



Enclosure 1

Registration procedure for the 2020/21 UEFA Women's Champions League

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Please find below detailed information concerning the registration procedure for clubs entering the 2020/21 UEFA Women's Champions League. It remains the same as for last season and is the same for all associations and clubs.

To check the eligibility of each club, a pre-registration procedure is applied, followed by the final registration. This means that each national association must send UEFA, by the specified pre-registration deadline, the admission criteria forms for all clubs that have qualified for the competition, or could potentially still qualify. By the final registration deadline, the other entry documents, i.e. the official entry form, must then be sent to UEFA or completed online for all clubs that have actually qualified for the competition.

All entry documents and forms (official entry form, admission criteria form and playing attire approval form) can be downloaded from the UEFA TIME document portal. Further details about access and logging in to TIME can be found in Enclosure 6 of this circular.

Please send all pre-registration and registration documents in digital format ahead of the deadlines to uwcl@uefa.ch and the originals by standard mail by the deadline to UEFA headquarters, using the following address:

For the attention of Fabienne Béco
UEFA Women's Football Unit
Football Division
Route de Genève 46
CH-1260 Nyon
Switzerland

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

1. Pre-registration – 27 July 2020

National associations must return the following to the above-mentioned address (**digital copy by email and the original by standard mail**, colour copies, if possible) by **27 July 2020** at the latest:

- The **official admission criteria form** completed in full by each club that has qualified for the UEFA Women's Champions League by this date or could potentially still qualify.
Where possible, the final results of the domestic league, indicating which clubs have qualified for the UEFA Women's Champions League.
- If applicable, the **application to host a mini-tournament in the qualifying round**.

As regards 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 2020/21. 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.

Registration procedure for the 2020/21 UEFA Women's Champions League

Please be aware that all submissions required for the pre-registration stage are to be regarded as provisional, since the admission criteria listed in the competition regulations must still be fulfilled on 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).

Although the pre-registration stage applies to all national associations, those that have either completed (i.e. summer leagues) or prematurely terminated their domestic league due to the Covid-19 pandemic, and therefore already know their club representatives for the competition, must provide UEFA with the *official admission criteria form* as well as the *official competition entry form* by 27 July 2020. In the case where a league has been prematurely terminated, we also refer you to UEFA circular letter 24/2020 dated 24 April 2020, 'Guidelines on eligibility principles for 2020/21 UEFA Club Competitions – Covid-19', which specifies the procedure for selecting clubs on the basis of sporting merit in the 2019/20 domestic competitions.

2. Final registration – 10 August 2020

For the final registration stage, national associations must return the following form to the above-mentioned address (**digital copy by email and the original by standard mail**, colour copies, if possible) by **10 August** at the latest:

- The **official competition entry form**, indicating which clubs have qualified for the UEFA Women's Champions League. Please make sure the club names are correct, as these will be used for all UEFA club competition purposes. Furthermore, national associations that are unable to send the results of their domestic league by 27 July 2020 must send these by 10 August 2020 to confirm which clubs have qualified for the competition.

3. Other official competition entry documents – playing attire approval form

The completed **playing attire approval form** must be returned by the deadlines indicated in paragraph 50.03 of the Regulations of the UEFA Women's Champions League 2020/21. For more information about playing attire, see enclosure 2 of this circular letter.

4. Regulations, additional documents and brand assets available on UEFA platforms

All enclosures and guidelines relevant to the competition are available on the TIME document portal, while the regulations are available on the new platform <https://documents.uefa.com> and links to these regulations can be found on www.uefa.com and in TIME Documents. Further details on TIME can be found in Enclosure 6 of this circular.

Please forward all these electronic documents to all clubs concerned.

The brand assets remain accessible on the FAME platform. Clubs are requested to ask UEFA Application Support (applicationsupport@uefa.ch) for their individual FAME credentials.

5. Stadiums and security

Under Article 21.01 of the competition regulations, a club must play all its matches in the competition at one and the same venue. A draft stadium announcement must be made for each club that has qualified for the competition, or that could potentially still qualify, by email to uwclmatchops@uefa.ch by **27 July 2020**, indicating the stadium name and address that will be used for a club's home matches from the

Registration procedure for the 2020/21 UEFA Women's Champions League

round of 32. For clubs applying to host a mini-tournament in the qualifying round, two stadiums must be announced, clearly indicating the stadium that would be used should they qualify for the knock-out rounds.

All stadiums that might be used in the competition must subsequently be registered in the new stadium passport system, in the [TIME portal](#), by **10 August 2020**. If the proposed stadiums have never been used for UEFA competitions before, a stadium passport will be created by the UEFA administration upon submission of the name and address to uwclmatchops@uefa.ch by the 27 July deadline. It will then be available for editing by the club or national association.

When completing the stadium passport, please note the following.

- *Safety certificate*
 - All announced stadiums must hold a valid safety certificate issued by the competent local authorities and covering the entire period of the competition, i.e. from October 2020 until May 2021. A copy of the certificate must be uploaded to the relevant section of the stadium passport.
- *Floodlighting*
 - 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.
- *Artificial turf*
 - Stadiums equipped with artificial turf must hold a valid FIFA Quality or FIFA Quality Pro Certificate. It is the responsibility of the national association and its affiliated clubs to update the stadium passport with the latest information regarding the pitch status and upload a copy of the certificate.

Updates to FIFA's Artificial Turf Quality Programme Handbook for Test Methods and Requirements: a number of changes have been made to the test methods and requirements of the FIFA Artificial Turf Quality Programme. The new test methods are valid from October 2019 and the new requirements have a transition period until 1 June 2020.

You can download the new [FIFA handbook](#) and [test method](#) requirements.

UEFA Covid-19 medical protocol

The medical protocol is currently being finalised and will set out the framework for health and hygiene procedures as well as operational protocols to be applied at UEFA competition matches. The document will be made available to all participating teams in due course and well in advance of their matches.

UEFA Covid-19 specific stadium requirements

When selecting match venues, please take into account that a key requirement will be to provide as much dressing room space as possible for the teams and technical staff. The objective is to avoid congestion and to maximise distancing and air circulation. So, additional nearby rooms or spaces may also be used. This also applies to the referee dressing room.

Please note that venues must be available on all the competition match dates as well as for the official training sessions the day before the match. Consequently, we recommend that you liaise closely with

Registration procedure for the 2020/21 UEFA Women's Champions League

your clubs regarding the venue announcement procedure, to avoid any misunderstandings and late changes.

We also inform you that it will be possible to register additional stadiums for the UEFA Women's Champions League throughout the season, subject to UEFA's approval.

Finally, when selecting venues, please refer to Article 18 of the UEFA Stadium Infrastructure Regulations (2018 edition), regarding stands and spectator facilities, i.e. seats, stands, foundations, intended use.

6. Draws

Enclosure 4, Deadlines, gives details of all UEFA Women's Champions League draws: dates, times, venues, competition stages and dates of the matches drawn. Your clubs will receive confirmation of all dates, times and venues prior to each draw.

Each club must appoint a competent representative to attend the draws. They will be expected to sort out match arrangements (exact date, travel, hotels, etc.) with the opposing club directly, on the spot. Attendance is compulsory at the draws for the knock-out stages. If a club representative is unable to attend a draw, 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 their behalf.

The national associations may, of course, send their own representatives to the draws.

Club or association representatives who need an invitation from UEFA in order to obtain a visa for Switzerland should submit a written request to the UEFA administration (uwcl@uefa.ch) at least two weeks before the draw, 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.

7. Doping controls

With regard to doping matters, please refer to Article 8 of the Regulations of the UEFA Women's Champions League 2020/21 and the UEFA Anti-Doping Regulations 2018.

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.