



## 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 user guides available in the TIME Documents section.

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

### 1. 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 the UEFA Women's Champions League. 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.

*(TIME user managers are responsible for managing staff access to TIME within their club)*



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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.

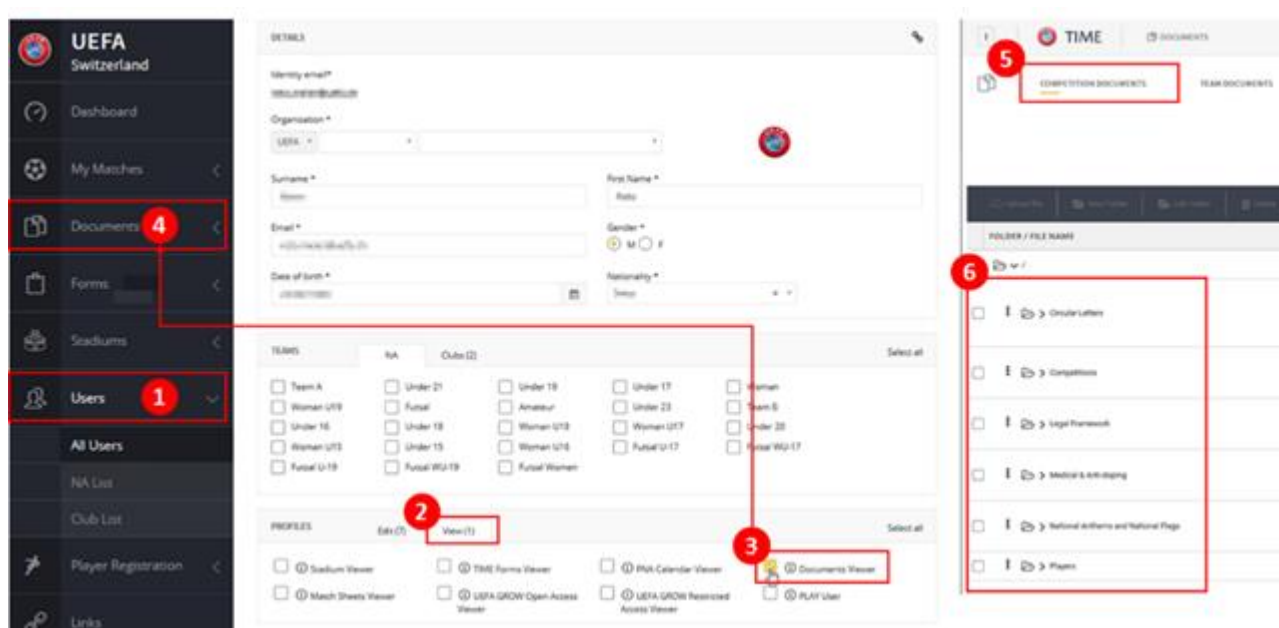
## 2. TIME Documents

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 UEFA women's match calendar
- 2021/22 fixture and draw list, indicating all match dates, as well as all the dates for the season's draws
- Provisional access list for the 2021/22 UEFA Women's Champions League
- Reasoning for key amendments to the 2021/22 Women's Champions League
- Categories of UEFA member associations for round 1 mini-tournament financing

Furthermore, please note that all UEFA regulations and guidelines can now be found in the [UEFA Documents portal](#).

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.



(1-3, club TIME user manager grants access to TIME documents / 4-6, TIME user access to 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 UEFA Women's Champions League season must be updated by the below deadlines in accordance with the instructions set out in the TIME Stadium Passport User Guide:

- 14 June 2021 for Preliminary Round, Round 1 and Round 2
- 26 July 2021 for Group Stage

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 Women's Champions League.

### 6.1 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 Champions League and the UEFA Women's Champions League) the club TIME user manager must create separate access profiles for each of them.

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 to UEFA by email, 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 preliminary round, round 1 and round 2 (as set out in Enclosure 3, paragraph 5) must be registered by emailing the duly completed A2 form to the UEFA administration at [players@uefa.ch](mailto: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.

### **7.2 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 hold the UEFA B licence as laid down in paragraph 6.01 b. of the Regulations of the UEFA Women's Champions League 2021/22) can be registered with this role in the player list. Anyone else in the staff carrying out a similar role may be registered as second 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 that 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 dates 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 round.

The Club TIME Online Match Sheet 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 once 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



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tool can be used offline and the match sheet submission is synchronised once an internet connection has been established.

#### 8. TIME Match or Mini-tournament Preparation Form

As soon as a match or mini-tournament fixture is confirmed, the TIME Match or Mini-tournament Preparation Form will become available for teams to share information and help prepare the matches or mini-tournaments, 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 or Mini-tournament Preparation Form.