



## Enclosure 3

### Player eligibility for the 2022/23 UEFA Futsal Champions League

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This enclosure provides additional information about the rules on player eligibility. As for the current season, UEFA will continue using the TIME platform for player registrations and match sheets.

All references relate to the chapter VII of the competition regulations, articles 36 and 37.

#### 1. Responsibility

In all UEFA club competitions, the national associations and clubs are wholly responsible for adhering to the player eligibility requirements. Each player must be duly registered with the national association as a club player, in accordance with the national association's own rules and the *FIFA Regulations on the Status and Transfer of Players*. Neither the referee nor the UEFA match delegate is responsible for verifying the players' eligibility.

#### 2. Medical examination

All players taking part in the 2022/23 UEFA Futsal Champions League must undergo a medical examination in accordance with the UEFA Medical Regulations (2022 edition). Should you have any questions concerning these medical examinations, please contact [medical@uefa.ch](mailto:medical@uefa.ch). Confirmation must be recorded on the official player lists and all player lists must be signed by the club doctor. This includes any players subsequently registered. The club doctor alone is responsible for ensuring that each player's medical examination has been duly performed.

The medical examination is an eligibility criterion, so a player may only play in the competition if the club doctor has confirmed that he has undergone the required medical examination. Provided that the player is on the official player list by the set deadline, the confirmation may be sent after the registration deadline, but the player will only be eligible to play if the UEFA administration has received this confirmation at least 24 hours before the match. So, in the absence of such confirmation, the player concerned may not be replaced on the player list.

#### 3. Player registration

For each round of the competition, a club may register a list of no more than 25 players. Three of these players must be goalkeepers. The club must complete the list of 25 players online by 24.00 CET seven days prior to the start of a mini-tournament or the finals at the latest. By 12:00 CET on the working day immediately after the submission deadline, a printout version signed by the club and the association must be uploaded in TIME.

Only 14 of these 25 players will be eligible to play in each round. The shortlist of 14 players must contain two goalkeepers. This list must be submitted online by 15.00 CET the day before the first match of the team in each round of the qualifying stage and two days before the first match in the finals. A signed

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copy of this list must be handed to the UEFA match delegate at the mini-tournament organisational meeting and to the UEFA administration upon arrival for the finals.

The deadlines for registering players and submitting player lists have been aligned with the match calendar of the 2022/23 season and can be found in the enclosure 5.

#### 4. Player list registration - TIME

The club TIME player list registration managers access the player registration portal and receive player registration notifications and reminders.

(**NB** – If you are responsible for player registration in your club and do not have access to TIME, or do not see the player registration module in the TIME menu bar, please contact the TIME user manager of your club to ensure you have the right access. Please see Enclosure 4 of this circular letter for further details of the user management process).

##### 4.1. Submitting player lists to the UEFA administration

For the UEFA Futsal Champions League, the process is as follows:

List of 25:

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 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.
4. A PDF copy of the player list is automatically emailed to the club concerned once 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.

A list of 25 players that does not bear all these 3 signatures will be deemed invalid.

List of 14:

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 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.

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4. A PDF copy of the player list is automatically emailed to the club concerned once the list is validated by the national association and submitted to UEFA.
5. The club representative and the club doctor must check, print, and sign the PDF copy of the player list. 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. The national association does not need to sign the list of 14 players, as the same information will already have been verified on the list of 25 players.
6. The club uploads the scanned document in TIME by 12:00 CET on the working day following the deadline.
7. UEFA checks and validates the list.

A list of 14 players that does not bear both signatures (see point 5 above) will be deemed invalid.

**NB** – 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.

#### 4.2. 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 first name(s), surname(s), date of birth and function at the club.

Please note that a maximum of one assistant coach must 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.

Entries for 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 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 the match sheet in TIME. Although there is no limit to the number of staff that can be registered in TIME, only the first 6 will appear in the match sheet excerpt; so, please be sure that you register only staff who are likely to take a seat on the substitutes' bench.

#### 5. Participation for different clubs

Paragraph 36.06 of the 2022/23 UEFA Futsal Champions League regulations states that a player is only eligible to play for one single futsal club in this competition, in the course of the season. However, if he has changed clubs and has been registered with the UEFA administration by the set deadlines and has not already been fielded by his former club during the current season (the fact that his name may have appeared on a match sheet is taken to mean that he was fielded in the match), he is eligible to play for his new club.

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#### 6. Injured or ill outfield players

Under Article 37.04 of the competition regulations, an outfield player named on the list of 14 may be replaced by another outfield player from the list of 25 upon submission of written medical evidence by no later than 09:00 CET on the day of the match. The replaced player can take no further part in the mini-tournament, or the finals and no other outfield player may be replaced.

#### 7. Injured or ill goalkeepers

If a club cannot count on the services of at least two goalkeepers registered on the list of 14 players because of injury or illness, the injured or ill goalkeeper may be replaced on the player list in accordance with the conditions set out in Article 37.05 of the competition regulations.

#### 8. Duty to notify the UEFA administration

During the course of the season, the national associations are required to notify UEFA **immediately** in writing of the departure (i.e. as a result of a transfer or loan) of any players from clubs taking part in the 2022/23 UEFA Futsal Champions League. They must indicate the date of the transfer or loan and the club to which the player has been transferred or loaned. Any player who is transferred or loaned from a participating club must be removed from the player list, and a new player may only be added at the next registration date and provided he meets the conditions of article 36.06.

UEFA must also be notified as soon as possible about any change of head or assistant coach.

#### 9. Suspended players

Before the start of the season, the UEFA administration will send each national association a list of players and coaches who have pending suspensions to be served during the 2022/23 season. The national association is responsible for forwarding this list to its participating clubs. The list should be consulted if players or coaches are transferred, and UEFA's disciplinary services will be happy to provide you with additional information on this matter, if required. As a reminder, UEFA suspensions can only be served by players who are duly registered with UEFA (see article 36.01 of the competition regulations).

#### 10. Contact information

For any questions regarding player eligibility or the player registration system in TIME, please contact [players@uefa.ch](mailto:players@uefa.ch).