



2023/24 registration procedures for the UEFA Champions League, UEFA Europa League, UEFA Europa Conference League and UEFA Youth League

Please find below detailed information concerning the above registration procedures, which have not changed from previous seasons.

With this correspondence, clubs are invited to participate in the 2023/24 season of the UEFA Champions League, UEFA Europa League, UEFA Europa Conference League and UEFA Youth League¹. 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 UEFA club competitions by that date. Then by the final registration deadline, the other entry documents (i.e. official entry form) must be sent to UEFA or completed online (i.e. playing attire) for all the clubs that have actually qualified.

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 2023/24 Stadium Venue Announcement that was sent by circular letter on 20 February 2023.

The pre-registration and final registration procedures are explained in detail below. Please note that all the deadlines indicated below cannot be extended.

1. Pre-registration – 19 May 2023

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 entry@uefa.ch by **19 May** at the latest:

- An **official admission criteria form (UEFA club competitions 2023/24)** completed in full for each club that has qualified or could potentially still qualify for the UEFA Champions League, the UEFA Europa League, the UEFA Europa Conference League and the UEFA Youth League. One form must be submitted for each club, whether they are participating in the UEFA Youth League only or are entering both the UEFA Champions League, UEFA Europa League or UEFA Europa Conference League and the UEFA Youth League.

Regarding the admission to UEFA's club competitions, please refer to the criteria and procedures set out in Articles 3 and 4 of the regulations of the respective competitions. The access list, which applies the coefficient ranking system to determine admission to these competitions, is included in Annex A to these regulations. In this regard, and in view of the ongoing suspension of all Russian teams and clubs from UEFA competitions until further notice, the UEFA Executive Committee, at its meeting on 4 April 2023, has approved the rebalanced access list for the 2023/24 UEFA Club Competitions season, which does not include any Russian clubs.

¹ The invitation to participate in the above-mentioned competitions does not apply to Russian clubs due to the ongoing suspension of all Russian teams and clubs from UEFA competitions until further notice, as decided by the UEFA Executive Committee on 28 February 2022 (see Circular Letter No. 21/2022) and confirmed by the Court of Arbitration for Sport on 15 July 2022.

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Please be aware that all submissions 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 2023/24 UEFA Champions League, the 2023/24 UEFA Europa League, the 2023/24 UEFA Europa Conference League or the 2023/24 UEFA Youth League season, please immediately inform UEFA (entry@uefa.ch) of any impact, irregularity, change or delay to your domestic competitions.

2. Final registration – 12 June 2023

The following must be submitted by the deadline of **12 June**:

- The **official competition entry form**, listing all the clubs that have qualified for the UEFA Champions League, the UEFA Europa League, the UEFA Europa Conference League and the UEFA Youth League (see below). The national associations must submit the form as a **manually countersigned PDF** of the original document (*colour copy, signed by hand; no electronic signatures*) to entry@uefa.ch by **12 June** at the latest. Please make sure the club names are correct, as these will be used for all purposes relating to the UEFA club competitions. Please also note that national associations that are unable to send the results of their domestic league and cup competition(s) by 19 May must submit them by 12 June to confirm which clubs have qualified for the above-mentioned competitions.
- Each team that has qualified for the UEFA Champions League, the UEFA Europa League, the UEFA Europa Conference League and the UEFA Youth League 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.

With regard to the official registration for the **UEFA Youth League** in particular, please note the following:

- On entering the 2023/24 UEFA Champions League (on submission of the official competition entry form by their national association), clubs agree that if they qualify for the group stage they will also take part in the 2023/24 UEFA Youth League (UEFA Champions League path) in accordance with the competition regulations. See Articles 3 and 4 of the Regulations of the UEFA Youth League 2023/24 and Article 6.01(p) of the Regulations of the UEFA Champions League 2023/24.
 - When submitting the official competition entry form, the national association must **confirm the age category** of its domestic championship that gives access to the UEFA Youth League 2023/24. Please note that this age category was confirmed for the entire 2021-24 cycle and therefore needs to be the same for the 2023/24 season.
 - All domestic youth champions that have qualified for the UEFA Youth League (including clubs whose senior team has qualified for the qualifying rounds or play-offs of the UEFA Champions League, or for the qualifying rounds, play-offs or group stage of the UEFA Europa League or UEFA Europa Conference League) must be listed on the official entry form.
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- In accordance with Articles 3.03 to 3.05 of the 2023/24 UEFA Youth League regulations, if the domestic youth champion of one of the 32 best-ranked associations has also qualified for the competition through the UEFA Champions League, it will enter the UEFA Champions League path of the UEFA Youth League, while the first place in the domestic champions path will be vacated and filled by the UEFA Youth League titleholder unless they have otherwise qualified. Any additional vacancy will be filled by the next association in the coefficient rankings whose domestic youth champion has not already qualified (see Annex A of the UEFA Youth League regulations). Consequently, associations ranked 34 or below who are interested in entering a domestic youth champion in the UEFA Youth League are invited to complete the form(s) accordingly. However, participation is subject to the principles set out in Articles 3.03 to 3.05 of the UEFA Youth League regulations. The final access list for the UEFA Youth League will be communicated to all parties only after the UEFA Champions League play-offs, when all the participants in both UEFA Youth League paths are known.
- If your domestic youth championship is not due to be completed by **12 June**, please inform the UEFA administration immediately by email to entry@uefa.ch.

In line with the final registration deadline of 12 June, each club participating in the 2023/24 club competition season is asked to complete 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 circular letter 06/2021.

3. Club contact registration

In order to ensure the proper administration and preparation of the competitions, we need to be able to contact the relevant individuals at each club. Consequently, in conjunction with the pre-registration process mentioned above, it is important for each club to review the contact information of its key personnel. Therefore, each club must review the following positions in the TIME organisation passport and update as necessary by **19 May 2023**:

At “Club” level:

- president/chair (as applicable)
- general secretary/CEO (as applicable)
- financial contact

At “Teams” level:

- key contact person
- matchday operations contact
- stadium and security contact
- security/stewards contact
- delegate key contact
- match ball recipient contact
- contact person for visiting clubs
- disciplinary key contact
- anti-doping key contact
- team doctor
- supporter liaison officer

Each national association is responsible for ensuring that all clubs included in the pre-registration process make the necessary updates to the organisation passport. As such, each national association must assign a TIME organisation passport manager to double-check that the relevant club contacts are up to date ahead of the above-mentioned deadline. A full explanation of how to update the TIME organisation passport can be found in enclosure 5 of this circular letter.

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4. Regulations and additional documents on TIME

Electronic versions of the regulations can be found on the [UEFA Documents portal](#) along with the reasoning for any amendments, the access list and other information on the regulations and the competitions. Details of how to access TIME and give access to your clubs can be found in enclosure 5 of this circular. Please make sure all clubs concerned have appropriate access.

5. Draws

The schedule of draws for the 2023/24 season is given below. Please also note that the 2023/24 fixture and draw list in FAME and TIME gives details of all UEFA club competition draws: dates, times, venues, competition stages and dates of matches.

- UCL preliminary round	Tuesday 13 June 2023
- UCL & UECL first & second qualifying round ¹	Tuesday, 20 and Wednesday 21 June 2023
- UCL, UEL & UECL third qualifying round	Monday 24 July 2023
- UCL, UEL & UECL play-offs	Monday 7 August 2023
- UCL group stage UYL (UEFA Champions League path group stage)	Thursday 31 August 2023
- UEL & UECL group stage	Friday 1 September 2023
- UYL (Domestic Champions path round 1 and round 2)	Tuesday 5 September 2023
- UCL round of 16 & UEL, UECL KO play offs	Monday 18 December 2023
- UYL KO play offs	Tuesday 19 December 2023
- UYL round of 16, quarter-finals, semi-finals and final	Friday 9 February 2024
- UEL & UECL round of 16	Friday 23 February 2024
- UCL, UEL & UECL quarter-finals, semi-finals and final	Friday 15 March 2024

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

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 a physical presence is needed will be sent to the clubs in due course. In cases where club representatives can 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 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 passport, and requested dates for the person's stay.

¹ The UCL and UECL first and second qualifying round draws will be organized as a two-day event which will include workshops and briefings for participating clubs.

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6. Stadium matters

All sections of the TIME stadium passport must be updated by the national association and the relevant club for each proposed venue. 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 information on certificates must be updated in the stadium passport by the following deadlines:

- Safety certificate
 - The national association is responsible for checking and confirming the validity of safety certificates in the 'Safety' section no later than one month before each draw involving the club concerned.
 - Under Article 11.2 of the UEFA Safety and Security Regulations, UEFA may request the safety certificate (including a translation into an official UEFA language).
- Floodlighting certificate
 - The floodlight illuminance values must be clearly indicated in the stadium passport and a copy of the latest floodlighting certificate, issued within the previous 12 months, must be uploaded to the stadium passport no later than one month before the first draw involving the club concerned.
- Artificial turf certificate
 - A FIFA Quality Pro certificate must be provided no later than 2 June for:
 - UEFA Champions League, UEFA Europa League and UEFA Europa Conference League.
 - A FIFA Quality certificate, provided no later than 31 July, is the minimum requirement for:
 - UEFA Youth League.
 - Should the artificial turf certificate expire mid-season, please provide UEFA with the scheduled date of the renewal inspection and upload the new certificate once it has been received.

7. Anti-doping

With regard to anti-doping matters, please refer to Article 8 of the 2023/24 regulations of the UEFA Champions League, UEFA Europa League, UEFA Europa Conference League and UEFA Youth League, as well as the 2021 UEFA Anti-Doping Regulations.
