

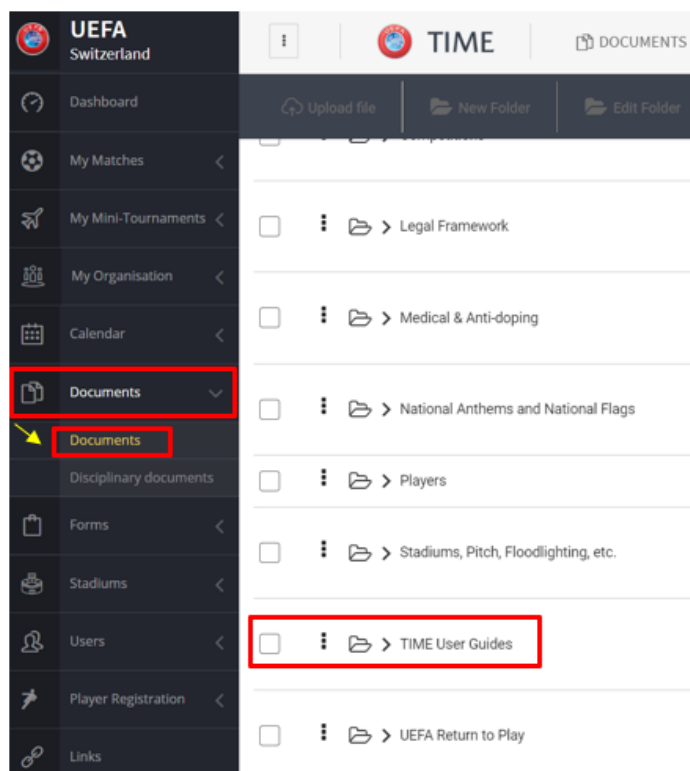


Enclosure 5

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 (NA) 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 Futsal 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 NA.



Enclosure 5

UEFA TIME Platform

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 profiles for the TIME Stadium Passport Managers, TIME Player List Registration Managers, TIME Match Sheet Managers and TIME Match Preparation Form Managers for all their club's participating teams.

EDIT USER'S DETAILS Status

DETAILS

Identity email*
[Redacted]

Organisation*
UEFA [Dropdown] [Dropdown]

Surname*
[Redacted]

First Name*
[Redacted]

Email*
[Redacted]

Gender*
☒ M ☐ F

Date of birth*
[Redacted]

Nationality*
[Redacted]

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 M	<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"/> PNA 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)

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



- 2021/22 UEFA Futsal match calendar
- Categorisation of UEFA member associations for mini-tournament financing
- Player attire approval form

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.

(How to access TIME documents once the necessary access is provided by the Club TIME User Managers)

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



Enclosure 5

UEFA TIME Platform

Registration Managers (see paragraph 1) access the player registration portal within the TIME platform and receive player registration notifications and reminders.

For the UEFA Futsal Champions League, 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 Enclosure 4 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 these 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.

3.2 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 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 section of the player lists may be updated at any time by clubs or national associations. This 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. 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



Enclosure 5

UEFA TIME Platform

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.

4. 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.

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 five and which are substitutes. Technical staff who will be seated on the substitutes' bench must also be indicated.

The match sheets are shared electronically only when both teams have submitted their match sheets and no earlier than 75 minutes before kick-off. This tool can be used offline and the match sheet submission is synchronised once an internet connection has been established.

5. TIME Mini-Tournament Preparation Form

As soon as a mini-tournament fixture is confirmed, the TIME Mini-Tournament Preparation Form will become available for teams to share information and help prepare the mini-tournaments, replacing the email exchanges that were used in the lead-up to mini-tournaments. 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 Mini-Tournament Preparation Form of the relevant match.