



Enclosure 1

Registration procedure for the 2022/23 UEFA Women's Champions League

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Please find below detailed information concerning the registration procedure for the 2022/23 UEFA Women's Champions League, which has not changed from previous seasons 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, by the specified pre-registration deadline, each national association must send UEFA the admission criteria forms for all clubs that have qualified or could potentially still qualify for the competition by that date. Then by the final registration deadline, the other entry documents (i.e. official entry form) must then be sent to UEFA or completed online (i.e. playing attire) for all clubs that have actually qualified for the competition. The final registration deadline will be extended, exceptionally, for those associations whose domestic championships conclude in the first half of June.

All entry documents (official entry form and admission criteria form) and further information can be downloaded from the [Documents](#) section of UEFA TIME. Details of how to access TIME and give access to your clubs can be found in Enclosure 5 of this circular. For information on stadium matters, please refer to the Club Competitions 2022/23 Stadium Venue Announcement communication that was sent to the stadium contacts of each national association by email on 25 March.

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

1. Pre-registration – 18 May 2022

National associations must submit the following form as a **manually countersigned PDF** of the original document (*colour copy, if possible; signed by hand; no electronic signatures*) to UWCLMatchOps@uefa.ch **by 18 May** at the latest:

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

Regarding 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 2022/23*. 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 phase are to be regarded as provisional, until the admission criteria listed in the competition regulations have been fulfilled, at the latest by 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).

In the case of any unforeseen events, that have a direct effect on the preparation or start of the 2022/23 UEFA Women's Champions League, please immediately inform UEFA (UWCLMatchOps@uefa.ch) of any impact, irregularity, change or delay to your domestic competitions.

Registration procedure for the 2022/23 UEFA Women's Champions League

2. Final registration – 1 June 2022 (exceptionally 20 June 2022)

The following must be submitted by the deadline of **1 June (exceptionally 20 June for associations whose domestic championships conclude in the first half of June)**:

- The **official competition entry form**, listing all the clubs that have qualified for the UEFA Women's Champions League. The national associations must submit the form as a **manually countersigned PDF** of the original document (*signed by hand; no electronic signatures*) to UWCLMatchOps@uefa.ch by **1 June** (or 20 June for the associations concerned) at the latest. Please make sure the club names are correct, as these will be used for all purposes relating to the competition. Please also note that national associations that are unable to send the results of their domestic league by 18 May must submit them by 1 June (or 20 June for the associations concerned) to confirm which clubs have qualified for the competition.
- Each team that has qualified for the competition must **register their playing attires** in the TIME KIT platform by the deadline, including the approval of their national association. For more information regarding playing attire registration and the TIME KIT platform, see Enclosures 2 and 5 of this circular letter.

In line with the final registration deadline of 1 June (or 20 June, if applicable), each club participating in the 2022/23 season is asked to compete its TIME Organisation Profile and Stadium Organisation Passport and keep it up to date in accordance with the instructions set out in the user guide. Further information can be found in the circular letter 06/2021.

3. Regulations and additional documents

Electronic versions of the competition regulations can be found on the [UEFA Documents portal](#). The reasoning for amendments to the regulations, the access list and other information on the regulations and the competition can be found in the [Documents](#) section of the UEFA TIME portal. Details of how to access TIME and give access to your clubs can be found in Enclosure 5 of this circular.

Please make sure that all clubs concerned have the appropriate access.

4. Draws

The schedule of draws for the 2022/23 season is given below. Please also note that the 2022/23 fixture and draw list in the [Documents](#) section of TIME gives details of all draws: dates, times, venues, competition stages and dates of matches.

Round	Date
PR (if applicable) & round 1	24 June 2022 13.00 CET
Round 2	31 August 2022, 13.00 CET
Group stage	3 October 2022, 13.00 CET
Quarter-finals, semi-finals and final	20 January 2023, 13.00 CET

This information will be confirmed in due course, and your clubs will receive confirmation of all dates, times and venues prior to each draw.

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Regardless of whether the draws are to be held in person or streamed live online, each club must appoint a competent representative to attend. They will be expected to sort out match arrangements (number of tickets available, safety, travel, hotels, etc.) with the opposing club directly, in person or virtually. If a club representative is not 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 its 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 draw invitations and further information regarding each draw, the set-up, attendance and whether physical presence is needed will be sent to the clubs in due course. In cases where club representatives are able to attend a draw in Nyon, they are requested to book their own hotel rooms. Club and association representatives who need invitations to obtain a visa for Switzerland should submit a written request to the UEFA administration (UWCLMatchOps@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.

5. Stadium matters

For each venue proposed, all sections of the TIME Stadium Passport must be updated by the national association and club concerned. Each participating club has direct access and editing rights to their own Stadium Passport.

All venues must hold valid safety, floodlight and, when applicable, artificial turf certificates, covering the entire period of the competition. The national association is responsible for checking and confirming the validity of the safety certificate in the 'Safety' section. The certificates must be uploaded to the Stadium Passport by the following deadlines:

- Safety certificate
 - One month before each draw involving the club concerned
- Floodlighting certificate
 - One month before each draw involving the club concerned
- Artificial turf certificate
 - 1 June

Failure to provide valid certificates will result in the venue not being approved.

6. Anti-Doping & Medical Matters

With regard to anti-doping matters, please refer to Article 8 of the *Regulations of the UEFA Women's Champions League 2022/23* 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.

Out-of-competition doping controls will be conducted for the first time in the UEFA Women's Champions League, starting as from the knock-out stage. Further information on this will be sent to you in due course.

Enclosure 1

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In 2019 UEFA launched a concussion awareness campaign to educate players, coaches, referees, doctors and the general public about the dangers of concussion in football. With this in mind, and as a further step towards protecting the health of players, the UEFA Medical Committee has prepared a Concussion Charter to be signed by a club representative, the head coach and the team doctor of each participating team. A circular letter will be sent out in due course, requesting that the signed charter is sent to medical@uefa.ch. Further information on the process, other medical issues, including medical regulations and minimum medical requirements will be provided in that same circular letter. If there are any medical questions in the meantime, please send them to medical@uefa.ch.