



Enclosure 5

UEFA TIME platform

Using the UEFA Team Information Exchange (TIME) platform

TIME is a platform for preparing and organising UEFA matches. It must be used by all clubs during the club competition season for a range of tasks, which are set out below together with the process for creating access and user profiles. Additional information on each of the sections below can be found in the relevant user guides available in the TIME Documents section.

The TIME platform address is: <https://time.uefa.com>

1. TIME User Management

Your national association is responsible for appointing a Club TIME User Manager for each of its clubs that has qualified for the first time, or could potentially qualify, for one of the UEFA club competitions. This must be done by the national association's own TIME User Manager, so in case of issues please contact your national association. Any TIME user access questions UEFA receives from clubs will be referred to the relevant national associations.

The Club TIME User Managers are responsible for managing staff access to TIME within their club, including giving access to the TIME Documents page and creating TIME Stadium Passport Managers, TIME Player List Registration Managers, TIME Online Match Sheet Managers and TIME Match Preparation Form Managers for all their club's participating teams.

EDIT USER'S DETAILS

DETAILS

Identity email*
[text input]

Organisation *
UEFA [dropdown]

Surname *
[text input]

First Name *
[text input]

Email *
[text input]

Gender *
☒ M ☐ F

Date of birth *
[date picker]

Nationality *
[dropdown]

TEAMS

NA Clubs (2) Select all

☒ Team A ☐ Team B ☒ Youth ☐ Women ☐ Futsal ☐ Amateur ☐ Futsal Women

PROFILES

Edit (7) View (1) Select all

<input checked="" type="checkbox"/> TIME User Manager	<input type="checkbox"/> UEFA Assist Admin	<input checked="" type="checkbox"/> Stadium Admin	<input type="checkbox"/> Stadium Operators
<input type="checkbox"/> UEFA Assist Consultant	<input checked="" type="checkbox"/> Match Preparation Manager	<input checked="" type="checkbox"/> Player List Registration Manager	<input checked="" type="checkbox"/> Match Sheets Manager
<input type="checkbox"/> Club Collection Info Manager	<input type="checkbox"/> Stadium Venue Announcement Manager	<input checked="" type="checkbox"/> Documents and Links Admin	<input type="checkbox"/> TIME Venue Announcement Manager
<input type="checkbox"/> TIME MT Preparation Manager	<input type="checkbox"/> HatPro Admin	<input type="checkbox"/> HatPro Consultant	<input type="checkbox"/> PINA Calendar Manager
<input type="checkbox"/> Doping Tests Admin	<input checked="" type="checkbox"/> Forms Manager	<input type="checkbox"/> UEFA GROW Admin	

Update **Cancel**

(Club TIME User Managers are responsible for managing staff access to TIME within their club)



Enclosure 5

UEFA TIME platform

Once you have entered your TIME login, you will be taken to the dashboard page, which gives you access to all the relevant sections of TIME for your user profile. If you want to make any changes to your user profile, please contact your Club TIME User Manager.

2. TIME Documents

The [TIME Documents](#) section is used as the main platform to share documents with clubs and contains the relevant entry forms and documents, including:

- 2021/22 international match calendar
- 2021/22 fixture and draw list, indicating all match dates, as well as all the dates and venues for the season's draws
- Access list for the 2021/22 UEFA club competitions
- Reasoning for key amendments to the 2021/22 UEFA Champions League, UEFA Europa League, UEFA Europa Conference League and the 2021 UEFA Super Cup
- Reasoning for key amendments to the 2021/22 UEFA Youth League

Furthermore, please note that all UEFA regulations and guidelines can now be found in the [UEFA Documents portal](#). Please refer to enclosure 6 for a more comprehensive overview.

It is the club's TIME User Manager responsibility to give access to any users that need access to the TIME Documents section within their club.

The screenshot displays the UEFA TIME platform interface. On the left, a sidebar shows the 'Users' section highlighted with a red box and number 1. The main area shows the 'DETAILS' section for a user, with a 'View (1)' button highlighted by a red box and number 2. Below this, the 'TEAMS' section lists various categories like 'Under 21', 'Futsal', 'Amateur', etc., with checkboxes. A red box and number 3 highlight the 'Documents Viewer' option in the bottom right. On the right, a 'DOCUMENTS' section is shown, with 'COMPETITION DOCUMENTS' highlighted by a red box and number 5. Below this, a list of document categories is shown, with a red box and number 6 highlighting the entire list.

(1-3, Club Time User Manager to give access TIME Documents / 4-6, TIME user to access TIME Documents)



3. TIME Stadium Passport

The TIME Stadium Passport allows each national association, but also clubs and where applicable stadium operators, to provide UEFA with up-to-date information about the stadiums used in UEFA competitions. Clubs are therefore requested to check the information registered in their Stadium Passport and update as necessary, as well as to close any actions points once resolved.

Please note that the Stadium Passport of each stadium to be used in the 2021/22 club competition season must be updated by 4 June 2021 in accordance with the instructions set out in the TIME Stadium Passport User Guide.

Furthermore, please note that the approved COVID-19 Stadium Zoning Map appears in the TIME Stadium Passport (Safety section) for general reference and will also be available in the TIME Match Preparation Form (General Information – Documents) for the relevant match.

4. TIME Forms

Please note that the Minimum Health and Hygiene Requirements for the Return of Spectators (MHHR) set out the minimum requirements that national associations and clubs (match organisers) must implement when staging UEFA competition matches with spectators in attendance.

For each stadium used to stage UEFA competition matches, the stadium hygiene officer and stadium manager must submit a MHHR Form (Declaration of Compliance). Once a fixture has been confirmed, the form will be available on TIME; it must be completed and submitted to the UEFA administration ahead of the first match in that stadium latest by MD-2.

In addition, if a team has already played in a stadium with or without spectators and has submitted the form, but the national and/or local applicable law changes in the meantime, a new form must be submitted before the next match.

5. TIME Organisation Passport

UEFA has enhanced the TIME platform to also allow users to update key information related to their organisation quickly and efficiently. For example, clubs can now easily update the names and contact details of the various people in key management and operational roles within their organisation, as well as to indicate who should receive different UEFA notifications.

Each club participating in the 2021/22 club competition season is asked to complete their Organisation Profile by 1 June 2021 and keep it up to date in accordance with the instructions set out in the TIME Organisation Profile User Guide. This ensures that everyone using the TIME platform will see recent and accurate information. Further information can be found in UEFA Circular Letter No 06/2021 sent on 15 February 2021.



6. TIME Player Registration

UEFA's TIME online platform must be used to register players and complete online match sheets **for all matches** in the UEFA Champions League, UEFA Europa League, UEFA Europa Conference League and UEFA Youth League.

4.1. Submitting player lists to the UEFA administration

As mentioned above, player lists have to be submitted using the TIME platform, which enables clubs to enter their player lists directly for validation by their national association.

The Club TIME Player List Registration Managers access the player registration portal within the TIME platform and receive player registration notifications and reminders. If different people are responsible for the player registration process for different club teams (e.g. the teams participating in the UEFA Youth League and the UEFA Champions League), then the club TIME user manager must create separate access profiles for them.

For the UEFA Champions League, UEFA Europa League and UEFA Europa Conference League lists A and B, and the UEFA Youth League lists of 40 players, the process is as follows:

1. Each club compiles its player list in TIME and submits it online to its national association.
2. The national association receives a notification and validates the list in TIME.
3. The player list is considered as having been officially submitted to UEFA in accordance with the competition regulations when the national association validates it, as this automatically submits the list to UEFA. The national association must therefore validate the list by the registration deadline (see Annex 1 of Enclosure 3 of this Circular Letter).
4. A PDF copy of the player list is automatically emailed to the club concerned when the list is validated by the national association and submitted to UEFA.
5. The club must check, print and have this PDF copy of the player list signed by both the authorised club representative and the club doctor, then scan it and email it back to the national association. It is important to sign the correct version of the list, i.e. the one generated on validation by the national association, to ensure the information is accurate.
6. The national association countersigns the list and uploads the scanned document in TIME by 12:00 CET on the working day following the deadline.
7. UEFA checks and validates the list.

For legal reasons, UEFA requires this scanned copy of the list with the signatures of the authorised club representative, the club doctor and the national association representative. Any list that does not bear all three signatures will be deemed invalid.

As of the 2020/21 season, signed lists must no longer be sent by email to UEFA, but **must be uploaded in TIME**. More information can be found in the TIME player registration user guide.



Additional players on list A during the qualifying phase or play-offs (as set out in paragraph 5 above) must be registered by emailing the duly completed A2 form to the UEFA administration at players@uefa.ch. Once again, the form must be signed by the relevant club representative and club doctor, and validated by the national association. These additional registrations cannot be carried out online.

List B, on the other hand, is always accessible online (in TIME under Player Registration > My Archive), and players can be added to/removed from this list up to 24:00 CET on the day before each match. This must always be done using the online platform.

Exceptionally however, the list of 20 players to be submitted for each match in the UEFA Youth League has only to be signed by the club representative. Neither the club doctor nor the national association needs to sign this list, as the same information will already have been verified by these parties on the list of 40 players. This list must be uploaded by the club in TIME.

4.2. Technical staff section of the player lists

To avoid having to manually enter staff on the match sheet for every match, clubs can also use the player list in TIME to register all technical staff who will have a function during a match. This should be done in the same way as for registering players, indicating their date of birth and function at the club.

As of the 2020/21 season, a maximum of one assistant coach (who must have the necessary qualification as determined by the UEFA Club Licensing and Financial Fair Play Regulations) can be registered with this role in the player list. Anyone else in the staff carrying out a similar role may be registered as 2nd assistant coach.

In addition, technical staff may be updated at any time by clubs or national associations. This new feature applies to all staff except head coaches and assistant coaches. In the event of a head coach or assistant coach change, the club (or the national association) must immediately inform UEFA.

The names of all technical staff will appear on every match sheet downloaded from TIME and can then be indicated as being on the substitutes' bench or technical seats. However, in the event of any late changes, the names and date of birth of additional staff not registered in advance in TIME can always be added manually to the match sheet in TIME. Although there is no limit to the number of staff that can be registered in TIME, only the first 20 will appear in the match sheet excerpt; so, please be sure to register only staff who are likely to take a seat on the substitutes' bench or additional technical seats.

7. TIME Match Sheets

UEFA's TIME platform allows users to complete match sheets both online and offline. Clubs must submit match sheets in TIME for all matches from the preliminary rounds.



Enclosure 5

UEFA TIME platform

The Club TIME Online Match Sheets Managers will have access to the match sheet portal in TIME and will receive match sheet notifications and reminders.

The match sheet must be completed by indicating which players make up the starting 11 and which are substitutes. Technical staff, meanwhile, must be shown as being on the substitutes' bench or additional technical seats. Tactical line-ups can also be submitted.

The match sheets are shared electronically only when both teams have submitted their match sheets and no earlier than 90 minutes before kick-off (tactical line-ups will not be shared with the other team). This tool can be used offline and the match sheet submission is synchronised once an internet connection has been established.

8. TIME Match Preparation Form

As soon as a match fixture is confirmed, the TIME Match Preparation Form will become available for teams to share information and help prepare the matches, replacing the email exchanges that were used in the lead-up to matches. In addition, the names of the UEFA delegate for the match, as well as the names and nationalities of the UEFA referees will be published on the TIME Match Preparation Form of the relevant match.