



Registration procedure for the 2021/22 UEFA Women's Champions League

Please find below detailed information concerning the registration procedure for clubs entering the 2021/22 UEFA Women's Champions League. The procedure remains the same as for last season and is the same for all associations and clubs.

In order to check the eligibility of each participating club, a pre-registration procedure is applied, followed by the final registration. This means that each national association must send UEFA, by the specified pre-registration deadline, the admission criteria forms for all clubs that have qualified for the competition by this date or could potentially still qualify. By the final registration deadline, the other entry documents (i.e. official entry form and playing attire form) must then be sent to UEFA or completed online for all clubs that have actually qualified for the competition.

All entry documents (official entry form, admission criteria form and playing attire approval form) as well as further information on the competition, can be downloaded from the UEFA TIME portal in the [Documents](#) section. Further details about access to TIME and the login details for you and your clubs can be found in Enclosure 5 of this circular.

Please send all pre-registration and registration documents as a **manually countersigned pdf** of the original documents (*handwritten signature is required*) **by email to uwcl@uefa.ch**.

The pre-registration and final registration procedures are explained in detail below and you are kindly asked to adhere to all the deadlines indicated.

1. Pre-registration – 11 May 2021

National associations must return the following as a **manually countersigned pdf** of the original document (*handwritten signature is required*) **by email** to the uwcl@uefa.ch by **11 May 2021** at the latest:

- The ***official admission criteria form*** completed in full by each club that has qualified for the UEFA Women's Champions League by this date or could potentially still qualify.

As regards admission to the competition, please refer to the criteria and procedures set out in Articles 3 and 4 of the *Regulations of the UEFA Women's Champions League 2021/22*. The access list, which applies the coefficient ranking system to determine admission to the UEFA Women's Champions League, is included in Annex A to these regulations.

Please be aware that all submissions required for the pre-registration stage are to be regarded as provisional, since the admission criteria listed in the competition regulations must still be fulfilled on the final registration date. This also applies, for example, to clubs whose season is over, but which have not completed the licensing process (i.e. licences have not yet been granted).

2. Final registration – 1 June 2021

For the final registration stage, national associations must return the following forms as **manually countersigned pdfs** of the original documents (*handwritten signature is required*) **by email** to uwcl@uefa.ch by **1 June 2021** at the latest:

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- The **official competition entry form**, indicating which clubs have qualified for the UEFA Women's Champions League. Please make sure the club names are correct as these will be used for all UEFA club competition purposes. Furthermore, national associations that are unable to send the results of their domestic league by 11 May 2021 must send these by 1 June 2021 to confirm which clubs have qualified for the competition.
- The **official playing attire approval form** for each club that has qualified for the competition. For more information regarding playing attire, see Enclosure 2 of this circular letter.

3. Regulations, additional documents and brand assets available on UEFA platforms

An electronic version of all relevant regulations can be found on the [UEFA Documents](#) platform. Furthermore, the reasoning for key amendments of the regulations as well as the access list, are uploaded to the UEFA TIME portal in the [Documents](#) section for the attention of your participating club(s). Details regarding access and login for you and your clubs can be found in Enclosure 5 of this circular.

We kindly ask you to make sure that all clubs concerned have access to these electronic documents.

The brand assets remain accessible on the FAME platform. Clubs are requested to ask UEFA Application Support (applicationsupport@uefa.ch) for their individual FAME credentials.

4. Stadiums, match dates and kick-off times

i) 'TIME stadium venue announcement'

Clubs must announce the stadium(s) that will be used in each round of the competition in the dedicated TIME portal.

Specifically, as per Paragraph 25.02 of the competition regulations a maximum of two venues may be proposed to be used as from the group stage.

This dedicated TIME portal will be available to teams and their national associations as of 1 June 2021.

Further details on the TIME stadium venue announcement process will be sent in a separate communication in due time.

The stadium venue proposals must be submitted to the UEFA administration by 28 June 2021. Please note that stadiums must be available on all the relevant competition match dates indicated in the 2021/22 match calendar (available on uefa.com/womenschampionsleague/ and in Annexe C of the competition regulations).

ii) Venue Announcements

a. 'Preliminary round, round 1 and round 2'

As per Paragraphs 23.03 and 25.01 of the competition regulations, the venues, exact match dates and kick-off times for matches in the preliminary round, round 1 and round 2 are fixed by the home or host clubs and must be submitted in the TIME venue announcement by the associations of the clubs concerned by the below deadlines:

- Preliminary round (if applicable) and Round 1: 28 June

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- Round 2: 23 August

b. Group Stage

Clubs must inform the UEFA administration via email the day after the group stage draw which of the stadiums duly approved via the TIME stadium venue announcement process will be used for each of their group stage home matches.

If the proposed stadiums have never been used for UEFA competitions before, a stadium passport will be created by the UEFA administration upon its submission in the TIME venue announcement and will then be available for editing by the club or national association.

Stadium passport

For each venue proposed, the stadium passport must be completed in TIME as soon as possible but no later than:

- 14 June 2021 for preliminary round, round 1 and round 2
- 26 July 2021 for group stage

When completing the stadium passport, please note the following.

- Safety certificate
 - All announced stadiums must hold a valid safety certificate issued by the competent local authorities and covering the entire period of the competition, i.e. from July 2021 until May 2022. A copy of the certificate must be uploaded to the relevant section of the stadium passport.
- Floodlighting
 - Floodlight illuminance values must be clearly indicated in the stadium passport and a copy of the latest floodlighting certificate, issued within the previous 12 months, must be uploaded to the relevant section of the stadium passport.
 - From the group stage, floodlights must have an average level of horizontal illuminance of at least 800 Eh (lux) and the uniformity ratios must be $U1 > 0.40$ and $U2 > 0.60$. The average level of vertical illuminance must be at least 350 Ev (lux). All glare ratings (RG) must be less than 50. The pitch illuminance levels should have a colour rendering (Ra) or at least 65.
 - From the group stage, an independent backup power supply must be available and able to provide at least 350 Eh (lux) horizontal illuminance, to ensure that matches can proceed in the event of a power failure.
- Artificial turf
 - Stadiums equipped with artificial turf must hold a valid FIFA Quality (minimum standard for matches up to round 2 inclusive) or FIFA Quality Pro (for matches from group stage onwards).

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- It is the responsibility of the national association and its affiliated clubs to provide a certificate that covers the entire period of the competition, update the stadium passport with the latest information regarding the pitch and upload a copy of the certificate.
- Here you can download the [FIFA handbook](#) and [test method](#) requirements.

UEFA will review the stadiums proposed, identify any inspections that may be necessary and provide feedback before issuing a final confirmation of the venues.

5. Draws

Enclosure 4, Deadlines, gives details of all UEFA Women's Champions League draws: dates, times, venues, competition stages and dates of the matches drawn. Your clubs will receive confirmation of all dates, times and venues prior to each draw.

Regardless of whether the draws will be open to the public or streamed live only, each club must appoint a competent representative to attend each draw. They will be expected to sort out match arrangements (travel, hotels, etc.) with the opposing club directly, on the spot or virtual. If a club representative cannot be available, the club must authorise someone else (an association representative, a UEFA committee member or an authorised representative of another club from the same country) to liaise on their behalf. If an association representative has to represent one of its clubs, the UEFA administration must be informed accordingly, in writing, at least three days prior to the draw.

The invitation and further information regarding the draw, the set-up, the attendance and if physical presence is needed, will be sent to the clubs in due course. In case clubs attend the draw in Nyon, the club representatives are requested to book their own hotel rooms. Club and association representatives who need an invitation from UEFA in order to obtain a visa for Switzerland should submit a written request to the UEFA administration (uwcl@uefa.ch) at least two weeks before the draw in question, including the following information: name, function, date and place of birth, nationality, passport number, date of issue and expiry of the passport, and requested dates for the person's stay.

6. Doping controls

With regard to doping matters, please refer to Article 8 of the *Regulations of the UEFA Women's Champions League 2021/22* and the *UEFA Anti-Doping Regulations, 2021 edition*.

Clubs are requested to take note of the information distributed in the pre-season anti-doping circular letter and share it with their medical staff and the players concerned.