



Enclosure 1

Registration procedure for the 2023/24 UEFA Women's Champions League

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Please find below detailed information concerning the registration procedure for the 2023/24 UEFA Women's Champions League, which has not changed from last season and is the same for all associations and clubs.

With this correspondence, clubs are invited to participate in the 2023/24 season of the UEFA Women's Champions 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 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 platform. Details of how to access TIME and give access to your clubs can be found in Enclosure 4 of this circular. For information on stadium announcement matters, please refer to the Club Competitions 2023/24 Stadium Venue Announcement communication that was sent to the stadium contacts of each national association by email on 20 February 2023.

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

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 UWCLMatchOps@uefa.ch by **19 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. This should include the name of the Club and of the women's team if different from the Club.

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 2023/24*. 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. 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 Women's Champions League, which does not include any Russian clubs.

¹ The invitation to participate in the 2023/24 UEFA Women's Champions League 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

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Committee on 28 February 2022 (see Circular Letter No. 21/2022) and confirmed by the Court of Arbitration for Sport on 15 July 2022.

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 2023/24 UEFA Women's Champions League, please immediately inform UEFA (UWCLMatchOps@uefa.ch) of any impact, irregularity, change or delay to your domestic competitions.

2. Final registration – 2 June 2023 (exceptionally 19 June 2023)

The following must be submitted by the deadline of **2 June (exceptionally 19 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 **2 June** (or 19 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 19 May must submit them by 2 June (or 19 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 2 June (or 19 June, if applicable), each club participating in the 2023/24 season is asked to compete its TIME Organisation Passport and Stadium Passport and keep them 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. Club contact registration

In order to ensure the proper administration and preparation of the competition, 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 relevant positions in the TIME Organisation Passport and update as necessary by **19 May 2023**. More details are provided in Enclosure 5 of this circular.

4. Regulations and additional documents

Electronic versions of the competition regulations can be found on the [UEFA Documents 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.

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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 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	30 June 2023, 13.00 CET
Round 2	15 September 2023, 13.00 CET
Group stage	20 October 2023, 13.00 CET
Quarter-finals, semi-finals and final	6 February 2024, 13.00 CET

This information will be confirmed in due course, and 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 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.

6. 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 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 on later than one month before each draw involving the club concerned.

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- 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 2023.
 - 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.

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

7. 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 2023/24* 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, starting as from the knock-out stage. Further information on this will be sent to you in due course.

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 medical pre-season 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.