



NATIONAL ASSOCIATIONS DEVELOPMENT

# HatTrick V Programme Guidelines

## 1. Introduction

At its meeting in Kyiv on 24 May 2018, the UEFA Executive Committee approved the extension of the HatTrick Programme for the period from 1 July 2020 to 30 June 2024, together with an increase in HatTrick investment funding and yearly incentive payments.

HatTrick V funding consists of the following maximum amounts per UEFA member association:

- HatTrick investment funding: €4.5m;
- HatTrick incentive funding: an annual contribution of up to €2.4m.

Maximum amounts	Incentive payments
€800,000 <b>INCREASED</b>	<b>Solidarity payment for running costs</b>
€250,000	<b>Participation in UEFA youth, women's, futsal and amateur competitions</b>
€250,000	<b>UEFA club licensing system</b>
€200,000 <b>NEW</b>	<b>Good governance</b>
€100,000	Good governance principles
€80,000	Good governance projects
€10,000	Anti-doping education activities
€10,000	UEFA Football Doctor Education Programme
€200,000 <b>INCREASED</b>	<b>UEFA Grassroots Charter</b>
€150,000	UEFA Grassroots Charter and additional earmarked grassroots funding
€50,000	UEFA Football in Schools Programme
€150,000 <b>INCREASED</b>	<b>UEFA Women's Football Development Programme</b>
€100,000	<b>UEFA Coaching Convention</b>
€100,000	<b>UEFA Referee Convention</b>
€100,000	<b>UEFA Elite Youth Player Development Programme</b>
€100,000 <b>INCREASED</b>	<b>UEFA Football and Social Responsibility Programme</b>
€100,000 <b>NEW</b>	<b>Travelling expenses for national teams</b>
€50,000	<b>Anti-match-fixing and integrity activities</b>
€2,400,000	<b>Total HatTrick V</b>

Table 1: Overview of the HatTrick V incentive funding

At its meeting on 29 May 2019, the UEFA Executive Committee adopted the UEFA HatTrick V Regulations (Edition 2020) and the new incentive payment method and schedule. In this document, UEFA member associations will find all the information and processes related to the HatTrick V funding.

## 2. HatPro

HatPro is the dedicated HatTrick platform that enables UEFA member associations to centrally manage their application forms, intermediary reports, annual reports, final reports and payment requests (the latter for the 'investment projects' branch only) for the following HatTrick V subprogrammes:

- Investment projects
- Incentive payments:
  - Good governance:
    - Good governance principles
    - Good governance projects
    - Anti-doping education activities
    - UEFA Football Doctor Education Programme
  - UEFA Grassroots Charter:
    - UEFA Grassroots Charter and additional earmarked grassroots funding
    - UEFA Football in Schools Programme
  - UEFA Women's Football Development Programme
  - UEFA Coaching Convention
  - UEFA Referees Convention
  - UEFA Elite Youth Player Development Programme
  - UEFA Football and Social Responsibility Programme
  - Anti-match-fixing and education activities

In addition, the HatPro platform enables UEFA member associations to monitor the status of their various projects within the above programmes (approvals, requests for additional information, etc.), and see what other incentive payments are due, such as for UEFA youth, women's, futsal and amateur competitions, the UEFA club licensing system and travelling expenses for national teams.

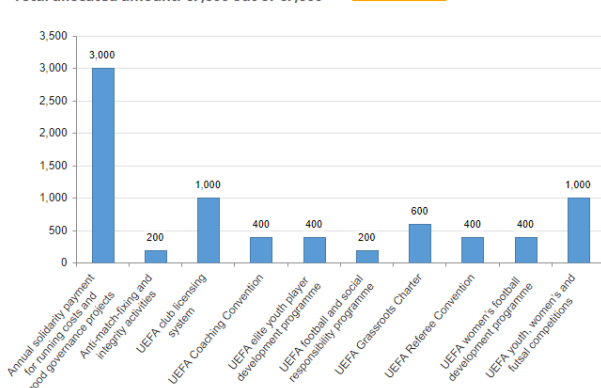
### Homepage

From a financial perspective, this platform also allows UEFA member associations to see:

- Investment projects: how much funding remains available for submission, has yet to be paid and has been already paid (from the approved projects)
- Incentive payments: the amounts that are due (amounts correct as from the end of May each season)

HATTRICK - INCENTIVE PAYMENTS FOR ALL NAs (IN K€)

Total allocated amount: €7,600 out of €7,600



HATTRICK - PAYMENTS STATUS

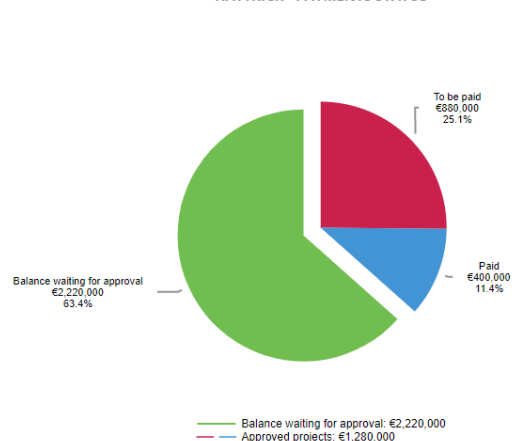


Image 1: HatPro homepage

### Incentive payments page

This page displays the list of all the incentive payments available to UEFA member associations under the HatTrick Programme.

The left-hand column shows the amount already allocated, whereas the right-hand column indicates the total maximum amount that UEFA member associations are entitled to receive.

<small>Please note that the values cannot be considered as final until the circular letter about the distribution of the balance of the HatTrick incentive payments has been sent out (in May of each season).</small>		
	TOTAL ALLOCATED AMOUNT €1,900,000	TOTAL MAX AMOUNT €1,900,000
<input type="checkbox"/> PROGRAMME NAME	ALLOCATED AMOUNT	MAX AMOUNT
<input checked="" type="checkbox"/> Annual solidarity payment for running costs and good governance projects	750,000 €	€750,000
<input checked="" type="checkbox"/> Anti-match-fixing and integrity activities	50,000 €	€50,000

Image 2: First part of the HatPro Incentive Payments page

### 3. Investment projects

To request funds from the 'investment projects' branch, UEFA member associations must send the UEFA administration an application form, together with the signature approval form signed by top management, in HatPro. The process is as follows:

1	• <b>Application</b>	Through the national association only
2	• <b>Examination</b>	UEFA administration
3	• <b>Validation</b>	UEFA HatTrick Committee
4	• <b>Implementation</b>	National association
5	• <b>Monitoring</b>	UEFA administration together with NA
6	• <b>Final report</b>	National association

Graphic 1: Procedure for the 'investment projects' branch

In principle, the UEFA HatTrick Committee meets twice a year (once in spring and once in autumn). The main contact person within every UEFA member association will be informed by email (from the email address [UEFAHatTrick@uefa.ch](mailto:UEFAHatTrick@uefa.ch)) about the dates and the deadlines for application submissions. Usually, deadlines are seven weeks before the committee meets. A bureau may be set up to deal with urgent approvals between the two meetings.

HatTrick investment payments will be made to UEFA member associations based on:

- the conditions laid down by the HatTrick Committee and set out in the HatTrick Agreement signed by UEFA administration and the UEFA member association;
- submission of the intermediary report or final report (the latter if the project is completed) by the UEFA member association in HatPro and its approval by the UEFA administration;
- submission of the payment request form by the UEFA member association in HatPro and its approval by the UEFA administration.

In the financial tracking section of each application form, UEFA member associations can consult the amounts that have been paid or have yet to be paid for the HatTrick investment projects.

FINANCIAL TRACKING					+
Cycle*	Amount (€)	Date of payment/approval	Status		
HatTrick IV (2016 - 2020) ▼	477,500	03/10/2019	Approved ▼		
HatTrick V (2020 - 2024) ▼	683,000	03/10/2019	Approved ▼		
HatTrick IV (2016 - 2020) ▼	477,500		To be paid ▼		
HatTrick V (2020 - 2024) ▼	683,000		To be paid ▼		

Image 3: Screen shot of the financial tracking section of an application form (in HatPro) for a HatTrick investment project

## 4. Incentive payments

### Payment method – three instalments

UEFA annual solidarity and incentive payments under HatTrick V (from 2020/21 to 2023/24 UEFA seasons) will be made as follows:

- **First annual payment:** €1,230,000 is due in July and will be automatically transferred into the UEFA member associations' bank accounts;
- **Second annual payment:** A maximum amount of €540,000 will be transferred to the UEFA member associations' bank accounts in November. The exact amount will depend on the fulfilment of the criteria and documentation provided by the UEFA member associations. An email with a detailed spreadsheet will be sent to general secretaries (with copy to HatTrick Programme coordinators) in November from [UEFAHatTrick@uefa.ch](mailto:UEFAHatTrick@uefa.ch);
- **Payment of the balance:** A credit advice, with a detailed spreadsheet showing the balance that national associations are entitled to receive, will be sent to general secretaries (with copy to HatTrick Programme coordinators) in May from [UEFAHatTrick@uefa.ch](mailto:UEFAHatTrick@uefa.ch). The payment will be made in June.

The following table shows the breakdown for each of the three instalments:

Maximum amounts	Incentive payments	Instalment 1 July	Instalment 2 November	Instalment 3 June
€800,000 <b>INCREASED</b>	<b>Solidarity payment for running costs</b>	€800,000		
€250,000	<b>Participation in UEFA youth, women's, futsal and amateur competitions</b>		€150,000*	€100,000**
€250,000	<b>UEFA club licensing system</b>	€130,000 (to cover operating costs)		€120,000 (certification-system)
€200,000 <b>NEW</b>	<b>Good governance</b>		€140,000 (for GG principles and 50% of the GG projects)	€60,000 (for 50% of the GG projects; anti-doping education; UEFA FDEP)
€200,000 <b>INCREASED</b>	<b>UEFA Grassroots Charter</b>		€50,000	€150,000
€150,000 <b>INCREASED</b>	<b>UEFA Women's Football Development Programme</b>		€75,000	€75,000
€100,000	<b>UEFA Coaching Convention</b>	€100,000		
€100,000	<b>UEFA Referee Convention</b>	€100,000		
€100,000	<b>UEFA Elite Youth Player Development Programme</b>		€50,000	€50,000
€100,000 <b>INCREASED</b>	<b>UEFA Football and Social Responsibility Programme</b>		€50,000	€50,000
€100,000 <b>NEW</b>	<b>Travelling expenses for national teams</b>	€100,000		
€50,000	<b>Anti-match-fixing and integrity activities</b>		€25,000	€25,000
€2,400,000	<b>Total HatTrick V</b>	<b>€1,230,000</b>	<b>€540,000</b>	<b>Balance = up to €630,000</b>

Table 2: Incentive payments branch – Breakdown of the three instalments

\*This amount relates to participation in the following competitions:

- UEFA European Under-17 Championship €25,000
- UEFA European Under-19 Championship €25,000
- UEFA Regions' Cup €10,000
- UEFA European Futsal Championship €20,000
- UEFA European Women's Under-17 Championship €35,000
- UEFA European Women's Under-19 Championship €35,000

\*\*This amount relates to participation in the following competitions:

- UEFA European Under-21 Championship €20,000
- UEFA Futsal Champions League €20,000
- UEFA European Women's Futsal Championship €8,000
- UEFA European Under-19 Futsal Championship €7,000
- UEFA Women's Champions League €20,000
- UEFA European Women's Championship €25,000

### Flexible payments and the requirements

HatTrick incentive payments will be made to UEFA member associations based on the following:

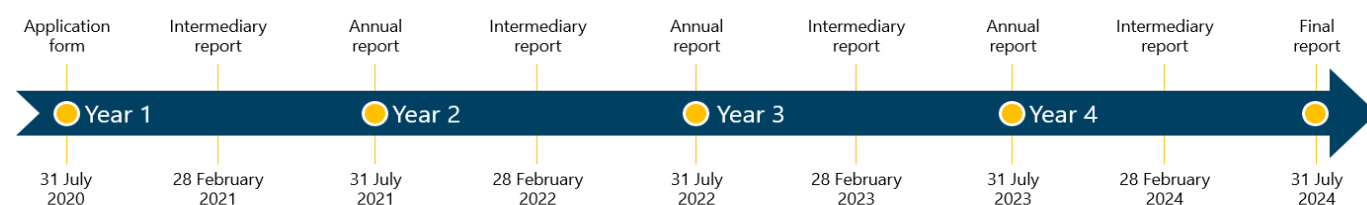
#### Payment in November

- Projects lasting one season:
  - Application form submitted by the UEFA member association in HatPro and approved by the UEFA administration
  - Final report (for the completed project) submitted by the UEFA member association in HatPro and approved by the UEFA administration
- Projects lasting from two to four seasons:
  - First season: Application form submitted by the UEFA member association in HatPro and approved by the UEFA administration
  - Last season: Final report (for the completed project) submitted by the UEFA member association in HatPro and approved by the UEFA administration
  - Other seasons: Annual report submitted by the UEFA member association in HatPro and approved by the UEFA administration

### Payment in June

- Projects lasting one season: Intermediary report submitted by the UEFA member association in HatPro and approved by the UEFA administration
- Projects lasting from two to four seasons: Intermediary report for each season submitted by the UEFA member associations in HatPro and approved by the UEFA administration

### Example based on a four-year project



HatTrick incentive payments will be made according to the documentation provided by the deadlines, as outlined at the following tables (tables 3, 4 and 5).

### First annual payment – July each year

Incentive payments	Deadline	Documents	Amount entitled
Running costs	N/A	N/A	€800,000
Travelling expenses for national teams	N/A	N/A	€100,000
UEFA club licensing system	N/A	N/A	€130,000 (to cover operating costs)
Participation in UEFA youth, women's, futsal and amateur competitions	N/A	N/A	N/A
UEFA Coaching Convention	31.07	Application form in HatPro	€100,000
UEFA Referee Convention			€100,000
Good governance principles			N/A
UEFA Football in Schools Programme		N/A	N/A
UEFA Women's Football Development Programme			N/A
UEFA Football and Social Responsibility Programme			N/A
UEFA Elite Youth Player Development Programme			N/A
Anti-match-fixing and integrity activities			N/A
Anti-doping education activities			N/A
UEFA Football Doctor Education Programme			N/A
Good governance projects	N/A		N/A
UEFA Grassroots Charter and additional earmarked grassroots funding	N/A	N/A	N/A

Table 3: First annual payment – Deadlines, requirements and amounts redistributed

## Second annual payment – November each year

Incentive payments	Deadline	Documents	Amount entitled
Running costs	N/A	N/A	N/A
Travelling expenses for national teams	N/A	N/A	N/A
UEFA club licensing system	N/A	N/A	N/A
Participation in UEFA youth, women's, futsal and amateur competitions	Deadlines given by the UEFA Competitions Division	Registration forms sent to the UEFA Competitions Division	€150,000
UEFA Coaching Convention	31.07	Application form in HatPro	N/A
UEFA Referee Convention			N/A
Good governance principles			€100,000
UEFA Football in Schools Programme		<b>Projects lasting 1 season:</b> <ul style="list-style-type: none"> <li>- Application form(s) in HatPro</li> <li>- Final report(s) in HatPro</li> </ul> <b>Projects lasting from 2 to 4 seasons:</b> <ul style="list-style-type: none"> <li>- Application form(s) in HatPro (first season only)</li> <li>- Annual report(s) in HatPro, or</li> <li>- Final report(s) in HatPro if last season</li> </ul>	€50,000
UEFA Women's Football Development Programme			€75,000
UEFA Football and Social Responsibility Programme			€50,000
UEFA Elite Youth Player Development Programme			€50,000
Anti-match-fixing and integrity activities			€25,000
Anti-doping education activities			N/A
UEFA Football Doctor Education Programme			N/A
Good governance projects	30.09		€40,000
UEFA Grassroots Charter and additional earmarked grassroots funding	N/A	N/A	N/A

Table 4: Second annual payment – Deadlines, requirements and amounts redistributed

## Third annual payment – Balance paid in June each year

Incentive payments	Deadline	Documents	Amount entitled
Running costs	N/A	N/A	N/A
Travelling expenses for national teams	N/A	N/A	N/A
UEFA club licensing system	Deadlines given by the UEFA Club Licensing Unit	Based on the assessment made by SGS Auditors and the documents sent	€120,000
for taking part in UEFA youth, women's, futsal and amateur competitions	Deadlines given by the UEFA Competitions Division	Registration forms sent to the UEFA Competitions Division	€100,000
UEFA Coaching Convention	N/A	N/A	N/A
UEFA Referee Convention	N/A	N/A	N/A
Good governance principles	N/A	N/A	N/A
UEFA Football in Schools Programme	N/A	N/A	N/A
UEFA Women's Football Development Programme	28.02	Intermediary report(s) in HatPro	€75,000
UEFA Football and Social Responsibility Programme			€50,000
Anti-match-fixing and integrity activities			€25,000
Anti-doping education activities			€10,000

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Good governance projects			€40,000
UEFA Elite Youth Player Development Programme		Based on the reports by EYPDP experts	€50,000
UEFA Football Doctor Education Programme		Based on the documents linked to the organisation of the seminar	€10,000
UEFA Grassroots Charter and additional earmarked grassroots funding		<ul style="list-style-type: none"> <li>- Application form(s) in HatPro</li> <li>- Final report(s) in HatPro</li> <li>- Completion of the GRASS survey by November of the current season</li> </ul>	€150,000

Table 5: Third annual payment – Deadlines, requirements and amounts redistributed

### Deadlines

To simplify the application and reporting processes, identical documentation deadlines have been set for most HatTrick subprogrammes. Please refer to the tables 3, 4 and 5 of this document.

## 5. Contacts

- Specific questions related to the Investment projects branch:
  - Valentina Mercolli ([Valentina.Mercolli@uefa.ch](mailto:Valentina.Mercolli@uefa.ch)), or
  - Denis Bastari ([Denis.Bastari@uefa.ch](mailto:Denis.Bastari@uefa.ch))
- Specific questions related to the HatTrick incentive payments:
  - **Participation in UEFA youth, women's, futsal and amateur competitions:**  
Claudio Negroni ([Claudio.Negroni@uefa.ch](mailto:Claudio.Negroni@uefa.ch))
  - **UEFA club licensing system:**  
Daniele Bernardi ([Daniele.Bernardi@uefa.ch](mailto:Daniele.Bernardi@uefa.ch))
  - **Good governance principles and projects:**  
Mariana Trandafir ([Mariana.Trandafir@uefa.ch](mailto:Mariana.Trandafir@uefa.ch))
  - **Anti-doping education activities:**  
Rebecca Lee ([Rebecca.Lee@uefa.ch](mailto:Rebecca.Lee@uefa.ch))
  - **UEFA Football Doctor Education Programme:**  
Niki Papadimitriou ([Niki.Papadimitriou@uefa.ch](mailto:Niki.Papadimitriou@uefa.ch))
  - **UEFA Grassroots Charter and additional earmarked grassroots funding:**  
Ulf-Rauno Marquard ([Ulf-Rauno.Marquard@uefa.ch](mailto:Ulf-Rauno.Marquard@uefa.ch))  
Judith Gea ([Judith.Gea@uefa.ch](mailto:Judith.Gea@uefa.ch))
  - **UEFA Football in Schools Programme:**  
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Judith Gea ([Judith.Gea@uefa.ch](mailto:Judith.Gea@uefa.ch))
  - **UEFA Women's Football Development Programme:**  
Dan Whymark ([Dan.Whymark@uefa.ch](mailto:Dan.Whymark@uefa.ch))  
Alyssa Lagonia ([Alyssa.Lagonia@uefa.ch](mailto:Alyssa.Lagonia@uefa.ch))
  - **UEFA Coaching Convention:**  
Jozef Záhorský ([Jozef.Zahorsky@uefa.ch](mailto:Jozef.Zahorsky@uefa.ch))
  - **UEFA Referee Convention:**  
Diego Lopez ([Diego.Lopez@uefa.ch](mailto:Diego.Lopez@uefa.ch))
  - **UEFA Elite Youth Player Development Programme:**  
Gabrielle Chassot-Athekame ([Gabrielle.ChassotAtheKame@uefa.ch](mailto:Gabrielle.ChassotAtheKame@uefa.ch))
  - **UEFA Football and Social Responsibility Programme:**  
Monica Namy ([Monica.Namy@uefa.ch](mailto:Monica.Namy@uefa.ch))
  - **Anti-match-fixing and integrity activities:**  
Jsabelle Zimmermann ([Jsabelle.Zimmermann@uefa.ch](mailto:Jsabelle.Zimmermann@uefa.ch))
- HatTrick Programme in general: [UEFAHatTrick@uefa.ch](mailto:UEFAHatTrick@uefa.ch)



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