link.

B.6 Inspection of the venue

The venue in question must have been thoroughly inspected by the competent local safety authorities, who must have issued a safety certificate testifying to its suitability. Such a certificate must have been valid for no more than one year prior to the date of the match.

B.7 Emergency services

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

B.8 Segregation of spectators

For matches where spectators are segregated, a segregation strategy must be drawn up by the match organisers in conjunction with the participating teams and the chief police officer in charge of the match.

B.9 Information for spectators

The match organisers must ensure that spectators are made aware before the match, by public address system announcements or any other appropriate means, of all prohibitive measures and controls related to the match.

Additionally, supporters must be reminded of the importance of not attempting to take prohibited items or substances into the venue, of the need to behave in a sporting and reasonably restrained manner, and of the potentially serious consequences any breach of these obligations could have for the players and teams they support, including disqualification from competitions.

B.10 Drinks

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

B.11 Public passageways

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

B.12 Protection of the playing area

Players and match officials must be protected against intrusion of spectators into the playing area. This may be accomplished in various ways, including one or more of the following examples, depending on 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.

Whatever type of protection against intrusion is used, it must incorporate adequate means for spectators to escape into the playing area in an emergency, unless, in the certified opinion of the local safety authorities, adequate means of emergency evacuation, backwards and/or sideways, out of the stands exist, which would be sufficient to render the use of the playing area unnecessary for such a purpose.

The type of protection adopted against intrusion must be approved by the competent local authorities and must not represent a danger to spectators in the event of panic or an emergency evacuation.

No spectators are allowed in the area between the stands and the touch line or goal line.

B.13 Public address system

Every venue must have a public address system which can be heard clearly above the crowd noise, both inside and outside the venue, even in the case of a sudden upsurge in spectator noise levels. The system must also be capable of addressing

the various sectors of the venue individually. The police authorities and/or the venue security officer should be able to override the public address system to make emergency announcements.

B.14 Announcements

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

B.15 Provocative action and racism

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

Associations and match organisers must implement and apply UEFA's 10-point plan on racism.

B.16 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.

B.17 Ticket details and sales conditions

For all matches, ticket sales must be strictly controlled. A ticket should provide ticket-holders with all the 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 indication of the seat location (sector, row, seat, number). In addition, the following details should be produced and distributed with the ticket: opening times of the gates, hall regulations including prohibition of alcohol and offensive articles, procedure for searching spectators, etc.

Annex C – Fair Play Assessment

C.1 Introduction

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

C.2 UEFA fair play rankings

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

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

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

C.4 Methods of assessment

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

C.5 Individual items on the assessment form

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

C.5.1 Red and yellow cards

Deduction from a maximum of 10 points:

- Yellow card: 1 point
- Red card: 3 points

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

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

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

C.5.2 Positive play

- Maximum: 10 points
- Minimum: 1 point

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

- a. Positive aspects:
 - attacking rather than defensive tactics
 - acceleration of the game
 - efforts to gain time, e.g. bringing the ball quickly back into play, even when in a winning position
 - continued pursuit of goals, even if the desired result (e.g. qualification or an away draw) has already been achieved
- b. Negative aspects:
 - deceleration of the game
 - time-wasting
 - tactics based on foul play
 - play-acting, etc.

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

C.5.3 Respect for the opponents

- Maximum: 5 points
- Minimum: 1 point

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

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

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

C.5.4 Respect for the referee team

- Maximum: 5 points
- Minimum: 1 point

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

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

C.5.5 Behaviour of the team officials

- Maximum: 5 points
- Minimum: 1 point

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

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

C.5.6 Behaviour of the crowd

- Maximum: 5 points
- Minimum: 1 point

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

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

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

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

C.6 Overall assessment

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

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 Annex C.5.6 above), the maximum number of points obtainable will be 35.

Example:

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

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

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

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

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

C.7 Written comments

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

Annex D – Mini-tournament requirements

D.1 Introduction

This annex sets out the requirements for hosting a mini-tournament or match in the UEFA European Futsal Championship qualifying competition. For the sake of simplicity, "host" refers to the national association hosting a mini-tournament/match.

D.2 Tournament schedule

The host is responsible for notifying the other participating associations and the UEFA administration of all match details (dates, venues, kick-off times and hotel accommodation) by the set deadlines. In match halls without any proper warm-up area, and in the case of two consecutive matches, the hosts must leave at least 2 hours 15 minutes between each kick-off.

D.3 Local organising committee

The host is responsible for setting up a local organising committee (LOC) composed of at least:

- a. 1 tournament director (who should not have a leading role with his own team);
- b. 1 accommodation manager;
- c. 1 transport manager;
- d. 1 sports facilities and match organisation manager;
- e. 1 PR, promotion and ticketing manager;
- f. 1 TV/media, sponsors, concessions and VIP hospitality manager;
- g. 1 referee liaison officer (RLO);
- h. 1 team liaison officer for each visiting team;
- i. 1 medical officer;
- j. 1 press officer.

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

D.4 Accommodation requirements

All tournament participants must be accommodated in high standard four-star hotels. If possible, each team should be accommodated on a different floor or wing. The host must:

- a. ensure that the teams can prepare for their matches in a comfortable, quiet and undisturbed environment;

- b. at the organisational meeting, provide the delegations with clear information on safety regulations and procedure applicable in case of an emergency, rules regarding telephones, pay-TV, internet, mini-bars and other extras, as well as the code of conduct in the hotel;
- c. prepare a room occupancy plan and distribute it to the UEFA representatives only;
- d. ensure that all rooms:
 - have bathroom and toilet facilities which meet standard hygiene requirements;
 - have adequate wardrobe space;
 - are equipped with heating and/or air-conditioning;
 - are cleaned daily.

D.4.1 Rooms for the delegations

The host must provide and pay for the following rooms for each delegation (maximum of 21 people per delegation):

- a. seven twin rooms for the 14 players (two single beds must be provided in these rooms; one large bed for two players is not acceptable);
- b. seven single rooms for the seven team officials (same hotel as their team);
- c. a storage room for each team (ideally on the team's floor/wing);
- d. one room per team for medical treatment, equipped with massage table.

A suite could be provided for use as a storage and medical room with massage table.

Additional delegation members may be accommodated at the same place or nearby, at the expense of the visiting association.

D.4.2 Rooms for the referees and UEFA match officers

Single rooms must be provided for the four referees, UEFA referee observer, UEFA match delegate and, if applicable, referee liaison officer, in principle all at a different hotel from the teams. Only the UEFA match delegate may be accommodated in one of the hotels used for the teams.

D.4.3 Meeting rooms

The host must cover the costs for the following meeting rooms equipped with a flip chart and TV/DVD set or projector, according to the team's requests:

- a. Each team should be provided with a meeting room for a minimum of 20 people, to be at its disposal for the entire duration of the tournament. If this is not possible, two teams can be asked to share one meeting room. A meeting schedule should be established with the teams before the organisational meeting.
- b. One meeting room must be booked for the referees (at the referees' hotel).

D.4.4 Dining room

A spacious dining room split into different areas – one for the teams, one area for the UEFA match delegate and LOC and, if in the same hotel, one for the referees – must be provided. Officials must refrain from smoking and drinking alcohol in the dining room in front of the players.

D.5 Food requirements

D.5.1 Meals

Meals must follow the following rules:

- a. Three meals a day must be served to the teams and the UEFA representatives in accordance with their match and training schedules. Menus should respect sports nutrition guidelines as well as taking the national eating habits of the participating teams into account.
- b. A detailed menu plan must be submitted to the participating teams one month before the start of the mini-tournament. Should a team have any special dietary requests, these must be submitted to the host at least two weeks before the start of the mini-tournament. Any cost difference between the proposed and requested menus must be borne by the requesting association.
- c. The hotels should be flexible when it comes to catering for special requests and the teams should be able to bring their own cook, food and drink. The hotels must also be flexible about mealtimes in order to adapt to the kick-off times of matches and the teams' return travel to the hotel.
- d. A good variety of food in sufficient quantities must be provided. All meals should be served buffet style and the food must be kept at an appropriate temperature all the time.

D.5.2 Snacks, light meals

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

D.5.3 Drinks

A sufficient supply of still mineral water, soft drinks, coffee and tea must be made available for the participants at the three meals covered by the mini-tournament budget, while milk (hot and cold), fruit juice and chocolate drinks or powder must also be available at breakfast time. In addition, a minimum of 48 litres of still mineral water must be provided per day for each team to cover their needs for their training sessions, matches and other use such as water in their rooms. Still mineral water and energy drinks should also be provided to the refereeing group. All other drinks must be paid for by the teams or individuals concerned.

D.6 Laundry of kit

The host must pay for a 24-hour laundry service (hotel service or other) for the playing kits of the participating teams and referees (kit which has been worn for matches, i.e. shirts, shorts and socks, but not tracksuits).

D.7 Tournament office

A centrally located and easily accessible tournament office must be set up at the hotel or one of the hotels where the teams are staying. It should be equipped with an internet connection or Wi-Fi, a photocopier and a fax – unless these last two services can be provided by the hotel at the host's expenses. This room serves as the mini-tournament headquarters, where:

- a. the UEFA match delegate and, if accommodated in the same hotel, the refereeing group can carry out administrative work;
- b. information can be obtained on the mini-tournament itself.

D.8 Training sessions

For mini-tournaments, one hall must be made available for the entire duration, to be shared by all four teams, which should have the same playing surface as in the match hall. The teams must be given the possibility to use this hall at any time and as often as requested. The training hall can be the same hall as the match hall. In this case, the host must arrange a training schedule, taking the visiting teams' wishes into account as far as possible.

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

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

D.9 Match hall requirements

As a rule, each match hall must meet the following requirements:

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

- f. The hall must provide adequate public first aid and fire-fighting equipment as well as sanitary facilities for both sexes, and must meet UEFA's requirements for the safety and security of spectators.
- g. The hall should be equipped with a public address system including a CD player.
- h. At least one massage table and one tactical board must be provided in each dressing room.
- i. It should be possible to suspend a minimum of four flags in the interior of the hall.
- j. There must be facilities for the players and referee team to take hot showers after the match.
- k. A minimum of four ball kids and two moppers should be provided for each match.

D.10 Transport

The host is responsible for satisfying the following transport requirements:

- a. The teams, referees and UEFA match officers must be welcomed upon their arrival in the host country and transported to the hotel. They must also be provided with transport from their accommodation to their point of departure at the end of their stay.
- b. Each team must be provided with a modern 30-seater bus (with air-conditioning and dedicated driver) for the entire duration of the tournament to cover all the team's reasonable requests, including local excursions. The host must provide the visiting teams with the transport concept/rules at the organisational meeting.
- c. Two people carriers (minibuses with six to eight seats), with drivers, must be provided to transport the referees to and from matches. The UEFA match delegate must have his own car unless he can travel with the refereeing group.

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