Using the UEFA Team Information Exchange (TIME) platform

TIME is a platform for preparing and organising UEFA matches. It must be used by all clubs during the club competition season for a range of tasks, which are set out below together with the process for creating access and user profiles. Additional information on each of the sections below can be found in the user guides available in the TIME Documents section.

The TIME platform address is: https://time.uefa.com

1. User management

Your national association (NA) is responsible for appointing a club TIME user manager for each of its clubs that has qualified for the first time, or could potentially qualify, for the UEFA Women's Champions League. The platform is handled by the national association's own TIME user manager, so clubs should contact their national association in the event of issues. Clubs that contact UEFA with TIME user access questions will be referred to their NA.

If the national association does not know who its NA TIME user manager is, it should contact servicedesk@uefa.ch.

The club TIME user managers are responsible for granting staff access to TIME within their club, including access to the TIME Documents page and creating profiles for the TIME stadium passport managers, TIME player list registration managers, TIME online match sheet managers and TIME match preparation form managers.

(TIME user managers are responsible for managing staff access to TIME within their club)

Once you have entered your TIME login, you will be taken to the dashboard page, which gives you access to all the TIME sections relevant to your user profile. If you want to make any changes to your user profile, please contact your club's TIME user manager.

2. TIME documents

TIME is used as the main platform to share documents with clubs and contains the relevant entry forms and documents, including:

- 2020/21 UEFA women's match calendar
- Provisional access list for the 2020/21 UEFA Women's Champions League
- Reasoning for key amendments to the 2020/21 Women's Champions League
- Categories of UEFA member associations for mini-tournament financing

However, please note that the following regulations and guidelines are no longer available in TIME documents, but are now located in UEFA Documents. To facilitate the transition, links to all regulations can be found in *Legal Framework → UEFA Regulations* in TIME documents. On 26 June 2020 a circular letter (No. 40/2020) was sent out regarding this new tool has been sent out on 26 June.

- Regulations for the UEFA Women's Champions League 2020/21
- UEFA Safety and Security Regulations, 2019 edition
- UEFA Stadium Infrastructure Regulations, 2018 edition
- UEFA Equipment Regulations, 2018 edition
- UEFA Anti-Doping Regulations, 2018 edition
- UEFA Statutes, 2020 edition
- UEFA Medical Regulations, 2020 edition
- UEFA Fair Play Regulations, 2015 edition
- UEFA Disciplinary Regulations, 2020 edition

UEFA Guidelines:
- UEFA Pitch Quality Guidelines, 2018 edition
- UEFA Stadium Lighting Guide, 2016 edition

It is the club's TIME user manager responsibility to grant access to any users that need TIME documents access within their club.
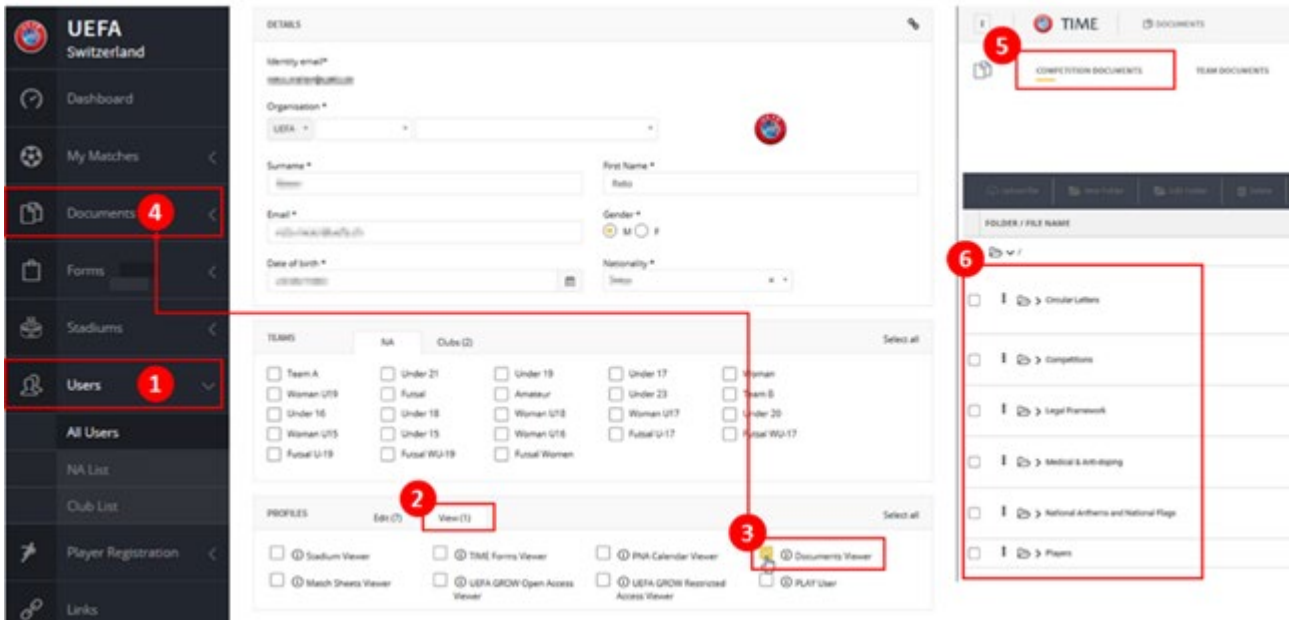
(1-3, club TIME user manager grants access to TIME documents / 4-6, TIME user access to TIME documents)

3.   TIME stadium passport

The TIME stadium passport was introduced last year (replacing the stadium questionnaire on FAME) to enable each national association, but also clubs and where applicable stadium operators, to provide UEFA with up-to-date information about the stadiums used in UEFA competitions. Clubs are therefore requested to check the information in their stadium passport and update as necessary, as well as to close any actions points once resolved.

Please note that the passports for the 2020/21 Women's Champions League stadiums must be updated by 27 July 2020, in accordance with the instructions set out in the TIME stadium passport user guide.

4.   TIME player registration

UEFA's TIME platform must be used to register players and complete online match sheets **for all matches** in the UEFA Women's Champions League.

4.1 Submitting player lists to the UEFA administration

As mentioned above, player lists have to be submitted using the TIME platform, which enables clubs to enter their player lists directly for validation by their national association.

The club TIME player list registration managers access the player registration portal within the TIME platform and receive player registration notifications and reminders. If different people are responsible for the player registration process for different club teams, e.g. the teams participating in the UEFA Women's Champions League and the UEFA Champions League/UEFA Europa League, the club TIME user manager must create a separate access profile for each of them.

The process is as follows:

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 in accordance with the competition regulations <u>when the national association validates it</u>, as this automatically submits the list to UEFA. <u>The national association must therefore validate the list by the registration deadline</u> (see Annex 1 of Enclosure 3 of this circular letter).

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

For legal reasons, UEFA requires this scanned copy of the list with the signatures of the authorised club representative, the club doctor and the national association representative. Any list that does not bear all three signatures will be deemed invalid.

As of the 2020/21 season, signed lists must no longer be sent to UEFA by email, 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 date of birth and function at the club.

From the 2020/21 season, a maximum of <u>one</u> assistant coach can 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.

In addition, 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 that 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 or technical seats. However, in the event of any late changes, the names and dates 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 20 will appear in the match sheet excerpt; so, please be sure to register only staff who are likely to take a seat on the substitutes' bench or additional technical seats.

5. TIME match sheets

UEFA's TIME platform allows users to complete match sheets both online and offline. Clubs must submit match sheets in TIME for all matches from the qualifying round.

The club TIME online match sheet managers will have access to the match sheet portal in TIME and will receive match sheet notifications and reminders.

The match sheet must be completed by indicating which players make up the starting 11 and which are substitutes. Technical staff, meanwhile, must be shown as being on the substitutes' bench or additional technical seats. Tactical line-ups can also be submitted.

The match sheets are shared electronically only once both teams have submitted their match sheets, and no earlier than 90 minutes before kick-off; tactical line-ups will not be shared with the other team. This tool can be used offline and the match sheet submission is synchronised once an internet connection has been established.

6. TIME match or mini-tournament preparation form

As soon as a match or mini-tournament fixture is confirmed, the TIME match or mini-tournament preparation form will become available for teams to share information and help prepare the matches or mini-tournaments, replacing the email exchanges that were used in the lead-up to the events. In addition, the names of the UEFA match delegate, as well as the names and nationalities of the UEFA referees will be published on the TIME match or mini-tournament preparation form of the relevant match.