



MAIN SECTIONS

1. INTRODUCTION
2. COMPETITION
3. GENERAL ORGANISATION
4. HALL
5. MATCHDAY ORGANISATION
6. MEDIA
7. MARKETING AND PROMOTION
8. COMMUNICATION OF INFORMATION
9. UEFA CONTACT INFORMATION
10. ORGANISATIONAL TEMPLATES
11. BRAND SUPPORT
12. GENERAL GUIDELINES
13. PRINT
14. BROADCAST
15. UEFA FUTSAL CUP LOGO
16. CD
17. REGULATIONS OF THE UEFA FUTSAL CUP

TABLE OF CONTENTS

1. INTRODUCTION	1
1.1 Message from the UEFA General Secretary	1
1.2 Definitions	2
1.3 Use of the Manual	2
1.4 Purpose	3
1.5 Responsibilities	3
2. COMPETITION	4
2.1 The Competition	4
2.1.1 Introduction	4
2.1.2 Qualifying Stage	5
2.1.3 Futsal Cup Finals	6
2.1.4 Draws	7
2.2 Choice of a Mini-Tournament Host	7
2.2.1 Preliminary and Main round	7
2.2.2 Elite round	8
2.3 Workshop	8
2.4 Financial Provisions	9
2.4.1 Qualifying Stage	9
2.4.2 Futsal Cup Finals	10
2.5 Commercial Concept	11
2.5.1 Preliminary Round, Main Round, Elite Round	11
2.5.2 Futsal Cup Finals	12
2.6 Advertising on Kit	14
2.6.1 Shirt Sponsor(s) for the Qualifying Stage	14
2.6.2 Shirt Sponsor for the Futsal Cup Finals	14
2.6.3 Clash of Shirt Sponsor	15
2.6.4 Flying Goalkeeper	15
2.6.5 Numbers and Names	15
2.6.6 Badges	16
2.6.7 Other Kit Items Worn by Players and Club Officials for the Futsal Cup Finals	17
2.6.8 Special Material used in the hall for the Futsal Cup Finals	18
2.6.9 Disclaimer	18
3. GENERAL ORGANISATION	19
3.1 UEFA Representatives	19
3.2 The LOC	20
3.3 Site Visits	24

3.4	Distances	25
3.5	Accommodation	26
3.5.1	General Remarks	26
3.5.2	Rooms for the Delegations	26
3.5.3	Rooms for the Referees and UEFA Representatives	27
3.5.4	General Room Requirements	27
3.5.5	Laundry	28
3.5.6	Meeting Room	28
3.5.7	Dining Room	28
3.5.8	Common Recreational Facilities	28
3.5.9	Tournament Office	29
3.5.10	Meals	30
3.6	Transport	32
3.6.1	Airport Pick-up	32
3.6.2	Vehicle Fleet	32
3.6.3	Transport Manager	33
3.7	Training	35
3.7.1	Training Halls	35
3.7.2	Training Balls	35
3.7.3	Training Sessions in the Match Hall	36
3.7.4	Referees Training	36
3.8	Social Events	37
3.9	Medical Matters and Doping Controls	38
3.9.1	General Remarks	38
3.9.2	Hospitals	38
3.9.3	Doctors	38
3.9.4	First-Aid Teams	38
3.9.5	Ambulance	39
3.9.6	Doping Controls	39
3.10	Security	40
3.11	Insurance	41
4.	HALL	43
4.1	General Facilities	43
4.1.1	General Hall Conditions	43
4.1.2	Technical Rooms	44
4.1.3	Benches and Timekeeping Table	45
4.1.4	Goals	46
4.1.5	Hall Questionnaire and Safety Certificate	46
4.1.6	Pitch	47
4.1.7	Lighting	49
4.1.8	Electronic scoreboards	49
4.1.9	Giant Screens	50
4.1.10	Match balls	51



4.1.11	Hospitality	51
4.2	Advertising and Dressing.....	52
4.2.1	Advertising Boards	52
4.2.2	UEFA Futsal Cup Competition Board	52
4.2.3	Directional Signage	53
4.3	Media Facilities	54
4.3.1	Access	54
4.3.2	Seats	54
4.3.3	Press Conference Room	54
4.3.4	Media Working Area	55
4.3.5	Mixed Zone	55
4.3.6	Television Broadcast	55
4.3.7	Media Positioning at Match	55
4.3.8	Flash Interview Positions	57
4.3.9	Television & Radio Commentary Positions	57
4.3.10	Television Studio	58
4.3.11	OB (Outside Broadcast) Van Area	58
5.	MATCHDAY ORGANISATION	59
5.1	Schedule for Mini-Tournaments.....	59
5.2	Schedule for the Futsal Cup Finals.....	60
5.3	Organisational Meeting	62
5.4	Match Arrangements.....	65
5.4.1	Host Responsibilities	65
5.4.2	Flags, Music and Announcements	65
5.4.3	Ball Kids	66
5.4.4	Player Escorts	67
5.4.5	Sales of Beverages in the Hall	68
5.4.6	Branded Material	68
5.5	Countdown.....	69
5.6	Handshake Procedure	70
5.7	Match Sheet	72
5.7.1	Preparation of the Match Sheets	72
5.7.2	Completion of the Match Sheets	72
5.7.3	Photocopying	72
5.7.4	Distribution	72
5.7.5	Original Match Sheets	73
5.7.6	Responsibility	73
5.8	Accreditation System.....	74
6.	MEDIA.....	75
6.1	Media Activities	75
6.1.1	Host's Press Officer	75
6.1.2	Official Training Sessions	75

6.1.3	Interviews	76
6.1.4	Press Conferences	76
6.1.5	Mixed Zone	77
6.1.6	Dressing Rooms	77
6.1.7	Internet	78
6.1.8	Photographers	78
6.2	Co-operation with Media	79
6.2.1	Pre-Season Procedure	79
6.2.2	Matchday Procedures	80
7.	MARKETING AND PROMOTION	81
7.1	Sponsorship Packages	81
7.1.1	Exposure on Print Material	81
7.1.2	Exposure in the Match Hall	82
7.1.3	Television Exposure	83
7.1.4	Services	83
7.1.5	Promotional Material	83
7.2	Promotion	84
7.3	Ticketing Strategy	86
7.3.1	Ticket Prices	86
7.3.2	Ticket Categories	86
7.3.3	Added Value	87
7.3.4	Ticket Design	87
7.3.5	Reserved Tickets	87
8.	COMMUNICATION OF INFORMATION	88
8.1	Host to UEFA	88
8.2	All Participating Teams to UEFA	89
8.3	Host to the Visiting Team(s)	90
8.4	Visiting Team(s) to the Host.....	92
9.	UEFA CONTACT INFORMATION	94
9.1	Main Address.....	94
9.2	UEFA Futsal Cup Contact Persons.....	95
10.	ORGANISATIONAL TEMPLATES.....	96
10.1	Telephone Contact Sheet.....	96
10.2	Invitation to Organisational Meeting.....	97
10.3	Organisational Meeting Agenda (Mini-Tournament).....	98
10.4	Organisational Meeting Agenda (Match).....	100
10.5	Team Colours Summary	102
10.6	Local Venue Manager Checklist.....	103



10.6.1	Preparatory Phase	103
10.6.2	One day before the match (MD-1)	104
10.6.3	Match Day	107
10.6.4	Potential Problems and Solutions	109
10.7	Countdown.....	112
10.8	Match Sheet	113
10.9	Announcements in the Hall.....	114
10.9.1	Before the Match	114
10.9.2	During the Match	114
10.9.3	At Half-Time	115
10.9.4	After the Match	115
10.10	Hall Board Configuration Plan.....	116
10.11	Mini-Tournament Ranking.....	117
10.12	Mini-Tournament Statistics	118
10.13	Mini-Tournament Top Scorer	119
11.	BRAND SUPPORT	120
11.1	What is it?.....	120
11.2	Music.....	120
12.	GENERAL GUIDELINES.....	121
12.1	Intellectual Property Rights	121
12.2	Use of UEFA Futsal Cup Logo and UEFA Futsal Cup Materials by the Clubs	121
12.3	Approvals.....	122
13.	PRINT	123
13.1	Artwork.....	123
13.2	Text	123
13.3	Logos.....	123
13.4	Approval.....	123
13.5	Sponsor Integration.....	124
13.6	Artwork Templates.....	125
13.6.1	Competition Board	125
13.6.2	Poster	126
13.6.3	Flyer 127	
13.6.4	City Banner	128
13.6.5	Entrance Banner	129
13.6.6	Player Tunnel	130
13.6.7	Pennant	131
13.6.8	Match/Mini-Tournament Programme	132



13.6.9	Tickets	134
13.6.10	Hospitality Passes	136
13.6.11	Accreditation Pass	137
13.6.12	Accreditation Poster	138
13.6.13	Parking Pass	139
13.6.14	Press Paper	140
13.6.15	Press Kit Folder	141
13.6.16	General Signage	142
13.6.17	Clipboard	143
13.6.18	5th Foul	143
13.6.19	Press Conference Backdrop	144
13.6.20	Flash Interview Backdrop	145
13.6.21	Telescopes	146
13.6.22	Welcome Backdrop	147

14. BROADCAST..... 148

14.1	Introduction	148
14.2	General Principles	148
14.2.1	Opening Sequences (with or without hold)	149
14.2.2	Closing Sequences (with or without hold)	150
14.2.3	Break Bumpers and Animated Logos (with or without hold)	151
14.2.4	Studio Loops	152
14.2.5	Replay Wipes	153
14.2.6	TV On-Screen Graphics	154
14.2.7	Additional Promotional Kit Applications	155

15. UEFA FUTSAL CUP LOGO..... 156

15.1	Use of Logo	156
15.2	Conditions.....	157
15.3	Logo Versions	158
15.4	What to avoid	160
15.5	Merchandising	161
15.6	Promotional Items	161

16. CD..... 162

16.1	Contents.....	162
------	---------------	-----

17. REGULATIONS OF THE UEFA FUTSAL CUP..... 165



1. INTRODUCTION

1.1 Message from the UEFA General Secretary

The UEFA Futsal Cup is the premier event for Futsal clubs in Europe. Last year the number of entrants taking part in Europe's premier Futsal club tournament rose to 45 clubs, from 44 the previous year (the titleholder being automatically entitled to defend the trophy as well as the domestic champion club from that association). The 2009/10 UEFA Futsal Cup will see 48 clubs from 47 associations enter.

As from the 2006/07 season a new format was introduced taking in a preliminary round, a main round and an elite round, before culminating in the successful Futsal Cup Finals played in the form of a Final Four with four teams.

This format has proven successful over the past three seasons, in that it has encouraged first time entries from many associations, while maintaining the high level of the game played throughout the latter stages of the competition and at the Finals. This year's final match was no exception played in the wonderful setting of the Ekaterinburg Palace of Sport, with Interviú Madrid beating the hosts Ekaterinburg 5-1.

The Futsal Cup has become established on the European stage. This is the fourth time that UEFA has produced a UEFA Futsal Club Manual. In conjunction with the establishment of the new format, and together with your assistance, we have been working to increase the interest in Futsal and especially the entertainment for the fans.

But for now it is my duty and pleasure to wish all the teams taking part in the forthcoming UEFA Futsal Cup 2009/10 the very best of luck!

Yours sincerely,

David Taylor

General Secretary



1.2 Definitions

The following words shall have the following meanings:

“Manual” means this UEFA Futsal Cup Club Manual;

“Brand Identity” means the UEFA Futsal Cup brand identity developed by UEFA;

“Clubs” means the futsal Clubs participating in the UEFA Futsal Cup;

“Final” means the UEFA Futsal Cup Finals, played on a Final Four basis;

“Host” means the host club of the match or mini-tournament;

“LOC” means the Local Organising Committee appointed by the host club to organise the match or mini-tournament;

“Logo” means the UEFA Futsal Cup Logo;

“UEFA Futsal Cup Materials” means all the applications developed by UEFA as part of the Brand Identity;

“Competition Regulations” means UEFA’s Regulations of the UEFA Futsal Cup;

1.3 Use of the Manual

The Club Manual is directly linked to the 2009/10 Regulations of the UEFA Futsal Cup and contains further information and guidelines for participating clubs.

This Manual should be used in conjunction with the Regulations of the UEFA Futsal Cup which shall always prevail in the event of conflict with the content of the Manual.

Additionally, it should be noted that while sections of the Manual contain extracts from the Competition Regulations, the Competition Regulations contain matters which are not covered by this Manual (for example, competition system, player eligibility, disciplinary law and procedures, etc).

Whenever reference is made to a mini-tournament, the same principles may be applied to the organisation of a single match, with the appropriate adjustments.

In the case of the Finals (played on a Final Four basis), responsibilities will be defined under the Staging Agreement between UEFA and the finalist clubs.

1.4 Purpose

The Club Manual is intended as a tool to assist Clubs hosting matches in the competition to:

- organise high-level mini-tournaments (qualifying rounds)
- organise high-level Futsal Cup Finals (Final Four)
- provide the visiting teams, referees and UEFA representatives with the highest possible level of service so that they can fully concentrate on the matches and duties
- provide the participating teams with the best possible conditions to ensure they can play high-quality futsal
- provide modern and adequate infrastructure that meet the expectation of the players
- ensure that the same level of organisation can be found through-out Europe
- promote the matches and, consequently, realise maximum hall attendances and media coverage
- realise their commercial potential
- ensure a consistent application across all visual and sound media so that Futsal fans recognise the UEFA Futsal Cup message in the written press, television and in the hall
- raise the competition profile and impact

Clubs attain experience in organising high-level competition matches, which experience may also be applied in the preparation of their domestic league matches.

1.5 Responsibilities

In hosting a mini-tournament or match in this competition, the Host is responsible for organising this event according to the Competition Regulations and for implementing the guidelines contained in this Manual as far as possible.

The Host is requested to assist the visiting teams and the UEFA representatives in any matters related to the mini-tournament or match and their travel arrangements (e.g. customs formalities, delayed departure, force majeure events).

Moreover, the Host is responsible for ensuring a safe and secure environment for the participating teams, officials, referees, UEFA representatives and, not least, the spectators. In this respect, we refer to the relevant UEFA regulations as well as to section 3.10 of this Manual. The Host must observe any deadlines set and respect any decisions taken by the UEFA Administration. Furthermore, in order to protect the UEFA Futsal Cup Brand Identity, the Host must observe the provisions as stipulated in this Manual.

2. COMPETITION

2.1 The Competition

2.1.1 Introduction

The ninth season of the UEFA Futsal Cup has a format with a preliminary round, a main round and an elite round, played in the form of mini-tournaments, followed by the Futsal Cup Finals, played in the form of a Final Four (2 semi-Finals, a bronze medal match and a Final).

Depending on how many clubs enter the competition; the UEFA administration may form groups for the qualifying stage draw, taking coefficients of the participating clubs into consideration as far as possible.

The elite round is composed of four groups of four teams, with the top four clubs in the coefficient rankings entering the Competition as seeded teams. The twelve remaining teams are the clubs who qualified in the main round.

For further information, please refer to the Regulations of the UEFA Futsal Cup 2009/10.



2.1.2 Qualifying Stage

Unless the teams in question agree otherwise, mini-tournaments must be organised according to the following schedule, bearing in mind that the Host is considered as Team 1 for the match schedule and teams 2, 3, and 4 are ranked according to their coefficients.:

Mini-tournament with four teams

DAY 1

Arrival of teams
 Arrival of the referees
 Arrival of the UEFA representatives
 Organisational meeting

DAY 2

First Matchday
 2 vs 4 and 1 vs 3

DAY 3

Second Matchday
 3 vs 2 and 1 vs 4

DAY 4

Rest day

DAY 5

Third Matchday
 4 vs 3 and 2 vs 1

DAY 6

Departure of all the teams
 Departure of the referees
 Departure of the UEFA representatives

Mini-tournament with three teams

DAY 1

Arrival of teams 1 and 3
 Arrival of the referees
 Arrival of the UEFA Representatives
 Organisational meeting

DAY 2

Team 1 vs 3
 Arrival team 2

DAY 3

Team 3 vs 2

DAY 4

Team 2 vs 1
 Departure of team 3

DAY 5

Departure of teams 1 and 2
 Departure of the referees
 Departure of the UEFA representatives

2.1.3 Futsal Cup Finals

Futsal Cup Finals Schedule

DAY 1

Arrival of teams
Arrival of the referees
Head of Delegation meeting

DAY 2

Media activities and training sessions

DAY 3

First match day
Semi Finals
22 or 23 April 2010

DAY 4

Rest day

DAY 5

Second match day
Bronze medal match and Finals
24 or 25 April 2010

DAY 6

Departure of teams
Departure of the referees
Departure of the UEFA representatives

The Host of the Futsal Cup Finals is one of the finalists. The requirements will be defined in a staging agreement signed between the host club and UEFA.

2.1.4 Draws

Draw 1

The first draw is made at the beginning of the season to determine the groups in the preliminary round and main round. All teams are included with the exception of the top four seeds. This draw will take place on the **2nd of July 2009** at UEFA Headquarters in conjunction with a workshop for the mini-tournament hosts.

Draw 2

The second draw is conducted on completion of the Main Round in order to divide the 16 teams of the Elite Round, i.e. the 12 teams qualified from the Main Round and the four top seeds into 4 groups of 4 teams. This draw will take place on the **13th October 2009** at UEFA Headquarters.

Draw 3

The final draw takes place at least one month before the Futsal Cup Finals in the host city in connection with a workshop for the finalist teams.

2.2 Choice of a Mini-Tournament Host

Mini-tournament hosts for the season 2009/10 are selected based on the following criteria:

- quality of the infrastructure (tournament hotel, halls, etc)
- travel distances
- promotional concept
- previous experience as a host
- development of futsal

2.2.1 Preliminary and Main round

The UEFA Administration may eventually send UEFA inspectors to the potential host countries before Draw 1 in order to define which Clubs will be organising the mini-tournaments in the preliminary and the main round. A final appointment will be made based on the above-mentioned criteria and the reports submitted by the UEFA inspectors.

For the designation of mini-tournament hosts, UEFA may also take into consideration Clubs who have hosted a mini-tournament in the past seasons.

2.2.2 Elite round

UEFA Administration will assign the hosts of the four mini-tournaments of the elite round, based on the UEFA Match Delegates' reports and/or on the following criteria:

- quality of the application form
- quality of the infrastructure (tournament hotel, halls, etc)
- travelling distances
- promotional concept
- previous experience as a host
- development of futsal

For the designation of mini-tournament hosts, UEFA may also take into consideration Clubs who have hosted a mini-tournament in the past rounds and/or the past seasons.

If there are fewer clubs interested than mini-tournaments to be allocated, the UEFA Administration will conduct a draw to determine the hosts.

Should it not be possible to allocate the mini-tournament hosts at the time of the draw, the teams in a given group have to agree, within a set deadline following the draw, as to which of them will host the mini-tournament. If no clubs agree, the UEFA administration will proceed with a draw.

2.3 Workshop

UEFA will organise a Workshop for the Hosts of the Preliminary Round and Main Round mini-tournaments on **2 - 3 July 2009** at UEFA Headquarters in Nyon, Switzerland, in conjunction with the draw for the preliminary and main round.

UEFA will invite one representative from each of the host clubs, ideally the Tournament Director (see section 3.2) and one representative from each of the host associations to attend the workshop. These persons must be fluent in English.

The purpose of the workshop is to look into the topics and guidelines contained in the Futsal Cup Club Manual 2009/10 and to give the tournament hosts the opportunity to share their views, experience and ideas on how to raise the level of organisation in general.



2.4 Financial Provisions

The Host and/or its association, as agreed between the two parties, must cover the costs for the provision of the facilities and services specified in the Competition Regulations.

2.4.1 Qualifying Stage

In principle, the Host retains its receipts and bears all organisational costs.

The Host bears the following costs for the visiting teams:

- board and lodging in a hotel (four-star standard) for a maximum of 21 persons per delegation
- local transport
- laundry service for the match kit of the competing teams and referees

The Host's obligations commence one day before the first matchday and end one day after the last matchday.

Contribution from the Visiting Clubs

To cover the costs of the mini-tournament, the Host receives a contribution from the national associations of the visiting Clubs amounting to €10,000 per visiting Club. This amount will be debited from the UEFA accounts of the visiting associations concerned and credited to the UEFA accounts of the Host's association on completion of the mini-tournament.

Contribution from the Association of the Host

The association of the Host will contribute to the mini-tournament budget the amount of €10,000 it is saving by its Club not participating in a mini-tournament abroad.

The visiting Clubs cover their international travel expenses to and from the mini-tournament venue.

UEFA Representatives' Costs

UEFA will credit the association of the Host with an amount of €10,000 to cover the costs of board and lodging of the official UEFA representatives i.e. referees, UEFA Match Delegate, UEFA Referee Observer and Tournament Administrator (if appointed), as well as any costs incurred due to a possible preliminary site visit.

The UEFA contributions are credited to the clubs via their national associations.

2.4.2 Futsal Cup Finals

In principle, the host retains its receipts from the match tickets and bears all organisational expenses.

The Host bears the following costs for the visiting teams:

- the board and lodging in a hotel of four star standard for a maximum of 21 persons per delegation
- local transport
- laundry service for the match kit of the competing teams and referees

The Host's obligations commence two days before the Semi-Finals and end one day after the Final.

For the Futsal Cup Finals, UEFA pays the Host a flat amount of:

€80,000

to help cover the financial demands connected with the staging of the event, including the costs of board and lodging for the official UEFA representatives.

This contribution is credited to the Club via its association.



2.5 Commercial Concept

2.5.1 Preliminary Round, Main Round, Elite Round

Member associations and their affiliated organisations or clubs are authorised to exploit the commercial rights of the mini-tournaments which take place under their respective auspices.

All contracts on the exploitation of media rights to the UEFA Futsal Cup must contain:

- Article 48 of the UEFA Statutes as well as the regulations governing the implementation of Article 48 as an integral part of the contract; and
- a stipulation guaranteeing that if any amendments are made to the regulations, or any other applicable codes, guidelines or regulations issued by UEFA from time to time, then such contracts must be adapted to incorporate the amended provisions within 30 days of the regulations, codes or guidelines coming into force.

All agreements and arrangements pertaining to the exploitation of the commercial rights must be presented to the UEFA administration on request.

The commercial rights to the UEFA Futsal Cup may not be exploited unless an appropriate fee is paid.

Each club must provide UEFA free of charge and at least 24 hours prior to kick-off of each match with access to television frequency information for receiving the broadcast signal at a location of UEFA's choice. These broadcasts can be recorded by UEFA in particular for the purposes envisaged in this paragraph and a copy of the recording shall be made available for the respective home club upon request. If the signal is unavailable for whatever reason, member associations and their affiliated organisations or clubs undertake to provide to UEFA free of charge, in Digibeta (or if not available, in Betacam SP) format (or such other format as may be requested by UEFA) a recording of the entire match, to be sent to a destination of UEFA's choice for receipt within seven days of the match. The club shall ensure that the person owning rights to the above materials grants UEFA the right to use and exploit and authorise others to use and exploit, by any and all means and in any and all media whether now known or invented in the future, throughout the world, for the full duration of such rights, up to 15 minutes of audio and/or visual material from each match, free of charge and without payment of any associated clearance costs. The club acknowledges that such use may be aimed in particular to directly or indirectly promote the UEFA Futsal Cup, including with programmes produced by or on behalf of UEFA.

Member associations, their affiliated organisations and/or clubs may not use or authorise any third party to use any of the UEFA Futsal Cup trademarks, music or any graphic material or artistic forms developed in connection with the UEFA Futsal Cup in programmes, promotions, publications or advertising or otherwise (including in connection with the exploitation of commercial rights that they are permitted to exploit by these regulations) without the prior written consent of UEFA or if not specifically permitted in these regulations.

The commercial rights must be exploited in compliance with relevant laws and regulations.

Clubs shall not participate in, or allow any third party to use rights granted by the club in, any aggregation of commercial rights in any way that would permit third parties to create an association with the qualifying round or any other round of the UEFA Futsal Cup, any mini-tournament, the UEFA Futsal Cup

Finals and/or the UEFA Futsal Cup generally whether through the use of a branded marketing programme or otherwise.

All contracts that a club (or any third party acting on behalf of a club) enters into in respect of any commercial rights authorised by these regulations in relation to the UEFA Futsal Cup must expire on 30 June 2012 at the latest or contain a clause allowing the club to terminate any such contract (or be able to release its rights) as of this date.

2.5.2 Futsal Cup Finals

UEFA is the exclusive, absolute legal and beneficial owner of the commercial rights to the Futsal Cup Finals. UEFA expressly reserves all such commercial rights and shall be exclusively entitled to exploit, retain and distribute all revenues derived from the exploitation of such commercial rights.

For the Futsal Cup Finals, UEFA has the exclusive right to appoint partners. Any such partners appointed by UEFA (and any other third party designated by UEFA), as well as their products and/or services, may benefit from the exclusive right to exploit certain commercial rights in and to the UEFA Futsal Cup and its matches. The clubs must take the necessary measures to ensure implementation and enforcement of the rights granted by UEFA to partners. No club partner or other person acquiring any of the commercial rights from or through clubs may present itself as a partner of, or otherwise associate itself with the Futsal Cup Finals.

The sponsorship approach from this season will be a combination of centralisation and local support.

Presenting sponsor and Official ball supplier of the UEFA Europa League will also be the Presenting sponsor and Official ball supplier for the UEFA Futsal Cup Finals. Both partners will enjoy, association rights, event sponsorship rights and product category exclusivity for the UEFA Futsal Cup Finals. These brands will bring equity to the competition and promote it. The remaining sponsorship inventory will be given back to the LOC to give the competition local flavour and of course local support. UEFA will assist the LOC to sell the remaining sponsorship packages.



Brokers/Agents

UEFA may appoint third parties to act as brokers or agents on its behalf and/or as services providers with respect to the exploitation of the rights referred to in Article 27 and 28.

Disclaimer

UEFA declines all responsibility in the event of conflicts arising from contracts between a club or any of its players, officials, employees, representatives or agents and any third party (including, without limitation, their sponsors, suppliers, kit manufacturers, broadcasters, agents and players) on account of the provisions of these regulations and/or any other UEFA regulations and such persons' obligations hereunder.

Indemnity

Each club shall indemnify, defend and hold UEFA and its subsidiaries and all of their officers, directors, employees, representatives, agents and other auxiliary persons free and harmless against any and all liabilities, obligations, losses, damages, penalties, claims, actions, fines and expenses (including reasonable legal expenses) of whatsoever kind or nature resulting from, arising out of, or attributable to any non-compliance by the club or any of its players, officials, employees, representatives or agents with the present regulations.

2.6 Advertising on Kit

Sponsor advertising on players' shirts shall be authorised in all the matches (see *UEFA Kit Regulations*).

Each Club taking part in the qualifying stage must submit pictures of their players', goalkeepers' and flying goalkeepers first and second choice kits (shirt, shorts and socks) to the UEFA administration with the corresponding application form, duly completed and signed by:

- **30 July 2009** for the preliminary and main rounds
- **29 October 2009** for the elite round

For Clubs that qualify for the Futsal Cup Finals, the players' kit must be approved by the UEFA Administration. Clubs participating in the Final must therefore submit samples of their players' and goalkeepers's first-choice and second-choice kit (shirt, shorts and socks) as well as the kit for the flying goalkeeper to the UEFA Administration, together with the corresponding application form, duly completed and signed by:

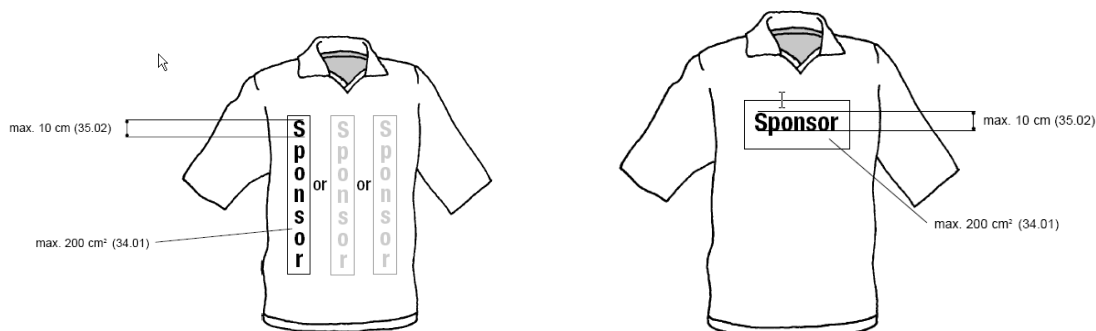
- **29 March 2010** for the Futsal Cup Finals

2.6.1 Shirt Sponsor(s) for the Qualifying Stage

By exception to paragraph 32.01 of the UEFA Kit Regulations, for matches in the qualifying stage, clubs may use up to three different sponsors on the match shirt provided that the overall surface covered does not exceed 200cm². No sponsor may appear on the shorts and socks.

2.6.2 Shirt Sponsor for the Futsal Cup Finals

For the Futsal Cup Finals only one sponsor is allowed on the front of the shirt in accordance with articles 34/35 of the UEFA Kit Regulations (see diagram).



2.6.3 Clash of Shirt Sponsor

If, for the Futsal Cup Finals, two Clubs have the same sponsor, the team considered as home team may wear their regular sponsor advertising whereas the “visiting” team may only wear advertising for a product of the said sponsor. No identical advertising elements may appear on the shirts of the two teams in question. The visiting team must send a sample of such new shirts to the UEFA Administration for approval.

2.6.4 Flying Goalkeeper

Any outfield player replacing the goalkeeper and playing as a flying goalkeeper shall wear the exact same goalkeeper’s shirt, but with the outfield player’s own number on the back. No exceptions to this rule will be allowed (different model, colour, bib, holes, etc.)



2.6.5 Numbers and Names

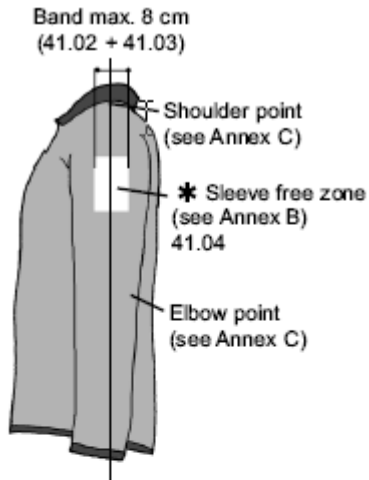
For all matches, all registered players, including those registered at a later stage, must wear on the back of the shirt numbers between 1 and 99. The numbers on the back of their shirts must correspond with the numbers indicated on the official player list. The number 1 must be worn by a goalkeeper.

For the Futsal Cup Finals, numbers from 1 to 99 on the back and front of the shirt as well as the player’s name on the back of the shirt are compulsory.

2.6.6 Badges

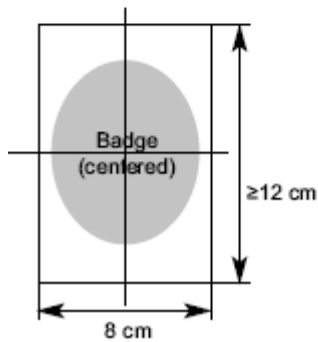
Qualifying Stage and Futsal Cup Finals

At all matches in the UEFA Futsal Cup, a badge with the UEFA Futsal Cup Logo must appear on the free zone of the right shirt sleeve. UEFA provides the teams with a sufficient number of badges. The Futsal Cup logo may not be used in any other competition.



Close-up view

* Sleeve free zone
(see Annex B) 41.04



Futsal Cup Finals

UEFA Respect badges will be provided for the Futsal Cup Finals. This badge must appear on the free zone on the left shirt sleeve. Such a badge may not be used for any other purpose, including commercial or promotional activities.

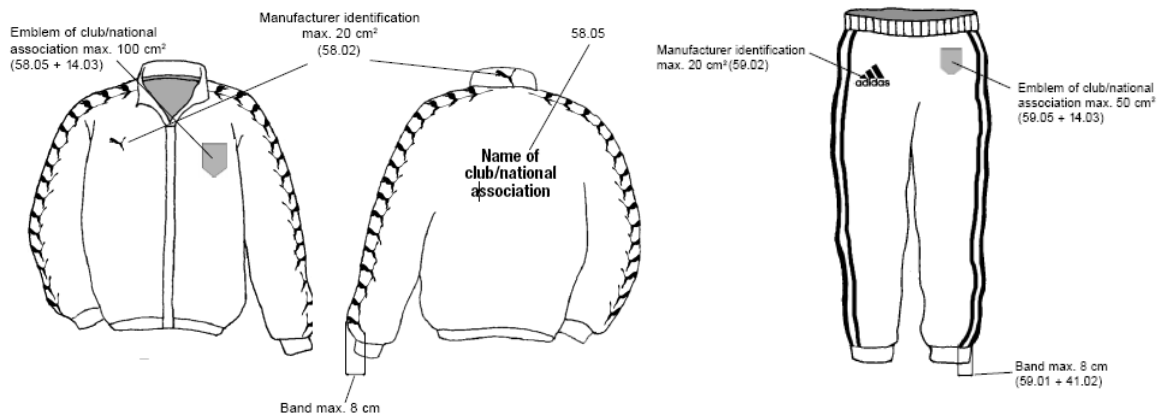


2.6.7 Other Kit Items Worn by Players and Club Officials for the Futsal Cup Finals

For the Futsal Cup Finals, all kit items worn by players and Club officials which do not form part of the playing attire must be free of any sponsor advertising. Manufacturer identification is allowed in accordance to chapters VIII, IX and X of the *UEFA Kit Regulations*. This provision applies to:

- The official training session which takes place the day before any match;
- Any UEFA Futsal Cup Finals media activities (in particular for interviews and press conferences) which take place the day before any match;
- On the day of any match from arrival at the hall until departure from the hall, including any interviews and press conferences while at the venue.

Manufacturer identification is permitted in accordance with the UEFA Kit Regulations.



2.6.8 Special Material used in the hall for the Futsal Cup Finals

All special material used in the hall, such as kit bags, medical bags, drink containers, etc., must be free of sponsor advertising and/or manufacturer identification. This provision applies to:

- The official training session which takes place the day before any match;
- Any UEFA Futsal Cup Finals media activities (in particular for interviews and press conferences) which take place the day before any match;
- On the day of any match from arrival at the hall until departure from the hall, including any interviews and press conferences while at the venue.



2.6.9 Disclaimer

UEFA declines all responsibility and authority in the event of conflicts arising from contracts between a Club and its sponsors and/or a Club and a manufacturer on account of the provisions of the UEFA Kit Regulations regarding the sponsor advertising and/or the manufacturer identification.

3. GENERAL ORGANISATION

3.1 UEFA Representatives

Every match or mini-tournament involves the following persons from UEFA, who are on site to liaise with the clubs:

UEFA Match Delegate

The UEFA Match Delegate has full overall authority for all aspects of match or mini-tournament organisation.

The LOC as well as all participating clubs are welcome to raise any issues regarding a match or mini-tournament organisation with the UEFA Match Delegate, who will revert to the UEFA Administration, if necessary.

UEFA Referee Observer

The UEFA Referee Observer deals with all matters related to refereeing.

Official UEFA Referees

For mini-tournaments and the Futsal Cup Finals, UEFA appoints a team of four referees. The association of the Host appoints an official timekeeper, in principle for the entire mini-tournament.

For a single match, UEFA appoints two main referees and a third official. The association of the Host appoints the timekeeper.



UEFA Tournament Administrator (if appointed; mini-tournaments only)

The role of the Tournament Administrator is to provide support, assistance and expertise to the Host, visiting teams, referees and the UEFA Match Delegate. He will:

- assist the Host with the mini-tournament organisation, including with the production of match-related documents and the match arrangements
- help to implement the UEFA requirements and ensure uniformity in the service provided to the teams
- inspect facilities if needed
- help troubleshooting problems and finding solutions
- The Tournament Administrator is entitled to take final decisions on behalf of UEFA however, the UEFA Match Delegate remains UEFA's highest authority at the match
- The host bears the cost of the accommodation and local transport and UEFA pays the air tickets.

UEFA Venue Data Coordinator (VDC)

As from this season, UEFA will be appointing a Venue Data Coordinator (VDC) in all UEFA competition matches. The VDC role is to collect match data from all UEFA matches and transmit them live to UEFA. These data serve as groundwork for activities of the UEFA Disciplinary Unit, UEFA Competition Administration, Refereeing and the Web and Content Unit. The Disciplinary Unit will study further the data collected to detect and act upon irregular betting activities through its Fraud Detection Unit. He will:

- attend the Match Day Organisational Meeting to obtain latest squad information from the teams
- Obtain a copy of the original Team Sheet before the match
- Enter online event information during the match (published live on UEFA.com)
- Meet with the referee after the match for validation of the match data

He needs access to the referee dressing rooms, internet connectivity and a commentary position.

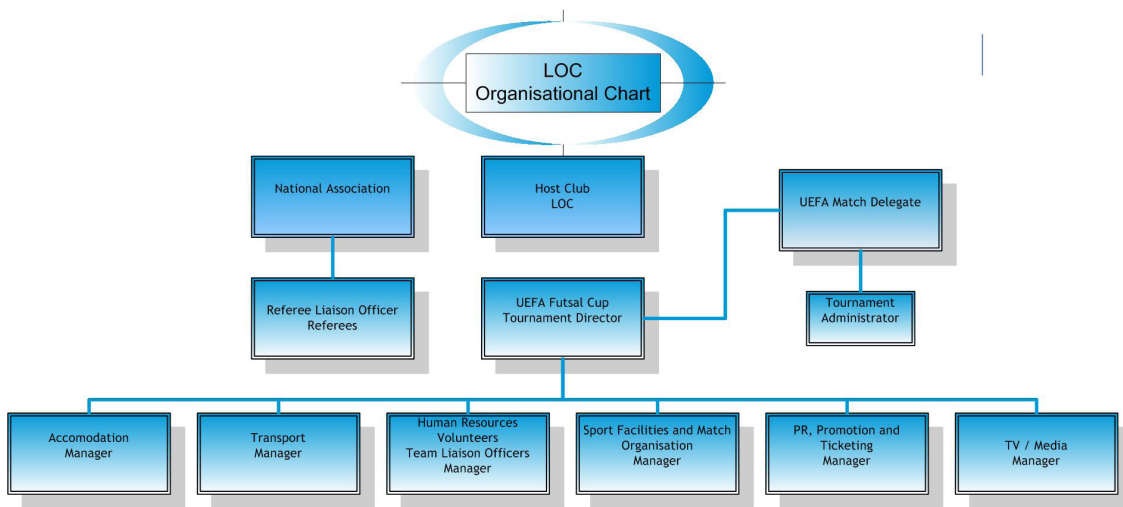
All costs and transportation are organised by UEFA.

3.2 The LOC

To facilitate the co-operation between the Host and UEFA, the Host must appoint a coordination person (UEFA Futsal Cup Tournament Director), responsible for administrative and organisational matters, who is fluent in English. The UEFA Futsal Cup Tournament Director needs to have the full authority of the club board and management to decide upon operational issues in connection with the match organisation.

Preferably, the organisation of a mini-tournament or match should be undertaken by a Local Organising Committee (LOC), which is headed by the UEFA Futsal Cup Tournament Director. The LOC should consist of the club media officer, the hall authorities, the city, the police and the fire brigade as well as any other public authorities' representative(s) required.

Volunteers to assist with the mini-tournament/match organisation may be recruited from amongst current or former football/futsal players, current or former national or international referees, youth players, retired persons, club members, regional football association members, students, etc.



The LOC should be set up in good time before the start of the tournament and should be comprised of at least the following persons, who have the authority to fulfil their various tasks:

1 UEFA Futsal Cup Tournament Director who:

- has total control over the entire event
- is available 24 hours per day during the entire event
- must have a good knowledge of English
- should not have a leading role with his own club

1 Manager for Accommodation who is responsible for:

- the hotel reservations and ensures that all teams and UEFA representatives are provided with the appropriate rooms, facilities (equipment room, massage room, meeting room, etc.) and services

1 Manager for Transport who is responsible for:

- ensuring that the necessary vehicles are provided to the teams and UEFA representatives as described in section 3.6.

1 Manager for Human Resources who is responsible for:

- recruiting volunteers
- coordinating the team liaison officers



1 Manager for Sports Facilities and Match Organisation who is responsible for:

- ensuring that the facilities and services are provided in accordance with the hall and training hall sections of this Manual
- ensuring that the necessary measures are taken and requested facilities are provided for the medical arrangements and doping controls as described in section 3.9
- informing the competent local authorities about the staging of the mini-tournament or match
- the implementation of all directives given by the local authorities and UEFA regarding safety and security (no sale of alcohol, removal of dangerous materials at the venue, racist behaviour, prevention of pitch invasion and securing the technical zone, etc)
- ensuring that an adequate number of ground staff and police are present at each match to guarantee safety and security in the hall



- ensuring that all necessary measures are implemented in a way that teams, officials, spectators, etc. are accommodated in a safe, comfortable and friendly environment

1 Manager for PR, Promotion and Ticketing who is responsible for:

- ensuring an appropriate promotion of the tournament/match
- preparing and implementing a ticketing strategy as outlined in section 7.3
- complying with all the requirements and guidelines regarding brand identity mentioned in this manual.

1 Manager for TV/Media, Sponsors, Concessions and VIP Hospitality who is responsible for:

- ensuring that the local and international media are provided with the necessary facilities at the halls as described in section 4.3
- coordinating all media activities and ensuring a high level of media servicing as outlined in section 6.1
- exploiting the Commercial Rights to the match(es) taking place under their auspices (with the exception of the Futsal Cup Finals)
- coordinating the matchday concessions
- ensuring the necessary measures are taken for the VIP hospitality on matchday as outlined in section 4.1.11
- Provided the work volume permits, and if deemed appropriate, a person within the LOC may occupy several positions and assume responsibility for various tasks.

Referee Liaison Officer (RLO)

The national association of the Host is responsible for appointing an RLO who must be actively involved in refereeing matters. This RLO must speak fluent English and be familiar with the region where the tournament is taking place. He/she is responsible for transporting the referees and referee observer throughout their stay, including making provisions for vehicle(s) for this purpose (minimum of six seats).

Team Liaison Officers (TLO)

The Host should do their best to ensure that the visiting teams are satisfied with the facilities and services provided. For this purpose, and in order to assist the participating teams in all matters during their stay in the host country, a TLO should be at their disposal 24 hours a day from their arrival at the airport until their departure.

The LOC should organise a briefing with the TLOs before the tournament, during which all the necessary information should be provided and detailed explanations given regarding their tasks.

TLOs should meet the following requirements:

- good knowledge of the English language and the language of the team for which he/she will act as team liaison officer
- good knowledge of the region where the tournament/match is taking place
- good knowledge of futsal
- service-minded

Provided that the TLO lives near the team's hotel, there is no need to accommodate her/him together with the delegation. However, the TLO must be reachable 24 hours per day. In addition, the TLO must be available during the entire event and should not be involved in other business, school or other time-consuming activities during this period.

The main duties of a TLO are:

- to act as contact person between the team, LOC and, if applicable, the UEFA Tournament Administrator
- to attend daily meetings with the LOC to discuss all practical details
- to accompany the team to any event including training sessions, matches, excursions, etc.
- to ensure that any material or services promised by the LOC are delivered
- to attend any official meetings
- to act as interpreter
- to provide useful information on the lifestyle and tradition of the regions where the matches take place.

The TLO will be contacted first when something goes wrong or complaints are lodged. The TLO should be in a position to solve any problems immediately. For this purpose, the TLO should be given certain responsibilities to act accordingly. If the problems encountered exceed the TLO's competence, she/he must contact the UEFA Futsal Cup tournament Director for help.

3.3 Site Visits

UEFA may carry out site visits to the mini-tournament Hosts in order to assess the facilities and services proposed.

The outcome of the site visit may be that UEFA requests the Host to provide alternative facilities of a higher standard than those originally proposed.

The costs of local transport, board and lodging of the UEFA representative must be assumed by the national association of the Host who will receive a contribution to cover the costs of the official UEFA representatives, as well as the costs incurred at the site visit (refer to section 2.4 as well as to Article 25 of the Competition Regulations).

Site visit Schedule

Club meeting

Participants: UEFA/LOC

Club Meeting Agenda

- Site Visit Schedule
- Match Organisation and Countdown
- Accommodation
- Transport
- Refereeing
- Medical Matters
- Promotion
- Social Events
- Participating Teams

Inspection of:

- Hotels
- Halls
- Training halls, if any

The club will be asked to make the necessary local arrangements.

3.4 Distances

The Host must ensure that all hotels used for the mini-tournament are easily accessible and that the travelling conditions are favourable for the visiting team(s). Unless the visiting delegation(s) give their approval, no hotel may be situated more than a two-hour bus drive from the nearest international airport. Special approval by the UEFA Administration is required for venues located on islands or in other places which have few international flights or which necessitate internal flights. Unless the visiting team(s) agree(s) otherwise, no match venue should be located more than a one-hour bus drive from all hotels.

The Host must ensure that the following requirements are met:

Airport - Team Hotel

The maximum driving time from the arrival airport to the teams accommodation must not exceed more than two-hours by bus. An exception to this rule is only possible if the visiting delegation(s) give their approval.

Team Hotel - Team Hotel (in the case of two hotels)

The maximum driving time from one hotel to another must not exceed 30 minutes by bus.

Team Hotel - Hall

The maximum driving time from a team hotel to a match venue must not exceed one hour by bus.

Team Hotel - Training hall

The maximum driving time from a team hotel to a training pitch must not exceed more than 20 minutes by bus.

3.5 Accommodation

3.5.1 General Remarks

The delegations must be accommodated in a hotel of four-star standard.

For the Futsal Cup Finals, UEFA will proceed with inspections of several hotels in the host city in order to select one or two suitable hotels.

The use of one accommodation for all tournament participants is the ideal solution for logistical reasons as well as to ensure a tournament atmosphere.

If this is not possible, a maximum of two hotels in the immediate vicinity and in the same city should be chosen to accommodate the four teams, referees and UEFA representatives.

If two hotels are used, the UEFA Referee Observer should be accommodated at the referees' hotel and the UEFA Match Delegate should be accommodated together with the teams. Note that the referees should not be accommodated together with one single team.

If two places of accommodation are used, the travel time between these facilities should not exceed 30 minutes by car. Both places of accommodation must offer the same standard of facilities and service.

At the organisational meeting, the Host must provide the delegations with clear information on the safety regulations and procedures applicable in case of an emergency, rules regarding telephone and mini-bars in the rooms, as well as the code of conduct in the hotel.

A room occupancy plan should be prepared by the host and distributed to the UEFA representatives.

The Host should ensure that the teams can prepare for their matches in a comfortable, safe, quiet and undisturbed environment.

3.5.2 Rooms for the Delegations

The Host is responsible for providing the following facilities for a maximum of 21 persons per delegation:

- Seven twin rooms for the players (14 players = 7 rooms). Two individual beds must be provided in these rooms (one large bed for two players is not acceptable);
- seven single rooms for the delegation officials in the same place of accommodation as their team;
- one room for medical treatment equipped with a massage table;
- one room for equipment storage preferably located on the ground floor for ease of access from the car park (unless requested otherwise by the team concerned);
- as an alternative solution, a suite can be booked and used as a storage and massage room.

If possible, each delegation should be accommodated on a different floor or wing.

Additional members of the delegation may be accommodated, at the expense of their own club, either at the same hotel/sports school or at a nearby hotel/sports school.

Unless otherwise indicated by the visiting team's head of delegation, in the players' rooms:

- the mini-bar should be emptied
- pay TV should be blocked
- international telephone lines should be blocked

Visiting teams should arrive at the venue the day before their first match. Teams arriving more than one night before their first match are responsible for the extra costs incurred

Visiting teams should depart the day after their last match. Teams departing later are responsible for the extra costs incurred as a result of their late departure.

3.5.3 Rooms for the Referees and UEFA Representatives

The national association of the Host is responsible for providing board and lodging (single rooms) for:

- the referees
- the UEFA Match Delegate and Referee Observer
- Tournament Administrator (if applicable)

If possible, the referees and all UEFA representatives should be accommodated in the same hotel as the participating teams, but on a different floor or wing of the hotel.

The referees and UEFA representatives are instructed not to pay any hotel bills except to settle extras (phone calls, faxes, mini-bar, Pay TV, etc.).

The national association will be reimbursed by means of the UEFA contribution as outlined in section 2.4.

3.5.4 General Room Requirements

- All hotel rooms must have bathroom and toilet facilities which meet standard hygiene requirements.

- All rooms should have an adequate number of wardrobes in which to keep clothing.
- All rooms should, in principle, be equipped with a heating and/or air conditioning unit.
- Rooms must be cleaned daily.

3.5.5 Laundry

A 24-hour laundry service for the playing strips of the participating teams and referees (kit which has been worn for matches, i.e. shirts, shorts and socks, but not tracksuits) must be provided and paid for by the host.

3.5.6 Meeting Room

The Host must provide one meeting room per team for a minimum of 20 persons for the entire duration of the mini-tournament. If each team does not receive its own meeting room then a meeting schedule should be established in cooperation with the teams before the organisational meeting.

All meeting rooms should be equipped with seating for 20 persons, a table with 2-3 chairs, TV/DVD/video set, overhead projector and flipchart.



3.5.7 Dining Room

The Host must provide a spacious dining room split into five different areas: four areas for the teams, one area for the referees, UEFA representatives and LOC.

The referees and UEFA representatives should, in principle, take their meals in the same dining room as the delegations, at a separate table.

Officials should refrain from smoking and drinking alcohol in the dining room in front of the players.

3.5.8 Common Recreational Facilities

Preferably, the hotel should have a recreational area where teams can meet during their leisure time. Facilities could include fitness rooms, swimming pool, sauna, billiards, etc.

If possible, an area set up with computers with Internet access should also be available.



3.5.9 Tournament Office

A tournament office must be installed in the hotel or one of the hotels where the teams are staying. This should become the tournament's central point where:

- the UEFA representatives and Tournament Administrator (if applicable) can carry out administrative work
- information can be obtained on the mini-tournament itself or on other mini-tournaments taking place in parallel (ranking table, leading scorer list, etc)

Consequently, the tournament office should be centrally located and easily accessible. It should be equipped with a photocopier and a fax machine with an international line. If possible, an ADSL/ISDN line or WIFI should also be available in the tournament office for laptop connection.



3.5.10 Meals

At least three meals per day must be served to the mini-tournament participants, based on the match and training schedules of the parties in question.

Menus should follow sports nutritional guidelines as well as taking national eating habits of participating teams into account.

Examples of menus suitable for athletes follow:

BREAKFAST

Toast & Jam
 Cereals with skim milk
 Fresh fruit salad & yoghurt
 Poached or scrambled egg
 Lean ham
 Grilled tomato & grilled/boiled mushrooms
 Fruit juices - orange/pineapple/apple

LUNCH

Starter

Soup & Bread rolls

Main course

Grilled Chicken/turkey/beef strips/fish
 Rice/pasta/potatoes
 Steamed or boiled vegetables
 Salads

Dessert

Fruit salad
 Fresh fruit
 Cake

DINNER

Starter

Soup & bread rolls
 Salads

Main course

Fish/chicken/turkey/lean steak /pork fillet
 Rice/pasta/potatoes
 Steamed or boiled vegetables
 Salads

Dessert

Fruit salad
 Fresh fruit
 Cake and/or pudding

A sufficient supply of drinks should be made available for the participants at meals as follows:

- Water
- Soft drinks
- Juices
- Tea, coffee

A detailed menu plan must be submitted to the participating teams one month before the start of the mini-tournament. Should a delegation have any special dietary requests, these must be submitted to the Host three weeks before the start of the mini-tournament. Any cost difference between the proposed and requested menus must be borne by the requesting Club.

The hotel should be flexible when it comes to catering for special requests and the teams should have the possibility to bring their own cook, food and drink. The hotels must adapt to specific meal times.

A good variety of food in sufficient quantities must be provided. All meals should be served multi-buffet style and the food must be kept at an appropriate temperature.

Additional drinks requested should be paid by the requesting team itself.

At all training sessions and matches a sufficient amount of still mineral water must be provided to the teams. In addition, mineral water should also be provided in the players' rooms.

The Host should provide each team with a minimum of 30 litres of water per day with the distribution system being agreed between the Host and each team. Ideally, the water should be provided in half-litre bottles.



snacks, Light meals

Snacks or light meals requested in addition to the three meals provided by the Host must be made available to the requesting team, who will be responsible for assuming the cost. However, if the snack replaces an ordinary meal, the Host must bear the costs.

3.6 Transport

3.6.1 Airport Pick-up

The teams, international referees and UEFA representatives must be welcomed upon their arrival in the host country and transported from their arrival place to the hotel. They must also be provided with transport from their accommodation to the place from where they will leave the host country on the day of their departure.

If visiting club arrive more than one day before the start of the tournament, the host must bear the costs of the airport pick-up. However, any other local transport needs until one day before the first match must be borne by the visiting club.

The Host should indicate to the tournament participants the most suitable arrival airport.

Should the most suitable airport be located in a neighbouring country - distance to the tournament headquarters being considerably nearer than from an airport within the territory of the host country - the Host must assume the cost of the airport transfers.

Should the nearest arrival airport be an airport with few international flights or which necessitate internal flights, special approval by the UEFA Administration is required. If such approval is given, and in the case where a bus transfer from the international airport would be more timely than an internal flight, the Host should make the arrangements for a transfer from the international airport and should assume the corresponding costs.

3.6.2 Vehicle Fleet

The Host is responsible for providing the vehicles for the different parties as follows:

Teams

Each team must be provided with a modern 30-seater air-conditioned bus with driver for the entire duration of the tournament. Each team bus should display a clearly-marked sign with the name of the team.



In addition, each team should be provided with an equipment van on arrival and departure days between their place of arrival/departure and their hotel, at the cost of the Host.

Special requests from teams

Any special requests from the visiting teams (e.g. equipment vans for the entire duration of the tournament, VIP limousines, additional dedicated vehicles, etc.) should be arranged by the transport manager, but paid for by the team in question.

Individual cars

UEFA recommends that the Host provides two cars with drivers for the entire duration of the tournament for:

- the UEFA representatives
- transport of official members of delegations for reasonable requests (e.g. see matches involving opponents or in the case of emergency)



Referees

The national association of the Host is responsible for providing the transport for the referees group. Two spacious and comfortable people carriers (capacity for 6 - 8 persons) with drivers must be provided for the entire duration of the tournament.



3.6.3 Transport Manager

Transport is a key element for a successful organisation of a tournament. An experienced transport manager should be appointed well in advance of the mini-tournament. He/she should be accommodated at the tournament headquarters and should be reachable 24 hours a day. His/her main responsibilities are:

- organisation of the car fleet
- selection, briefing and management of drivers
- preparation of a transport concept
- running an efficient reservation system

- conclusion of insurance for all cars and drivers

The transport manager must also ensure the following:

- he/she has a contact sheet with the mobile phone numbers of all drivers
- maps indicating the tournament hotels and halls, plus route descriptions for all venues, are given to each driver and team liaison officer
- the drivers are familiar with the region where the matches are played
- the drivers are punctual and do not leave the tournament participants waiting
- there are sufficient parking places at the venues and the necessary number of VIP parking passes must be provided
- He/she should be present at the hotel before the match and at the hall after the match

The transport manager should present the transport concept at the organisational meeting including services offered and services to be paid.



3.7 Training

3.7.1 Training Halls

A training hall should be available for all teams in case the training sessions cannot take place in the match hall. The LOC has to determine in advance with the visiting teams if this will be necessary.

Should the LOC use a training hall, it should ideally have the same surface as the match hall.

The training hall should be:

- Comply with the FIFA Laws of the Game
- in good condition
- fully marked
- Conform to the security prescriptions of the competent civil authorities.

The training hall facilities should include dressing rooms suitable for 20 persons with showers and seated toilets.

The training halls must be located near the team accommodation and travel time by bus must not exceed 20 minutes.

3.7.2 Training Balls

The Host shall provide a sufficient number of training balls to all participating teams. The balls provided for training should be the same type as will be used for the matches.



3.7.3 Training Sessions in the Match Hall

The training sessions should normally take place in the match hall and should last at least 1 hour. The Host should inquire with the visiting teams about its training wishes and elaborate a training plan. This plan must be distributed to all the participating teams and updated regularly according to the wishes.



Clash

In the case two or more teams have the same training wishes, the following criteria apply:

- The kick-off time of the match is determining the allocation of the training slots.
- First team to be allocated 30 minutes ahead of the scheduled kick-off time, second team to be allocated 30 minutes after the scheduled kick-off time.
- Any other team may choose to have its training session either before or after the first two teams.
- The use of a training hall will help plan the training sessions.

The Host is responsible for the maintenance of the hall immediately following the training sessions.

3.7.4 Referees Training

The referees must have the possibility to use training facilities. These facilities should be located nearby the referees' accommodation, with travel time not exceeding 20 minutes.

3.8 Social Events

While participating teams are ultimately playing to win and qualify for the next stage of the competition, mini-tournament is also a means of fostering good relations between Clubs.

For the Futsal Cup Finals, a Host should organise an official dinner with guests including the UEFA Match delegate and at least two persons from the finalist delegation.

In mini-tournaments, a Host can create a good tournament atmosphere by organising events such as the following:

- an informal gathering immediately following the organisational meeting, if this takes place in the evening prior to the first matchday
- an official dinner with guests including the UEFA Match Delegate and at least two persons per delegation
- a small-scale excursion to visit regional attractions for all tournament participants (including players)
- a farewell dinner for all tournament participants (including players) in the teams' hotel on the evening of the third matchday



3.9 Medical Matters and Doping Controls

3.9.1 General Remarks

The Host should outline the medical arrangements at the organisational meeting.

Twenty-four hour medical care for match/mini-tournament participants must be guaranteed by a Host. For mini-tournaments, UEFA recommends the appointment of an official Tournament Doctor who should be available for participants throughout the duration of the event. In addition, arrangements must be made for emergency medical services to be present at all matches.

3.9.2 Hospitals

There should be a hospital located in close proximity to the match hall which offers a comprehensive medical service (including 24-hour emergency treatment) on a priority basis for all designated persons.

3.9.3 Doctors

One doctor should be present at every UEFA Futsal Cup match.

3.9.4 First-Aid Teams

A first-aid service should be arranged for each match with the number of first aid staff to be recruited based on the expected number of spectators (one first aid team consists of four persons). There must be at least one stretcher per match with one first aid team being assigned per stretcher. The stretcher must be positioned nearby the substitutes' benches. One first aid team should be in charge of the hall first-aid room.



3.9.5 Ambulance

At least one ambulance must be present at the hall for each match.

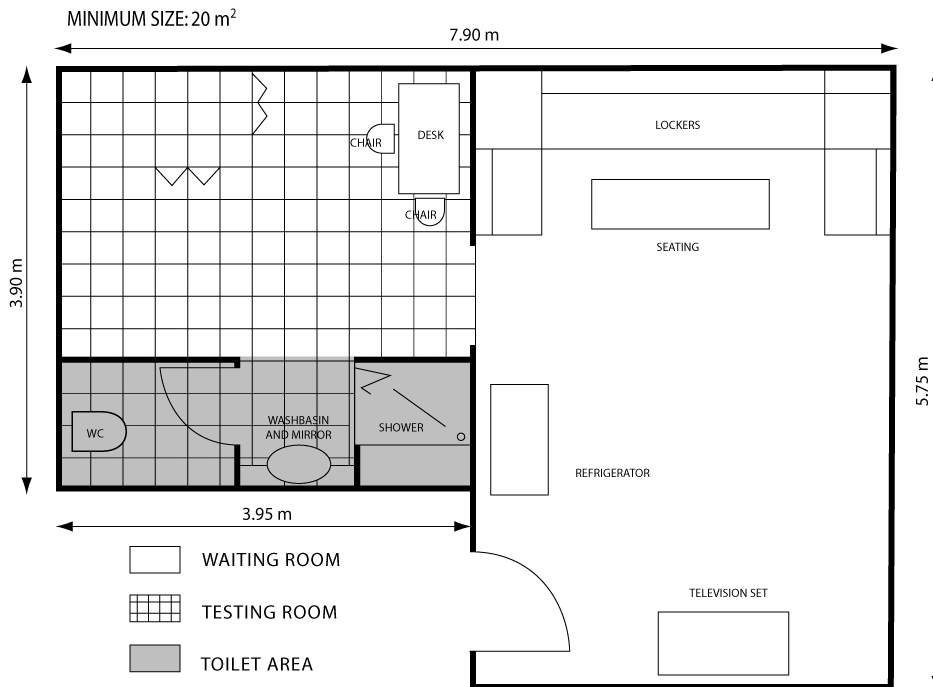
3.9.6 Doping Controls

UEFA may conduct doping controls at the matches. Consequently, the Host must ensure that the match hall is equipped with a doping control station which meets the requirements of the UEFA Anti-Doping Regulations. See plan below. All necessary material (drinks, fridge, etc) must be provided for a potential doping control. See Appendix A of the Anti-Doping Regulations.

For every match, the Host must appoint a Doping Control Liaison Officer. If requested by UEFA, the Host will be asked to appoint four Chaperones to assist the UEFA Doping Control Officer. See job descriptions in Appendix E of the Anti-Doping Regulations.



Plan of the Doping Control Station (Appendix B of the Anti-Doping Regulations):



3.10 Security

The Host is solely responsible for guaranteeing the safety and security of all persons attending and participating in the mini-tournament or match, and must ensure that the relevant local authorities and the owners and/or operators of the halls take all the necessary measures to this end.

The requirements of the Competitions Regulations must be complied with.

The Host should elaborate a security strategy in co-operation with the local or national security authorities and should present this concept at the organisational meeting.

Given that a considerable number of visiting supporters may attend the match(es), the security and ticketing strategies should include a concept to deal with such situations. Such strategies may include a segregation area for the visiting supporters, as well as a car/bus parking concept.

Any special requests from the participating teams should be taken into consideration and discussed with the local or national security authorities.

To guarantee safety and security in the hall, the Host must ensure:

- an adequate number of ground staff and police are present
- no spectators are allowed in the area between the stands and pitch
- there is access to the field of play that guarantees the safe entry and exit of the players and match officials
- advertising boards around the playing pitch are positioned in such a way that they do not create a danger for the players (see also diagram in section 10.10)
- the dressing room area is safeguarded to ensure that no spectators, journalists, media representatives, scouts, etc may enter

An accreditation system must be implemented in order to guarantee the security of the tournament participants (see section 13.6.11 and 13.6.12 for sample).

If deemed appropriate and following consultation with the local security authorities, the Host may:

- organise security personnel in the teams' hotel
- organise police escorts on match days



3.11 Insurance

According to the regulations of the UEFA Futsal Cup 2009/10 (hereafter Regulations), chapter Insurance, the host club has to provide insurance coverage for all persons involved (including its delegation) for all risks in connection with the participation at the UEFA Futsal Cup.

The insurance policy(ies) of the host club should not only cover the period during the Finals, but also 1 week before and 2 weeks after the mini-tournament. The reason for this is to cover injuries, damages or other incidents occurred in preparation of and during the mini-tournament but only discovered afterwards.

With reference to the Regulations, the host club shall have in place in minimum the following insurances:

- Third-party liability
- Legal Expenses
- Spectator
- Property and Transport
- Hall (third party liability and property)

Please make sure that the LOC or any other organising entity is included into the insurance cover.

Third Party Liability Insurance

The host club has to place an own third party liability insurance for owners/organisers to protect itself against financial claims which may arise from damages to third parties (including UEFA and the participating teams), spectators, participants etc. - based on legal requirements - to cover any loss of these third parties due to negligence, failure or omissions by the HC

Legal Expenses Insurance

UEFA advise to have in place an additional insurance cover within the scope of a legal expenses insurance to cover the costs of the legal protection of interests, i.e. legal expenses insurance relating to punitive damages, criminal matters and, if applicable, in addition to contract law.

Spectator Insurance

The spectator insurance (accidents) should include all ticket holders (spectators, delegations, VIP and complementary ticket holders) and cover the event area (including hall, fan zones and fan waiting areas). Ideally it also covers the transport of the fans (for example an extended time of cover for 2 hours before the match and for 1 hour after the match).

The following minimal covered sums are required:

- € 10.000 death
- € 25.000 disability (without franchise)

- € 50.000 permanent disability
- € 3.000 rescue and transportation costs
- € 30 accident hospital daily plus convalescence allowance

Accumulation limit: € 10 million.

Property and Transport Insurance

Property insurance (fire, theft, water, natural hazards, etc.) for leased or provided equipment (including value in kind) or other rented equipment is required as well as an insurance for motor vehicles and buses for transport of persons and material.

Insurance of Hall owner and operators

The host club has to initiate and to ensure that the involved owners/operators have their own adequate insurance cover in place and have signed the release of liability documents. The hall owners/operators have to secure adequate third party liability insurance cover especially in their status as owners of property, ground, infrastructure and installations.

In any case, the host club and the host association shall ensure that UEFA is included in all insurance policies as defined in the present paragraph and shall hold UEFA harmless from any and all claims for liability accruing in relation to the staging and organising of the relevant mini-tournament.

At any time UEFA may request, from anyone involved, in writing and free of charge, releases of liability and/or hold harmless notes, and/or confirmations or copies of the policies concerned in one of UEFA's official languages.

4. HALL

4.1 General Facilities

4.1.1 General Hall Conditions

Match hall must be in good condition in terms of both their playing surface and facilities and must fully comply with the Laws of the Game. It must conform to the safety and security directives of the competent civil authorities.

Temporary stands may not be used.

Match halls must be located within a one-hour bus drive of the team accommodation.

UEFA recommends playing preferably on floating wooden floors, but synthetic and rubber floors are also accepted for the qualifying stage. The dimensions must be in accordance with the dimensions laid down in the FIFA Futsal Laws of the Game for International Matches; the pitch must measure at least 38m x 18m.

The hall capacity should offer at least 500 individual seats in the preliminary round, at least 1500 in the main round and the elite round. For the Futsal Cup Finals, the hall must have a capacity of at least 5'000 seats. A parking lot should be at disposal for the public and media representatives. Team buses and official cars must have a special parking space near the match hall entrance.

Sufficient high-quality sanitary facilities must be provided in all sectors inside the arena for both sexes. As a reference, the ratio of 65% male to 35% female must be applied to calculate the number of sanitary facilities required. The sanitary facilities must be evenly spread within the sector. The minimum requirement for sanitary facilities based on the above ratio is as follows:

Male:

- 1 WC/200 males
- 1 urinal/85 males
- 1 washbasin/200 males

Female:

- 1 WC/50 females
- 1 washbasin/125 females

Fully-equipped first-aid facilities approved by the competent local authorities must be made available for spectators in each sector of the arena;

- These facilities must be clearly identified and access to them must be clearly signposted;
- An arena must have a control room ensuring an overall view of the inside, as well as equipped with communication facilities.

4.1.2 Technical Rooms

Team Dressing Rooms

The team dressing rooms should be of equal size, style and comfort. A dressing room should provide the following minimum installations:

- at least 15 seats
- clothes hanging facilities or lockers for 15 persons
- one massage table
- at least three showers
- seated toilets



Referees' Dressing Room

The referees' dressing room should be equipped with the following items:

- at least five seats and a desk
- clothes hanging facilities or lockers for five persons
- at least one shower
- a seated toilet



Doping Control Station

The hall must have available a doping control station meeting the requirements of the UEFA Anti-Doping Regulations (see also section 3.9.6).

For the Futsal Cup Finals, teams & officials should be provided with top-class facilities.

4.1.3 Benches and Timekeeping Table

- the substitutes and officials of each team (each bench accommodating 13 persons one of whom must be a team doctor)



The timekeeping table must be for:

- The timekeeper, the third referee, and the tournament director supervising the match. The UEFA Match Delegate and the UEFA referee observer may also ask to be seated at the table, which must be between the two team benches.



4.1.4 Goals

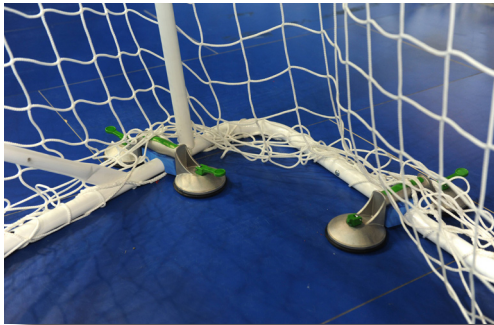
Special mention is made with regard to the goals which must comply with Law 1 of the FIFA Futsal Laws of the Game.

The distance between the posts (width) is 3 m and the distance from the lower edge of the crossbar to the ground (height) is 2 m.

Both goalposts and the crossbar must have the same width and depth of 8 cm. The goal lines are the same width as that of the goalposts and the crossbar.

Ideally, the goalposts and crossbars should be made of aluminium.

At least one replacement goal must be available.



4.1.5 Hall Questionnaire and Safety Certificate

For each hall used in the UEFA Futsal Cup, the Host must submit to the UEFA Administration a completed hall questionnaire and hall safety certificate (upon request) at least 30 days prior to the match.



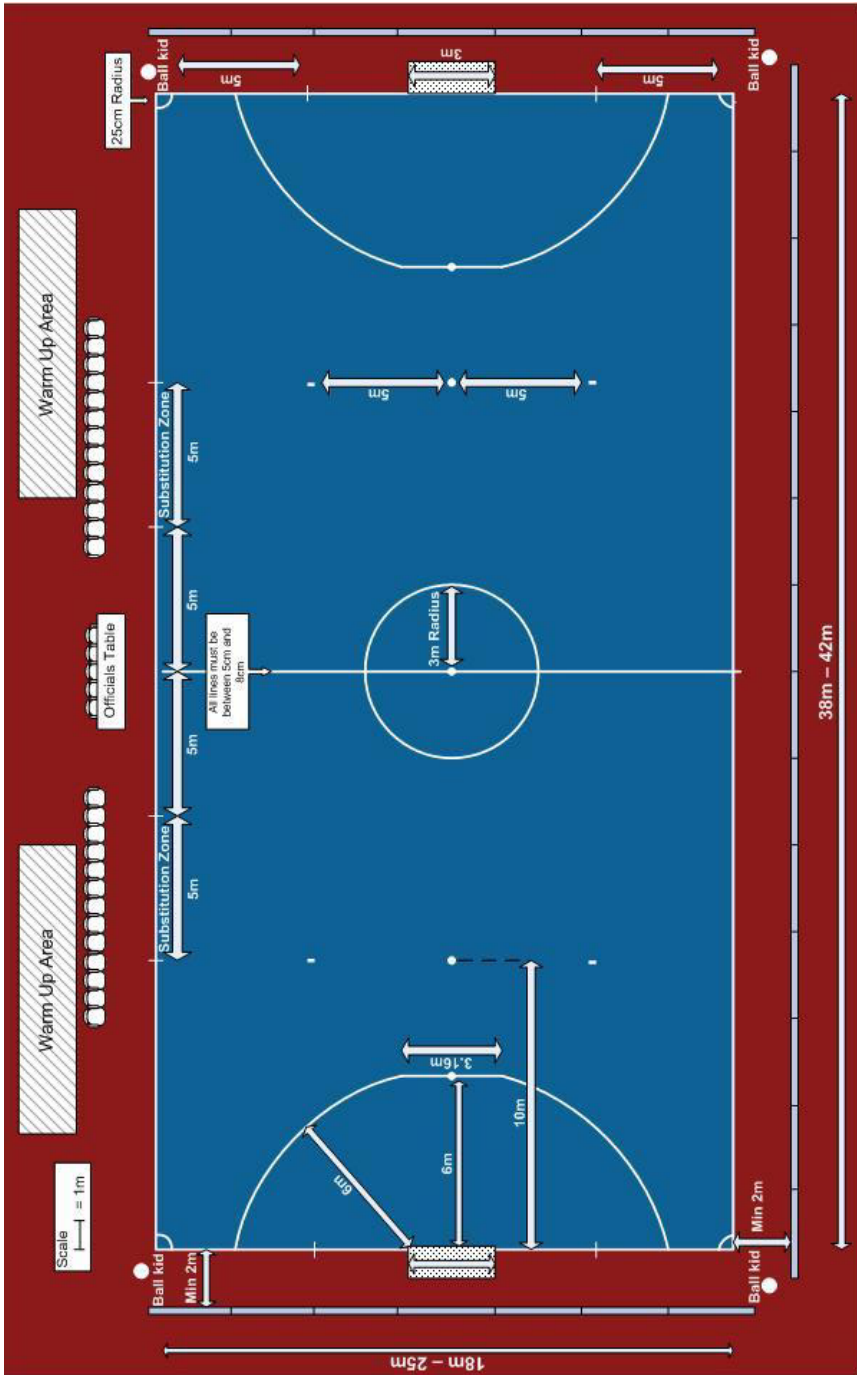


4.1.6 Pitch

In accordance with Law 1 of the FIFA Futsal Laws of the Game, matches must be played on a smooth, flat and non-abrasive surface. UEFA recommends the use of wood or artificial material, ideally with an exclusive Futsal marking. Futsal pitches must also meet all of the following conditions:

- Minimum dimensions: 18m x 38m; and maximum dimensions of 25m x 42m
- all lines are between 5 and 8 cm;
- central circle has a radius of 3 m;
- advertising on the pitch is authorised, as far as it guarantees the player's safety, and does not influence the trajectory of the ball;
- the pitch perimeter should provide the teams with a sufficient security distance;
- if the security distance behind the goal line is less than 2 m and there are no advertising boards, a foam mattress has to be installed to absorb eventual shocks;
- if advertising boards are used behind the goal line, a security distance of 2 m is required;
- in any case, advertising boards must ensure the safety of the players and referees, both in terms of distance and material.

UEFA cannot be held responsible for any damages to third parties resulting from the use of any playing surface.



4.1.7 Lighting

Clubs must ensure lighting for the field of play according to the following specifications:

- Lighting system that provides a standard lighting level of Ev (lux) 1200 in the preliminary round, main round and elite round
- For the Futsal Cup Finals, a minimum lighting level of Ev (lux) 1800 is required.
- emergency lighting system available of at least EV (lux) 1000, ensuring that a match can be completed even in the event of a power failure.

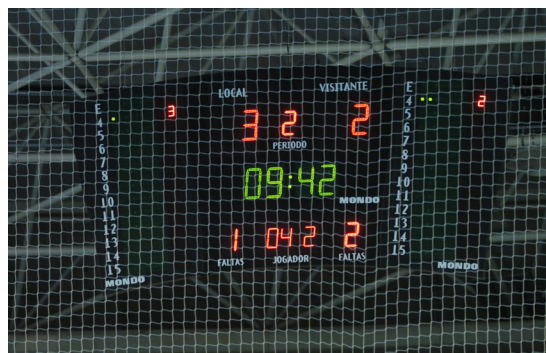
Exceptions may be granted by the UEFA Administration.

4.1.8 Electronic scoreboards

Each hall shall have an electric scoreboard to provide spectators, players and officials with accurate information concerning:

- the names of both teams;
- the time remaining in any period, counting down in minutes and seconds from 20.00 to 0.00;
- remaining penalty time to be served by two players on each team, counting down from 2.00 to 0.00;
- the score;
- time-outs, counting down from 1.00 to 0.00;
- accumulated fouls
- the half-time interval, counting down from 15.00 to 0.00.

A countdown clock should also be shown from kick-off - 45' (35:00) until kick-off - 10' (00:00), in order to let the teams manage their warming-up and inform them when they have to go back to the dressing-rooms.



4.1.9 Giant Screens

The results of other matches can be shown on the scoreboard and/or giant screen during the match, while simultaneous transmissions and replays are authorised for press monitors and closed-circuit channels only. Delayed footage of the relevant match may be transmitted on the giant screen inside the hall provided that the host club has obtained all the necessary third party permission to transmit such footage including (without limitation) permission from the host broadcaster producing the live international feed of the match and any relevant local authorities. Moreover, the host club must ensure that such footage is transmitted on the giant screen during the match only when the ball is out of play and/or during the half-time interval or break before extra time (if any) and that it does not include any images that:

- may have an impact on the playing of the match;
- may be reasonably considered as controversial insofar as they are likely to encourage or incite any form of crowd disorder;
- may display any public disorder, civil disobedience or any commercial and/or offensive material within the crowd or on the pitch; or
- may be deemed to criticise, undermine or damage the reputation, standing or authority of any player, match official and/or any other party at the hall (including but not limited to any images that aim to highlight directly or indirectly any offside offence, fault committed by a player, potential mistake of a match official and/or any behaviour which is contrary to the principle of fair play).

From the Futsal Cup Finals, simultaneous or delayed transmissions on giant viewing or public screens outside the hall in which a match is played (e.g. in the hall of the host club or in a public place anywhere) may be authorised subject to authorisation received from the rights-holding broadcaster in the territory of the screening and the public authorities.



4.1.10 Match balls

Balls used must conform to the requirements laid down in the FIFA Futsal Laws of the Game.

For the qualifying stage, sufficient FIFA-approved balls must be provided by the host club. The balls used for matches and training sessions in the Futsal Cup Finals will be supplied by the Official ball supplier.



4.1.11 Hospitality

At each match, the Host should ensure that a VIP hospitality area is provided for the VIP guests of the visiting Club, its own guests and commercial partners, and the UEFA representatives. The size of the hospitality area should be appropriate for the number of guests expected.



The hospitality area should be located near the VIP seating area and the level of the hospitality facilities should be of a good standard. Hospitality (buffet style) should be available before the match, at half time, and after the match.

Tents may be constructed outside the hall if the space inside does not offer an appropriate hospitality area.

4.2 Advertising and Dressing

For the qualifying stage, the Host may exploit the Commercial Rights of all matches played under their auspices (see Article 26 of the Competition Regulations or section 2.5 of this Manual).

4.2.1 Advertising Boards

If the Host installs advertising boards at the match hall, the minimum distances, as indicated in section 4.1.6 above, must be respected. Any variation to the minimum distance shall be authorised only by UEFA.



A board configuration plan template may be found in section 10.10 as well as on the accompanying CD-ROM.

If the advertising boards are on the same side as the substitutes' benches, the solution is to configure the boards by creating a space between the two boards (min. 1 m) in order to let the substitutions take place in a smooth way. Referee must have enough space to run along the side line and boards must not obstruct the view of the timekeeper.

4.2.2 UEFA Futsal Cup Competition Board

The Host may decide to produce and install, at its own cost, the UEFA Futsal Cup competition board at the match hall for all UEFA Futsal Cup matches.

If the UEFA Futsal Cup competition board is displayed, it must comply with the UEFA guidelines for use which include the following:

- in central position on the main side
- regular size of 6 m x 80 cm (unless otherwise approved by UEFA to fit in with the existing boards)

The artwork for the UEFA Futsal Cup competition board may be found in section 13.6.1 of this Manual as well as on the accompanying CD-ROM.



4.2.3 Directional Signage

The club should also consider installing directional signage in the hall to guide the VIPs and guests to seats and hospitality areas, media to their seats and working areas (media working area, press conference room) and teams to their dressing rooms, etc. The artwork for the directional signage can be found in section 13.6.16.



4.3 Media Facilities

4.3.1 Access

Ideally, there should be a specific media entrance with reception desk where accreditation/media information packs can be collected.



4.3.2 Seats

A minimum of 20 seats must be provided for the written press. At least half of them should be equipped with desks, telephone/internet connections (or wi-fi facilities).



4.3.3 Press Conference Room

A press conference room must be available in the hall for the post-match press conference. This press conference must start no later than 15 minutes after the final whistle unless the match schedule does not allow, in which case they should take place at the end of the day's schedule of matches.

The Host is responsible for providing the necessary infrastructure (interpreters, interpreting and technical equipment, podium with tables and chairs). The podium should be large enough to accommodate the Club media officer, the head coach, one player and, if necessary, the UEFA Media Officer, as well as the interpreter.

In the case of TV coverage, a platform for ENG crews should be considered and proper lighting provided. Ideally, a UEFA Futsal Cup backdrop should be installed on the podium behind the table.

4.3.4 Media Working Area

A media working area should be provided. If space allows, this area can be included in the press conference room. The media working area should be equipped with tables and chairs, power points and telephone plugs (if ordered). Hospitality should also be available for the media (i.e. refreshments at reasonable prices).



4.3.5 Mixed Zone

At each hall, a Mixed Zone should be set up for the media on the way from the dressing rooms to the team transport area. This area should only be accessible to coaches, players and representatives of the media to offer reporters additional opportunities to conduct interviews. It should be divided into three areas: one for TV crews, one for radio reporters and one for written press.

4.3.6 Television Broadcast

If the match will be broadcasted on television, the Host should discuss the necessary requirements with the host broadcaster.

4.3.7 Media Positioning at Match

No representatives of the written press or radio journalists are allowed in the playing area or the area between the boundaries of the field and the spectators.

In terms of the mass media, only a limited number of photographers, TV cameramen, and the personnel required to operate an electronic television camera of the host broadcaster - all equipped with special permits for the event - are allowed in the area between the boundaries of the field and the spectators,

where they will carry out their work in the specific locations assigned to them.

The host broadcaster may use a camera on the pitch to cover the following pre-match on-field activities:

- team line-ups - as teams stand facing tribune of honour;
- the coin toss - when the match officials and team captains come together after the handshake procedure and the team photo session;
- the time-outs - when the coaches are giving instructions. A small microphone can also be worn by each coach, to be open only during time-outs and subject to their prior approval.



The following guidelines for the pre-match on-field camera will apply:

- only one camera, belonging to the host broadcaster, is allowed on the pitch;
- the on-field camera should preferably be a radio frequency camera. If not, a cabled camera can be used providing an assistant manages the cable.

At the end of the match, the cameras may follow the players off the pitch as far as the tunnel entrance.



4.3.8 Flash Interview Positions

If applicable, space should be provided for a position of approximately 3m x 3m x 2.5m (high) to conduct flash interview with players and coaches after the match. This position should be located between the pitch and dressing rooms.

Ideally, a UEFA Futsal Cup backdrop should be installed at the Flash Interview Position.



4.3.9 Television & Radio Commentary Positions

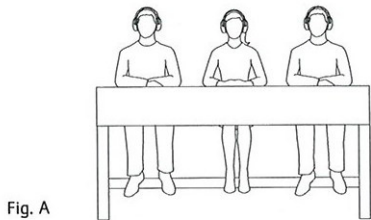


Fig. A

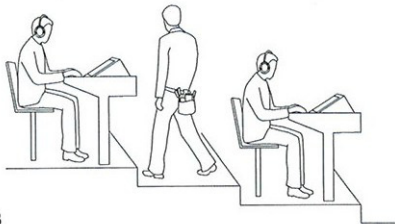


Fig. B

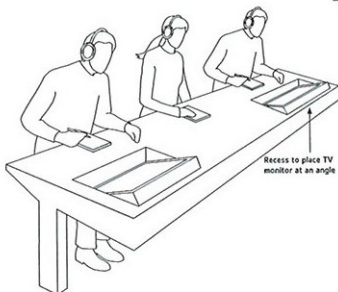


Fig. C

Upon request of the host broadcaster, television and radio commentary positions should be prepared in the press box area at a location to be designated by the host broadcaster, ideally on the same side as the main camera. Each position includes a desk (dimensions: 1.8m wide, 0.7m deep, 0.7m high), power points, telephone lines and, potentially, TV monitor. Note that each position takes up nine normal spectator seats - three for the desk, three for the seats and three for access.

4.3.10 Television Studio

Upon request of the host broadcaster, a television studio should be prepared. Standard dimensions are 5 metres long by 5 metres wide by 2.3 metres high. If the hall does not have the necessary space for the preparation of a television studio, a container outside the hall may be used as a temporary solution.



4.3.11 OB (Outside Broadcast) Van Area

The OB van area is an area which offers sufficient parking space for the trucks used by TV companies for their outside broadcasts of matches. The area should be located as close as possible to the main camera and offer stable ground (tarmac or similar) suitable for heavy vehicles.



5. MATCHDAY ORGANISATION

5.1 Schedule for Mini-Tournaments

Unless the four teams in question agree otherwise, mini-tournaments must be organised according to the following schedule:

Mini-tournament with four teams

DAY 1

Arrival of teams
 Arrival of the referees
 Arrival of the UEFA representatives
 Organisational meeting

DAY 2

First Matchday
 2 vs 4 and 1 vs 3

DAY 3

Second Matchday
 3 vs 2 and 1 vs 4

DAY 4

Rest day

DAY 5

Third Matchday
 4 vs 3 and 2 vs 1

DAY 6

Departure of all the teams
 Departure of the referees
 Departure of the UEFA representatives

Mini-tournament with three teams

DAY 1

Arrival of teams 1 and 3
 Arrival of the referees
 Arrival of the UEFA Representatives
 Organisational meeting

DAY 2

Team 1 vs 3
 Arrival team 2

DAY 3

Team 3 vs 2

DAY 4

Team 2 vs 1
 Departure of team 3

DAY 5

Departure of teams 1 and 2
 Departure of the referees
 Departure of the UEFA representative

For the schedule of the matches, the Host team is always considered as team 1, independent of its coefficient. The best ranked-team in the coefficients is considered as team 2. Team 3 and 4 are also allocated according to their positions in the coefficient list.

On the last match day, if one of the matches is decisive for the first place, then this match should be played second. This will prevent the two other teams already eliminated playing in front of empty stands after the decisive game.

5.2 Schedule for the Futsal Cup Finals

Unless the Host and UEFA agree otherwise, the Futsal Cup Finals must be organised according to the following schedule:

Futsal Cup Finals Schedule

DAY 1

- Arrival of the UEFA representatives
- Installation of the UEFA office
- Installation of the pitch
- Final dressing of the hall
- Ceremony rehearsals
- LOC - UEFA meeting

DAY 2

- Arrival of the finalists
- Arrival of the referees
- Arrival of the UEFA Officials
- Training sessions
- Organisational meeting

DAY 3

- Official Training sessions
- Media activities
- LOC dinner



DAY 4

Semi-Finals: SF1 and SF2
22 or 23 April 2010

DAY 5

Rest day

DAY 6

Finals: Bronze medal match and Final
24 or 25 April 2010
Final Ceremony
UEFA Gala dinner

DAY 7

Departure of visiting teams
Departure of the Referees
Departure of the UEFA delegation

The rest day can be dedicated to any social event (excursion, visit, etc.)

5.3 Organisational Meeting

In principle, the organisational meeting should take place as follows:

For a mini-tournament: the day before the first matchday at the tournament headquarters. The time of this meeting must be determined according to the arrival of the delegations, referees and UEFA representatives. If this meeting cannot take place the day before the start of the tournament, it should be organised on the morning of the first matchday at 10.00 hours.

For the Futsal Cup Finals the meeting should take place two days before the first matchday.

For the purpose of this meeting, a room with a capacity for a minimum of 30 persons must be reserved (40 for the Futsal Cup Finals).

The organisational meeting will be chaired by the official UEFA Match delegate and will be held in English. If necessary, the host should provide one or more interpreters. This meeting should be attended by the following persons:

UEFA

- UEFA Match Delegate
- UEFA Referee Observer
- Referees
- UEFA Tournament Administrator, if applicable
- UEFA Venue Data Coordinator

Plus for the Finals,

- UEFA Futsal Committee Chairman
- UEFA Competition Manager
- UEFA Event Manager
- UEFA Marketing Operations Manager

Delegations

- Heads of delegations

LOC

- Tournament Director
- Manager for Sports Facilities and Match Organisation
- Accommodation and Transport Manager
- Manager for Human Resources
- Team Liaison Officers (accompanying their team's head of delegation)
- Referee Liaison Officer
- Manager for PR, Promotion and Ticketing
- Manager for TV/Media, Sponsors, Concessions and VIP Hospitality

Agenda

- Welcome
 - UEFA
 - Host
- Match schedule
- Match / Refereeing Matters
- Disciplinary Matters
- Safety/Security Matters
- Administrative Matters
- Media Matters
- Hotel Arrangements
- Transport Arrangements
- Social Events
- Confirmation of Team Colours
- Passport Control

At the end of the meeting, the UEFA Match Delegate, in cooperation with the UEFA Referee Observer, the referees and the heads of delegation, will arrange a timetable to carry out the players' identity check and inspect the team colours for all matches. For this purpose, the heads of delegation are requested to bring with them the official 14-players list (maximum 12 players being permitted in the final squad), the player's passports and ID cards and the full first and second choice kits for the field players (shirt, shorts and socks) as well as the full goalkeeper kits and the shirt of the flying goalkeeper.

If deemed necessary, a meeting can be organised every morning in order to review the previous day, to discuss the programme of the day and the following day. In addition, any complaints or suggestions can be raised in the presence of the UEFA Match Delegate. This meeting should be attended by the Tournament Director, the heads of delegations, the UEFA Match delegate and the UEFA Tournament Administrator, if applicable.

The following documents may be found in section 10 of this Manual as well as on the accompanying CD-ROM:

- Invitation to Organisational Meeting
- Organisational Meeting Agenda
- Team Colours Summary

5.4 Match Arrangements

5.4.1 Host Responsibilities

It is important that the Host ensures that the matches are organised in conformity with the Competition Regulations and following the guidelines in this Manual as far as possible. The Host must appoint a person who is able to fulfil the necessary tasks (Tournament Director - see section 3.2). A checklist with an overview of the various tasks and duties to be fulfilled by a Host prior to a match can be found in section 10.6 (Local Venue Manager Checklist).

No national anthems are played.

5.4.2 Flags, Music and Announcements

Flags

The UEFA and UEFA Respect flags must be flown in the hall. These flags are available on loan from the national association. Other flags may be flown, e.g. participating clubs, host country, region, city.

Any proposed pre-match ceremonies must be discussed in advance at the organisational meeting and require the approval of the UEFA Match Delegate.

An example of flag protocol may be seen in the illustration below:



Music

At all matches in the competition, the UEFA Futsal Cup anthem provided by UEFA shall be played as the teams enter the field of play. The accompanying CD ROM as well as including the anthem also includes music for goal moments, team line-up and general arena music. Any other music chosen should be appropriate and must not be offensive to any race or religion. UEFA Champion's League music is not allowed in this competition.



Furthermore, the players are invited to shake hands with their opponents and the referees after the line-up procedure, as well as after the final whistle, as a gesture of fair play.

Match announcements with relevant information may be made before, during and after the match. Some examples of announcements may be found in the Organisational Templates section of the CD-ROM accompanying this Manual.

5.4.3 Ball Kids

Use of the multiple ball system is recommended to limit the time the ball is out of play. In this case, 6 to 8 ball kids should be appointed who should be:

- dressed in different colours than the two teams in neutral clothing
- capable of performing the task (i.e. not too young)
- instructed beforehand

Note that sponsor advertising on kit used by ball kids is prohibited under article 62 of the UEFA Kit Regulations.



5.4.4 Player Escorts

If Clubs decide to use player escorts (children accompanying the players when entering the field of play), this should be discussed and agreed at the organisational meeting.

The children should be:

- approximately 8 years old
- not taller than 1.30 m
- capable of performing the task



The Club can provide either two players' escorts (accompanying the captains) or 2 x 12 players' escorts. In this case 12 players' escorts should wear the away team's official kits and the other 12 the home team's official kits.

All players' escorts have to leave the pitch after the line-up before the handshake procedure and the team photo.

Note that sponsor advertising on kit used by players' escorts is prohibited under article 62 of the UEFA Kit Regulations.

An exception to this rule is where the official kit is worn. In this case, the official sponsors' advertisements on the shirts must comply with the UEFA Kit Regulations.

5.4.5 Sales of Beverages in the Hall

No public sale or distribution of alcohol is permitted within the hall or its private surroundings. All alcohol-free drinks which are sold or distributed must be dispensed in paper or open plastic containers which could not be used in any dangerous manner.

5.4.6 Branded Material

At all matches in the competition, team captains must wear the UEFA Futsal Cup branded captain's armband.



5.5 Countdown

The matchday countdown should be distributed to the teams, referees, hall speaker and UEFA representatives in order to provide all parties with the match details and the exact timing of activities. This document should not be distributed to the public.

A standard countdown follows, which should be amended as appropriate taking into account the specificities of the hall.

Arrival at the hall

- 90' to 75' Teams, referees, official UEFA Match Delegate or Referee Observer
- 60' Both teams

Match timetable

- 50' to -15'/10' Warm-up on the pitch
- 5' Referee entry; UEFA Futsal Cup anthem starts, synchronised with entry of teams who line up facing the VIP tribune
- 3' Hand-shake procedure and team

- 1' Coin toss
- 0' Kick-off (no earlier than 11.00 hours and no later than 21.00 hours local time)



Half-time interval

Maximum 15'

This standard countdown can be found in section 10.7 of this Manual as well as on the accompanying CD-ROM.

After the final whistle

Both teams, referee and assistant referees gather in the centre circle, shake hands with each other, wave goodbye to the spectators and leave the field together.

5.6 Handshake Procedure





5.7 Match Sheet

In principle, the referee hands the squad list pages of his referee's report to the teams for completion. However, upon agreement with the referees and the UEFA representatives, the Match Sheet provided in section 10.8 of this Manual, as well as on the accompanying CD-ROM, may be used instead. For this purpose the following procedure must be respected:

5.7.1 Preparation of the Match Sheets

Following the identity check performed by the UEFA Match Delegate, which takes place after the organisational meeting, the Host may produce the Match Sheets by listing the full names of the players as well as their shirt numbers (replace the pre-printed numbers 1 to 14 in the template with the actual shirt numbers). This list should then be double-checked by the UEFA Match Delegate against the official list of 14 players. Once the Match Sheets for the first match day have been produced, the shirt numbers must remain the same throughout the tournament. The names of the team officials and the UEFA officials for each match must also be included.

On each match day, the sheets must be checked by the UEFA Match Delegate.

5.7.2 Completion of the Match Sheets

Before each match (ideally the day before), each team should be provided with the relevant Match Sheet and be asked to return it to the referee 60 minutes before kick-off. They must indicate the "starting five" by placing a cross in the "P" column (playing) and the 7 substitutes by placing a cross in the "S" column (substitute). The "N" column (not playing) is reserved for players who cannot be fielded (suspended, injured, additional players above 12, etc.). The players listed in the "N" column are not permitted to sit on the bench but must sit in the main stand. The team captain and goalkeepers must also be clearly indicated on the Match Sheet.

The Match Sheet must be signed by the competent club official.

5.7.3 Photocopying

Ideally, the two squads should be listed on the same Match Sheet. This is possible by copying the away team onto the home team Match Sheet and having it re-signed by the responsible person of the away team. Alternatively, the two sheets can be folded in the middle and photocopied side-by-side ensuring that both squads can be read clearly.

5.7.4 Distribution

The Host must decide on the number of copies to be produced taking into account the number of media representatives and VIPs expected at the match. As a minimum, the following persons should be provided



with the Match Sheet:

- Referees
- UEFA Match Delegate
- UEFA Referee Observer
- UEFA Tournament Administrator, if applicable
- UEFA Venue Data Coordinator
- Teams (minimum 2 copies per team)
- Media
- VIPs

5.7.5 Original Match Sheets

Whichever form of Match Sheet is chosen, the originals, properly completed and duly signed, must be handed over to the referee.

5.7.6 Responsibility

The referee is ultimately responsible for the Match Sheet procedure.

The Host (Local Venue Manager or Media Officer), assisted by the UEFA Tournament Administrator, if applicable, is asked to produce these sheets and assist the referee in the collection of the documents and are responsible for the production and distribution of the copies.

Please note that while the Match Sheet may replace the squad list pages in the futsal referee's report, it does not replace information on substitutions, goals and cautions. The futsal referee's report will be considered as the official source of this information.

5.8 Accreditation System

As well as ensuring the security of tournament participants and restricting access to key areas (dressing rooms and pitch), an accreditation system ensures the consistency of access for the tournament participants contributes to a professional image.

In principle, an accreditation card (without a ticket) will allow the holder entrance into and access within the stadium, in specified areas.

However, accreditation passes do not normally allow access to a seat in the stadium.

Posters illustrating the accreditation system should be affixed at defined places throughout the stadium and should be marked accordingly.

Artwork for the accreditation system may be found in section 13.6.11 and 13.6.12 as well as on the accompanying CD-ROM.



6. MEDIA

6.1 Media Activities

Adequate pre-match or pre-tournament media servicing is an important tool to attract more spectators to the match(es) and for promoting club futsal in general.

Interviews and presentations may be scheduled before, during and after each UEFA Futsal Cup match. Each Club should appoint a press officer in order to coordinate all media activities related to its team.

6.1.1 Host's Press Officer

The Host's media officer is responsible for:

- coordinating all media activities surrounding the match/mini-tournament between the club and the media in accordance with UEFA's regulations and guidelines including fulfilling the duties outlined in the media section below
- undertaking activities in order to promote the event in the region
- before and during the event, including providing the media with information on training sessions, matches, press conferences, etc. He/she should also co-operate with the visiting team(s) in order to provide information to the relevant foreign media
- facilitating media access and ensuring a high level of media servicing
- distributing copies of the official match sheets (line-ups) to media representatives and VIP area as soon as these are available (one hour before kick-off)

In addition, at a mini-tournament, the Host's media officer is responsible for the production of statistical material and the running of an information desk/billboard at the tournament office, which is located in the hotel or one of the hotels where the teams are staying (see section 3.5.9).

6.1.2 Official Training Sessions

If the teams arrange to hold official training sessions on the day before a match in the hall where the match will take place, they should, in principle, be open to the media. If the coach requires a degree of privacy, he may arrange for part of the training session to be closed but must allow media access for at least 15 minutes.



6.1.3 Interviews

Interviews are not permitted before, during or after matches on the field of play itself or in its immediate vicinity. However, “upon arrival”, “half time”, “super flash” and “flash” interviews can take place under the following circumstances. “Upon arrival” interviews are allowed with coaches and players upon their arrival at the hall, at a pre-determined location where a fixed camera can be positioned. A “half time” interview may only be conducted in the designated area (either “super-flash” or “flash” interview), and the clubs are obliged to make one of their listed team officials available for this purpose. “Super flash” interviews can be conducted after the match in a designated area located between the field of play and the players’ tunnel. “Flash” interviews take place after the match has finished in an area between the field of play and the dressing rooms. For post-match interviews, as a minimum requirement, both teams must make their team manager/coach, as well as at least two key players, i.e. players who had a decisive influence on the result, available. All interview locations must be pre-determined by the host club, or, in the case of the Futsal Cup Finals, by the UEFA media officer. Players may not be interviewed during the half-time interval.

6.1.4 Press Conferences

For each stage in the competition, regardless of the number of journalists, teams must hold a pre-match press conference the day before a match so that the media can meet the coach and some players. The two press conferences should be arranged so that a media reporter can attend both conferences, and so that media deadlines in the countries concerned can also be respected.

There should also be a post-match press conference within 15 minutes of the end of the match.

Each press conference must be attended by at least the head coach of the team plus one or preferably two key players.

Each press conference should be conducted by the press officer of the Club, assisted by the appointed interpreter(s). Unless alternative arrangements have been agreed beforehand by the clubs concerned, the Host is responsible for providing a qualified interpreter.



6.1.5 Mixed Zone

After the match, a Mixed Zone will be set up for the media on the way from the dressing rooms to the team transport area. All players are obliged to pass through the Mixed Zone but are not obliged to give interviews. This area should only be accessible to coaches, players and representatives of the media. In principle, all accredited media may be allowed access to the Mixed Zone, space permitting.



6.1.6 Dressing Rooms

The team dressing rooms are off limits to representatives of the media before, during and after the match.

6.1.7 Internet

In principle, the Internet has to be considered as a technological communication tool and, consequently, treated in the same way as TV and radio. The Host should therefore accept accreditation applications from websites, on condition that they do not cover the game (for the sake of clarity, this includes media conferences and the mixed zone) live in sound and/or pictures. They may cover the game in text only. Therefore, subject to places being available in the press box, they should be accredited as written press, with access to the post-match media conference and to the mixed zone. Photographs taken by officially accredited photographers may be published on websites as long as they appear as stills and not as moving pictures or quasi-video streaming. Should such photographs be published on the unrestricted public Internet, they are to be limited to no more than ten photographs per half of normal playing time, and five per half of extra time, if applicable. There must be an interval of at least one minute between the posting of each photograph on the website.

6.1.8 Photographers

Unless protection nets obstruct the view, a limited number of photographers may work in defined areas behind the advertising boards situated between the goals and the corners. In particular circumstances, special dispensation to work in other areas may be given by the press officer of the home club (or by the UEFA venue director / media officer for the Futsal Cup Finals). Photographers may only change ends at half-time or, if necessary, during the interval before the start of extra time. Photographers may attend post-match press conferences if there is room to accommodate them. However, no photography is allowed in the mixed zone.

Each photographer must obtain - and sign for - a photographer's bib before the match and must return it before leaving the hall. The bib must be worn at all times, with the number clearly visible on the back.

The host club is responsible for producing the photographers' bibs (as well as bibs for audiovisual rights-holders) for mini-tournaments. For the Futsal Cup Finals, UEFA issues special bibs. In both cases, the host club is responsible for providing sufficient personnel to distribute the bibs before the match and collect them at the hall exit.

The visiting team's press officer must provide the home club with a full list of photographer accreditation requests no later than five days before the match.

Photographs taken by officially accredited photographers may be published online (including internet and mobile) for editorial purposes only, subject to the following conditions:

- they must appear as stills and not as moving pictures or quasi-video;
- there must be an interval of at least 20 seconds between postings of photographs.



6.2 Co-operation with Media

6.2.1 Pre-Season Procedure

Provision of Information to UEFA

In order to promote and raise the level of exposure of the UEFA Futsal Cup, as well as to give interested parties more information on the participating teams, all Clubs are requested to send the following information to UEFA (Futsal@uefa.ch) no later than **10th August 2009**. This information will be used for promotional purposes including posting on the UEFA Futsal Cup pages of www.uefa.com.

Club History

- Individual player statistics:
 - full name of player (including shirt name)
 - date of birth
 - nationality
 - playing position
- Club details:
 - Club history / club honours
 - President
 - Head Coach (full name - date of birth - nationality - career as a player and as a coach - honours)
 - Press Officer
 - Founded
 - Star Player(s)
 - Hall Name
 - Hall Capacity
 - Internet address (if available)
 - Address
 - Telephone
 - Fax
 - Email

Photographs

The Clubs are requested to provide UEFA with the following photographs (on a CD) by the same deadline:

- Individual player photographs
- Team group photograph
- Coach/Manager photograph
- President photograph
- Home and away team kits
- Hall (inside and out)
- Action shots of the team playing

As the official website of UEFA and the UEFA Futsal Cup, uefa.com will endeavour to keep followers of the competition up-to-date with all the latest reports and news. As such, it would be appreciated if your press officer could mail newsdesk@uefa.ch and or Futsal@uefa.ch with any interesting news/quotes/features plus the accompanying photos which would be appropriate for the website. As a minimum, such featured should be sent a few days prior to each Futsal Cup fixture. The better the information sent, the better the coverage of this top Futsal club event.

6.2.2 Matchday Procedures

Press-kit

Prior to a match in the UEFA Futsal Cup, and in order to service the media, UEFA recommends that the Host prepares a press-kit which includes the following information:

- Latest news from the two teams
- Quotes/interviews from both coaches and at least one player from each team
- Updated player list for each Club (including information such as: matches played / goals scored by each player in national league, in UEFA Futsal Cup and for the national team)
- Updated list of season competition results for each Club
- Head to head results of the two Clubs (if applicable)
- Record in Europe for the two Clubs (if applicable)
- Disciplinary situation in UEFA Futsal Cup
- Information about the referee and assistant referees

The media officer of the Host should cooperate with the media officer of the visiting Club(s) for the preparation of the press-kit.

7. MARKETING AND PROMOTION

7.1 Sponsorship Packages

For the qualifying round, main round and elite round, the Host may exploit the Commercial Rights of all matches played under their auspices (see Article 26 of the competition regulations or section 2.5 of this Manual).

Following are some examples of rights that may be sold to sponsors in relation to the UEFA Futsal Cup matches. Commercial Rights for these matches (excluding the Finals) could be marketed together with a Club's domestic league matches. They could also be offered as a bonus to the Clubs' existing commercial partners.

Sponsorship opportunities include:

- Exclusivity
- Broadcast rights
 - Broadcast sponsorship, commercial airtime, on-screen credits, etc
- Event rights
 - Boards, other advertising (backdrops, magazine, etc), tickets and hospitality
- Association rights
 - Use of Marks and designation, merchandise
 - Pass-through rights
- Promotional rights
 - On-site, sole and exclusive promotion (priceless moments), Sponsor Recognition Programme

Sponsorship opportunities should be fine-tuned with potential partners and be delivered in a professional way. More details on some of these opportunities follow.

7.1.1 Exposure on Print Material

The sponsor logo may be shown on all printed material. Standard artwork for the following print materials following the UEFA Futsal Cup Brand Identity may be found in the UEFA Futsal Cup Artwork Toolkit in section 13 of this Manual as well as on the accompanying CD-ROM.

- Match/Mini-Tournament Programme
 - sponsor logos on back cover

- one page, half-page or quarter-page advertisements in the programme (depending on the level of sponsorship/supply)
- Official Posters, Flyers and Banners
- Ticket
 - sponsor logos on back of ticket
- Media Backdrops
- Press Kit Folders
- Press Paper

Pictures or samples must be sent to UEFA for approval to the following email address, brand@uefa.ch.

7.1.2 Exposure in the Match Hall

UEFA would recommend a minimum of two or maximum of four advertising boards in the match hall to be offered to sponsors or suppliers. Minimum board dimensions are: 3m length x 0.8m height.

The number of boards offered to a sponsor or supplier would depend on the level of sponsorship/supply.

To ensure quality standards, boards should be made from a rigid material; PVC boards (banners) should not be used. Fixed, rotating and LED boards can also be used.



The structure of the hall can also be used as an advertising billboard to promote the tournament by hanging banners on the walls. This will help promote the event as these banners may also be visible from the main surrounding roads and buildings.

7.1.3 Television Exposure

With the exception of the Futsal Cup Finals, television rights may be exploited by the host as follows:

- International rights (outside of the host country)
- National rights (throughout the host country)
- Regional rights (regional television)

Rights may be sold on an exclusive or non-exclusive basis to one or more of the above categories.

7.1.4 Services

VIP Package

Based on the level of sponsorship or supply, a partner may be offered a certain number of VIP packages including a match ticket, hospitality access and parking pass.

Invitations

A partner may be invited to official functions and social events organised by the Host.

Product Sales

Provided that the hall infrastructure allows, and the corresponding local laws are respected, a partner may expose and sell its products in the match hall.

Other items

The Host may also offer some souvenir items to a partner.

7.1.5 Promotional Material

In addition to the exposure on print material, the sponsor logo may also be shown on the following promotional material or communicated through the following tools:

- Advertisements in newspapers
- Radio advertising
- Television advertising
- Giant City Television Screen
- Public address system in the halls
- Internet (Host website)

7.2 Promotion

The success of a Host's promotional activities may be measured by the attendance figures in the halls.

The Host should formulate a promotional strategy with the aim of realising maximum hall attendances and media coverage.

Possible promotional activities include the following:

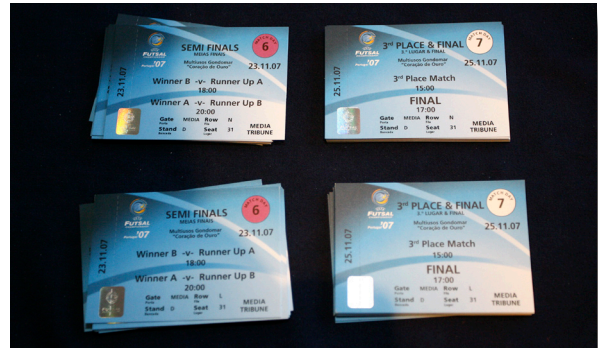
- Radio/TV spots
- Banners and billboards throughout the host city/cities



- Posters throughout the host city/cities
- Distribution of flyers
- Cooperation with newspapers
- Cooperation with schools (adopt a team, cultural activities related to the countries of the participating clubs)
- Cooperation with regional football association
- "Football/Futsal Ambassadors" - involvement of well-known players
- "Old Stars" Futsal match



- Promotional activities at domestic league matches such as:
 - information stand
 - announcements at half-time
 - video board
- As well as promoting on the Club's website, advertise on regional association's and national association's websites
- Club activities linked to the mini-tournament/match, e.g. club's youth teams
- Competition to become player's escorts and/or ball girls
- Active approach towards sponsors, inviting sponsors, employees and their children; providing a special sponsor promotion programme
- Ticket competitions



A matchday/mini-tournament programme, which is intended primarily for supporters, is another important means of promotion which the Host may decide to use.

The programme can be sold to the general public or be distributed free of charge. In addition, the programme should be distributed free of charge to media representatives, the competing teams and VIP guests.



The Host should take an active approach towards the local and national media by providing news and comments on the competition including results of the other groups, possible opponents for the next round, information on the final round, etc.

Standard artwork following the UEFA Futsal Cup Brand Identity may be found in section 13 of this Manual, as well as on the accompanying CD-ROM, for the following items:

- city banner
- entrance banner
- poster
- flyer
- matchday/mini-tournament programme

7.3 Ticketing Strategy

The Host should formulate a ticket strategy with the aim of attracting spectators to the hall.

Such a strategy should include the following elements:


7.3.1 Ticket Prices

- prices should be reasonable so as not to deter attendance

Note, in order to emphasize the top international nature of the matches UEFA does not recommend that entrance into the hall be free (except for children).

7.3.2 Ticket Categories

- individual match tickets
- mini-tournament pass (valid for any match of the tournament)
- family ticket e.g. parents attending matches with children under a certain age pay a single price for the whole family
- ticket offer to local schools
- ticket offer to communities/municipalities at low prices - the local government may distribute tickets to the population free of charge emphasising the municipalities' support of this tournament
- ticket offer to sponsors at low prices - the sponsor may distribute tickets to employees and their children
- supporters wearing the shirt of one of the participating teams may enter free of charge or at reduced fee

- 
- special offers to local companies
 - team ticket - a certain number of persons may attend the match for a special rate (a team of 15, 20 or more persons)
 - invitation cards for VIPs and guests

7.3.3 Added Value

The purchase of a ticket may entitle the buyer to an additional added value. For example, a free souvenir item (T-shirt, cap, etc).

7.3.4 Ticket Design

Preferably, the design of the tickets should follow the UEFA Futsal Cup Brand Identity. Standard artwork for a ticket may be found in section 13 of this Manual as well as on the accompanying CD-ROM.

7.3.5 Reserved Tickets

An adequate number of complimentary and purchase tickets must be reserved for the visiting Clubs.

In addition, the official UEFA representatives and at least four representatives of the visiting Club and its national association must be provided with top-category seats in the VIP sector.

Visiting Clubs must advise Hosts of the number of tickets required at least 10 days before the date of the match/mini-tournament. The price of tickets for

supporters of the visiting team may not exceed the

price paid for tickets of a comparable category that are sold to supporters of the home team.

8. COMMUNICATION OF INFORMATION

8.1 Host to UEFA

Hall Questionnaire and Certificates

The following questionnaire and certificate in relation to the halls used in this competition, including the Futsal Cup Finals must be submitted to UEFA.

- UEFA Futsal Hall Questionnaire from each club who would like to host a mini-tournament in the 2009/10 Futsal Cup.
- UEFA Futsal Safety Certificate confirming that the halls proposed, including their facilities, have been thoroughly inspected and meet all safety requirements laid down by the applicable national law. These safety certificates must have been valid for no more than one year prior to the date of the match to be played in the hall concerned.

For the preliminary round, the Host must provide the UEFA Administration with the following information by the deadlines indicated:

- Hotel details (all mini-tournament participants) **Monday, 20 July 2009, 12:00 hrs CET**
- Match venues (hall name, city) and dates **Monday, 20 July 2009, 12:00 hrs CET**
- Kick-off times **Monday, 20 July 2009, 12:00 hrs CET**

For the main round, the Host must provide the UEFA Administration with the following information by the deadlines indicated:

- Hotel details (all mini-tournament participants) **Monday, 24 August 2009, 12:00 hrs CET**
- Match venues (hall name, city) and dates **Monday, 24 August 2009, 12:00 hrs CET**
- Kick-off times **Monday, 24 August 2009, 12:00 hrs CET**

For the elite round, the Host must provide the UEFA Administration with the following information by the deadlines indicated:

- Hotel details (all mini-tournament participants) **Friday, 23 October 2009, 12:00 hrs CET**
- Match venues (hall name, city) and dates **Friday, 23 October 2009, 12:00 hrs CET**
- Kick-off times **Friday, 23 October 2009, 12:00 hrs CET**

For the Futsal Cup Finals, the matches will take place on:

22 or 23 April 2010 for the semi-Finals

24 or 25 April 2010 for the bronze medal match and the Final.

The UEFA Administration will decide on the following information:

- Exact match dates
- Hotel details
- Match venues
- Kick-off times

The Finalists will be duly informed early 2009

8.2 All Participating Teams to UEFA

All participating teams must provide the UEFA Administration with the following information by the deadlines indicated:

Preliminary Round

List of 20 Players

Thursday, 30 July 2009, 24:00 hrs CET

Pictures + Players Kit Approval Request Form

Thursday, 30 July 2009

Main Round

List of 20 Players

Thursday, 10 September 2009, 24:00 hrs

Pictures + Players Kit Approval Request Form

Thursday, 30 July 2009

Elite Round

List of 20 Players

Thursday, 29 October 2009, 24:00 hrs CET

Pictures + Players Kit Approval Request Form

Thursday, 29 October 2009

Final

List of 20 Players

Monday, 29 March 2010, 24:00 hrs CET

Samples + Players Kit Approval Request Form

Monday, 29 March 2010



(plus samples of 1st choice and 2nd choice kit)

In addition, information on each club for media information/promotional purposes, as requested in section 6.2.1, should be provided by **10 August 2009** for the qualifying phase.

Contact details for the UEFA Administration can be found in section 9.2.

For the UEFA Futsal Cup Preliminary, Main and Elite Rounds, the player lists may be amended using the list F2 at any time until one week before the relevant first match day, provided that the clubs' national association confirms in writing that the new players are eligible to play at domestic level.

For the Preliminary, Main Round and Elite Round we ask each club to send to UEFA Administration, a picture of your kits (home & away for players and goalkeepers, as well as the flying goalkeeper).

For the Futsal Cup Finals, please provide UEFA with a sample of the first and second choices of the players and goalkeepers kits (shirt - shorts - socks), as well as a sample of the flying goalkeeper - by the above-mentioned deadlines.

8.3 Host to the Visiting Team(s)

In order to facilitate the co-operation between the teams concerned the Host should provide the visiting team(s) with the following information:

- if requested, a standard invitation letter to fulfil visa formalities
- information on any special procedures regarding visas, customs clearance, passport controls, etc
- health information (e.g. recommended vaccinations, suitability of tap water for drinking, etc.)
- information on the nearest international or domestic airport to the tournament headquarters/hotels. Note: the Host may also propose an airport in a neighbouring country if the journey from this airport to the venue is considerably shorter (see also section 3.6.1)
- information on the vehicles which will transport the teams and their luggage (see also section 3.6.2)
- information on the LOC including names, functions and contact details
- the names and contact details of the Team Liaison Officer of each team
- full details of the tournament accommodation
- information on the room reservations (singles for the officials, twin rooms for the players, equipment room, massage room, meeting room, separate floor, etc.)
- details on the room rates to be settled at the hotel before departure for any additional delegation member or for extended stay
- names of the match halls
- names of the training grounds

- distances from the hotel to the airport, halls (in km and minutes) - ideally a map should be provided (see also section 3.4)
- proposed menu plan
- mini-tournament schedule including venues and kick-off times
- information on any official receptions/events

A copy of the relevant correspondence should be sent to the UEFA Administration (Futsal@uefa.ch).

Ideally, a small folder or tournament guide should be produced and handed over to the visiting teams and UEFA representatives upon their arrival. This document may include the following items:

- information as outlined above
- a welcome message
- the printed souvenir programme, if applicable
- the names and nationalities of the UEFA Match Delegate and referees
- a list of important numbers (LOC members, hospital, police, embassy, etc.)
- a hotel brochure
- photos of the match venues
- important information on the match venues (name, city, capacity, lighting, dimensions of the pitch, etc.)
- a list of interesting places to visit / a proposal regarding excursions
- a day-to-day programme (including the activities of each team)
- training schedule
- meeting schedule
- information on television coverage
- information on any pre-match activities
- match countdown
- Host's expectations regarding the conduct of a visiting team during the mini-tournament
- information on any special habits in the Host's country
- pre-tournament press releases
- information on the ticketing procedure, accreditation, etc.

- information on any security issues at the hotel, training grounds or match venues (police escort, etc.)
- information on the expected spectator attendance at the matches
- information on any special activity during the mini-tournament (national holiday, grassroots events before the matches, etc.)
- feedback form, on which a visiting team can provide the Host with its feedback and suggestions

8.4 Visiting Team(s) to the Host

In order to ensure that the appropriate reservations and arrangements are made, a visiting team should provide the Host with the following information/requests, as applicable, well in advance of the match or mini-tournament:

- flight details
- exact number of delegation members
- special wishes regarding hotel room categories (singles, doubles, suites, etc.)
- rules with regard to mini-bar, Pay TV, telephone lines in the players' rooms, etc
- training schedule
- meeting schedule
- menu plan and any special dietary requests
- eating times (including pre-match snacks)
- information on the luggage to be collected at the airport (number of pieces, type of luggage, approximate weight, etc.)
- whether a cook would travel with the team
- information on any food/beverages to be brought into the country
- information on any special equipment (television camera, computer equipment, etc.) to be brought into the country
- whether the team travels with its own massage table
- whether the team travels with its own training balls
- requests regarding equipment/services to be provided at the match halls or training grounds (additional massage tables, tactical board, number of balls, mobile goals, small goals, specific quantity of water, tea, fruits, etc.)
- requests for additional vehicles
- colours of the first-choice and second-choice team kits



- colours of the goalkeeper kit (flying goalkeeper shall wear the exact same goalkeeper's shirt, but with the outfield player's own number on the back)
- requests with regard to attending matches of the other teams
- information as to how the visiting team will settle its extras, including the expenses of additional delegation members or additional days
- requests regarding equipment in the meeting room

9. UEFA CONTACT INFORMATION

9.1 Main Address



UEFA - Union des associations européennes de football
Route de Genève 46
1260 Nyon 2
Switzerland

Tel: +41 22 848 00 27 27
Media Desk Tel: +41 22 848 04 27 27
Fax: +41 22 848 01 27 27
Press Fax: +41 22 707 28 38
www.uefa.com

President

Michel Platini

General Secretary

David Taylor

Director Competitions

Giorgio Marchetti

Head of National Team Competitions

Mikael Salzer

9.2 UEFA Futsal Cup Contact Persons

The following persons may be contacted in case of specific queries or for general assistance or advice with regard to the organisation of a mini-tournament or match of the UEFA Futsal Cup:

Competition Manager Futsal

Laurent Morel (Futsal@uefa.ch)

- Any futsal related matters
- competition format
- financial conditions
- Competition Regulations
- Club Manual
- coefficients and draws

Competition Assistant Futsal

Susan Forrester (Futsal@uefa.ch)

- Any futsal related matters

Competition Administration

Martine Senn (martine.senn@uefa.ch)

- administration of matches/mini-tournaments

(dates, venues, kick-off times, preliminary site visits)

- players' registration
- kit approval

Stephane Keller (stephane.keller@uefa.ch)

- delegates
- Referee Observer

Luzia Porret (luzia.porret@uefa.ch)

- refereeing matters

Brand Manager

Mary-Laure Bollini (brand@uefa.ch)

- use of UEFA Futsal Cup Logo and Artwork Templates
- approval of designs

UEFA Media Services

media@uefa.ch

- media matters

uefa.com

Paul Saffer (newsdesk@uefa.ch)

- UEFA Futsal Cup editor
- club information and photographs

10. ORGANISATIONAL TEMPLATES

10.1 Telephone Contact Sheet



UEFA FUTSAL CUP 2009/10

TELEPHONE CONTACT SHEET

NAME	FUNCTION	TELEPHONE	FAX	MOBILE

10.2 Invitation to Organisational Meeting

Date: Day, xx Month 200x

Time: xx:xx hours

Place: Hotel Name - Floor x, Room Name

Please bring to the meeting:

- The final 14 players list
- The passports or identity cards of the players listed on the above list who are participating in the mini-tournament
- Official kit and reserve kit (socks, shorts, shirt)
- Goalkeeper (socks, shorts, shirt, gloves)
- Flying goalkeeper (shirt)

10.3 Organisational Meeting Agenda (Mini-Tournament)

ORGANISATIONAL MEETING

AGENDA

1. Welcome and introduction of all those present by Chairman

2. Welcome by the Host

3. Match Schedule

4. Match / Refereeing Matters

- Kick-off
- Transport for the referees / delegate / teams
- Technical hall facilities
- Colours of the playing kits
 - Players
 - Goalkeeper / flying goalkeeper
 - Referees
- Floodlighting
- Matters relating to television and the press
- Referee's report form
- Countdown
- Substitutes' bench
- Field of play, surface, goal dimensions, position of the advertising boards, etc
- Instructions from the referees

5. Disciplinary Matters

6. Safety/Security Matters

- Hall capacity: number of seated/standing places

- Expected attendance
- Security measures for the visiting teams
- Information and measures with regard to the supporters of the visiting teams
- Security measures in the halls
- Television surveillance system in the halls
- No public sale of alcohol
- Entry control procedures
- Public address announcers
- Hall exit doors and emergency gates
- Liaison group

7. Administrative Matters

- Doping Controls
- Eligibility of players
- Seats for the UEFA Match Delegate, Referee Observer and Doping Control Officer
- Flags in the hall
- Accreditation and hall passes

8. Media Matters

9. Hotel Arrangements

10. Transport Arrangements

11. Social Events

12. Passport/ID control

10.4 Organisational Meeting Agenda (Match)

ORGANISATIONAL MEETING

AGENDA

Welcome and introduction of all those present by the chairman

1. Match / Refereeing Matters

- Kick-off
- Transport for the referees / delegate / teams
- Arrival at the hall of the referees / delegates / teams
- Technical hall facilities
- Colours of the playing kits
 - Players
 - Goalkeeper / Flying Goalkeeper
 - Referees
- Advertising on the players' kits
- Floodlighting
- Matters relating to television and the press
- Referee's report form
- Countdown
- Substitutes' bench
- Field of play, surface, goal dimensions, position of the advertising boards, etc.
- Instructions from the referee

2. Safety / Security Matters

- Hall capacity: number of seated/standing places
- Expected attendance
- Security measures for the visiting team

- Information and measures with regard to the supporters of the visiting team
- Security measures in the hall
- Television surveillance system in the hall
- No public sale of alcohol
- Entry control procedures
- Public address announcers
- Hall exit doors and emergency gates
- Liaison group

3. Administrative Matters

- Doping Controls
- Eligibility of players
- Seats for the UEFA Match Delegate, Referee Observer (where applicable) and Doping Control Officer
- Flags in the hall
- Accreditation and hall passes

10.5 Team Colours Summary

DETERMINATION OF COLOURS

X Round
Group X Mini-Tournament in X

	Teams	Date	Player Colours			Goalkeeper Colours			Referee	
			Shirt	Shorts	Socks	Shirt	Shorts	Socks	Shirt Colour	
MD1	Home team	xx.xx.xx								
	Away team								Name	
	Home team	xx.xx.xx							shirt colour	
	Away team									
MD2	Home team	xx.xx.xx								
	Away team								Name	
	Home team	xx.xx.xx							shirt colour	
	Away team									
MD3	Home team	xx.xx.xx								
	Away team								Name	
	Home team	xx.xx.xx							shirt colour	
	Away team									

10.6 Local Venue Manager Checklist

The following checklist gives an overview of the various tasks and duties which should be fulfilled by a Host prior to a match.

10.6.1 Preparatory Phase

Hall/Training Hall Matters

- Supervise any possible renovation and construction work at match hall to ensure venue ready for match/mini-tournament
- Supervise eventual installation, preparation and maintenance of the pitch
- Check for roadworks or other potential problems that may hinder access to the halls
- Check all goals in conformity with the FIFA Futsal Laws of the Game
- Check that pitch is ready for training sessions from arrival of teams until their departure (cleaning of the surface, goal fixation, temporary goals, dressing rooms open and cleaned, still bottled mineral water available)
- Check timekeeping system (cabling, infra-red, position)

Protocol Matters

- Prepare list of local VIPs that may attend the matches
- Prepare seating plan for team officials, VIPs, guests, sponsors, etc.
- Define VIP hospitality areas in the hall and planned level of service
- Check public address system
- Arrange the necessary numbers of flags
- Define entrance ceremony for the teams (Futsal Cup music, players' escorts, flag carriers, etc.)

Accreditation Matters

- Define the accreditation policy
- Prepare instructions for stewards/security/police on all matters related to security, accreditation, etc.

Media Matters

- Preparation of media infrastructure (press seats, electricity, modem plugs, mixed zone, press conference room, etc)
- In case of TV coverage, provision of necessary facilities (camera positions, electricity, OB-van area, up-links, etc)

Team Matters

- Dressing rooms equipped with massage benches and, if possible, tactical boards
- Dressing rooms cleaned and sanitary facilities restocked

Referee Matters

- Dressing rooms cleaned and sanitary facilities restocked
- Dressing rooms equipped with table and chairs

Ball Kids

- Appoint and instruct 8 - 10 ball kids per match
- Uniform and neutral dressing

Signage

- Signage of key areas in the hall (dressing rooms, benches, medical room, doping control room, media rooms, VIP facilities, toilets, parking, etc.)

Delegate's Room

- Delegate's room equipped with photocopy machine and, if appropriate, a fax
- Check correct functioning of equipment
- Check sufficient paper is available for copies

10.6.2 One day before the match (MD-1)

Hall

- Check goals (nets, fixation)
- Check quality surface (flatness, cleanliness)
- Check dressing rooms clean and keys available to open/lock doors

- Check availability of hall armature for flags
- Check PA system functioning
- Check scoreboard and hall clock
- Check substitution benches
- Time keeper table (position, 5 seats, cabling)

Protocol

- Update VIP list
- Check sufficient staff available for hospitality area
- Check hospitality areas are ready and food/drinks ordered

Accreditation

- Decide about areas and doors to be protected - giving special attention to dressing rooms and technical area where access should be limited
- Ensure all persons have received accreditation cards
- Ensure stewards/security staff/police are briefed on tasks, timings and meeting point
- Define last-minute pick-up point for accreditation cards and tickets

Commercial Matters

- Check correct installation of advertising boards

Media


- Check all media facilities are installed and functioning
- Check broadcasting arrangements (in case of TV coverage, on-air time)

Teams

- Check teams are aware of their departure time (in co-operation with transport manager and Team Liaison Officer)
- Double-check the kit colours and remind teams to bring their second-choice kit

Refereeing matters

- Check with referee liaison officer:
- Manual timekeeping system available

- 
- Fifth foul marker
 - Refreshments ordered for referees

Equipment

- Prepare 10 match balls to be handed over to the referee for measuring the pressure
- Check availability of ball pump in hall

Ball Kids

- Confirm availability of ball kids
- Check neutral equipment no clashing with team colours

Players Escorts

- Confirm availability of players' escorts

Signage

- Installation of signage
- Briefing of staff to guide the teams, guests, etc.

Delegates Room

- Check correct functioning of equipment
- Check sufficient paper is available for copies

Staff

- Availability of:
- Ball kids (4)
- Player escorts (24)
- Doping Chaperones (4)
- Moppers (2)
- Speaker (1)
- Stretcher carriers (4)
- Ticket office and control

- Staff for concessions

10.6.3 Match Day


Morning

- Check items that were not ready during previous check
- Check with hall keeper cleaning schedule (if necessary)
- Check availability of the following material at the hall:
 - Minimum 10 match balls
 - Flags (at least UEFA and UEFA Respect)
 - Warm-up bibs (2 x 12) - in principle responsibility of the team in question
 - Sufficient still bottled mineral water for the teams
 - Massage tables for the teams
- Signage

Arrival at the Hall (2 hours 00 min. before kick-off)

Carry out the necessary briefings and check the following:

- Surface has been cleaned
- Sufficient number of balls available in the referees' room
- Ball pump functioning
- Photocopier and fax functioning (turn on, sufficient paper)
- Seat labels for VIP seating - officials of the participating teams, representatives of other teams not involved in the match, Club and national association representatives, guests, etc.
- Arrival time of ambulance, fire-brigade, security and ball kids
- Stretchers and carriers
- Flag protocol
- Position of advertising boards and cameras (distances to the touch line and goal line, security)
- Signage in place
- Accreditation system
- Dressing rooms (clean, equipped with massage tables and, preferably, a tactical board; still bottled mineral water provided)

- 
- Technical equipment for music and announcements
 - Brief announcer and provide announcement text
 - Check hospitality area open
 - Replacement goal available

Arrival of Referees and UEFA Match Delegate (1 hour 30 min. before kick-off):

- Welcome
- Pitch inspection
- Briefing on match arrangements
- Check with referee; balls, time, countdown clock, horn, fifth foul marker
- Handover of balls to person responsible for ball kids
- Agree on sign and position for kick-off

Arrival of Teams (1 hour 15 min. to 1 hour before kick-off):

- Welcome
- Briefing on match arrangements
- Check that clock countdown is set, from kick-off time -60' to -10' (ie. 50:00 - 00:00)
- Guidance and assistance whenever needed

The Local Venue Manager should then oversee the following activities:

Time until kick-off	Activity
- 50' minutes	Warm-up on the pitch (countdown clock set to -35' /40')
	Check arrival of security, ambulance, fire brigade, ball kids Double check all open items
- 10' /15' minutes	Finish warm-up on the pitch, horn to signal end of warm up
	Ensure everyone leaves pitch (to dressing room or bench) Check that clock is set on 20:00 Ball kids in position Players escorts in tunnel Teams line-up in playing field entrance (tunnel) on correct sides for entrance Give sign to hall speaker (welcome text)
- 6' minutes	Start of the Countdown
	Lead teams onto the pitch as per countdown Co-ordinate correct countdown procedure Give sign to hall speaker (entry music, etc.) Co-ordinate team entrance and time with TV, if necessary
Kick-off	Give sign to referee
During match	Assist third official if necessary Check for problems concerning match arrangements (ball kids, boards, TV, security)
After match	Assist the UEFA Match Delegate and, if applicable, the Tournament Administrator

10.6.4 Potential Problems and Solutions

Below is a list of potential problems that may occur before a match and the action to be taken by the persons responsible.

Match Abandoned

- Only the referee can decide if a match must be postponed, abandoned or cancelled
- For cases beyond control (floodlight failure), the LOC and Delegate may provide the referee with their opinion and relevant information (e.g. time foresee for repairing)

- The LOC is responsible for ensuring that any other problems that could affect the match are avoided (goal dimensions, security problems due to pitch boards, kit problems, etc.)
- LOC to inform the spectators and teams of decisions taken

Late Arrival of Teams or Referees

- First priority: the match must be played
- LOC to find a solution with UEFA Match Delegate, teams and referees (e.g. delay kick-off)
- UEFA Match Delegate and referee 1 to prepare a resolution which must be signed by both teams. The resolution should include a stipulation that protests following the match will not be accepted.
- LOC to inform the spectators of decisions taken

Team brings Incorrect Kit

- First priority: the match must be played
- LOC to check if teams have replacement kits. If not, team official requested to bring the correct kit - LOC to organise this transport
- If the procedure causes a delayed kick-off, LOC to inform the spectators of the problem and decision

Set-up of Advertising Boards

- Check all boards correctly placed around the playing field with correct distances to the pitch
- If the boards are too close to the pitch, arrange to have them moved backwards immediately (to avoid referee 1 refusing to start match)

Position of Teams / Defined Areas / Protocol

- Away team starts hand-shake procedure and lines up on the right side of the referee (when looking from the main stand onto the pitch). To ensure teams are correctly lined up in the tunnel to avoid crossover when coming onto pitch
- LOC to decide allocation of dressing rooms to teams
- At least two flags must be flown (UEFA and UEFA Respect). These flags remain the property of the national association and should be on loan to your club for the duration of your participation in the competition. Other flags may be flown, e.g. participating clubs, host country, region, city. For the two compulsory flags, the standard flag protocol is, from left to right: UEFA - UEFA Respect.
- Number of persons allowed on the bench (7 substitute players and 6 team officials, one of whom must be a team doctor) and warm up zone during the match (normally next to the substitute's bench) are reconfirmed before the first match day
- The teams may not have more than 6 officials on the bench during match. Any additional persons must go to the technical seats or to the main stand before kick-off

- The media is not allowed on the pitch at any time (except for handheld cameras of the host broadcaster during line-up)
- The media is not allowed in the dressing room area at any time
- Interviews of players, substitutes or officials are not allowed during the match, but microphone on the coach's shirt is allowed, subject to his approval.
- Photographers may approach the touchline during the line-up. During the match, they must be positioned according to the media officer's instructions (normally behind the goals or in the corners)

Distribution of team sheets

- LOC to distribute copies of the team sheets to: teams (2 copies each), referees (4), UEFA Match Delegate, announcer, VIPs and scouts (if applicable)
- Host Media Officer to distribute copies of the team sheets to host broadcaster, if applicable, (10) and the media

Pre-match activities

- As a rule, there should be no activities on the pitch during the warm-up (except in the centre circle if announced beforehand)
- Activities should not disrupt the warm-up or delay the kick-off
- Kick-off on time
- LOC must ensure that the match kicks off on time. LOC should calculate the time needed to walk from the dressing rooms to the pitch and adjust the departure time from the dressing rooms before the match and after half time accordingly.
- LOC to assist the referee to call the two teams on time
- The clocks should be adjusted according to TV time (if match is broadcast) or according to the referee's watch. Teams should be informed upon arrival of official time

Camera positions

- LOC together with referee and UEFA Match Delegate to check camera positions on the playing field
- 1st priority: no safety risk for the players;
- 2nd priority: no view obstruction for the substitution benches;
- 3rd priority: visibility of pitch boards

10.7 Countdown

9th UEFA FUTSAL CUP 2009/10



X Round
Group X Mini-Tournament in City, Country

COUNTDOWN

Day, date, XX:XX hours

Team vs Team

TIME	ACTIVITY
-120'	Hall gates open to spectators and media and VIP Hospitality opens
-120' to 90'	Music and pitch entertainment
-75' to 60'	Arrival of Teams
-60'	Hall inspection by UEFA Match Delegate, referees and team representatives
-50'	Teams to deliver Match Sheets to referee
-15'/10'	Teams warm up on pitch
-7'	Teams to return to dressing rooms Ball kids take up positions around pitch Players' escorts ready in tunnel Teams join referees in players' tunnel Kit and jewelry check in tunnel Welcome message announced
-5'	Referee entry, teams start entry, home team first - away team second Futsal Cup Anthem is played until team reach line-up position
-3'	Line-up completed; hand-shake, then teams break for team photos
-1'	Exchange of pennants and toss of coin
XX:XX:XX	KICK-OFF
	HALF-TIME
HT	Teams exit pitch
HT + 14'	Teams and referees re-enter pitch
HT + 15'	Second Half Kick-Off
	FULL TIME
FT	Teams and referees gather in centre circle, shake hands, wave to spectators and leave pitch together
FT + 1'	Host media officer escorts selected players for flash interviews
FT + 15'	Official press conference begins

10.8 Match Sheet

MATCH SHEET

X Round
Group X Mini-Tournament in City, Country

Team: XXXXX	Team: XXXXX
-------------	-------------

Played : Hall Name, City - Day, Date at xx:xx hours

Shirt No°	NAME	P	S	N	Shirt No°	NAME	P	S	N
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				
7					7				
8					8				
9					9				
10					10				
11					11				
12					12				
13					13				
14					14				
Name of official:		Function:			Name of official:		Function:		
		Head Coach					Head Coach		
		Assistant Coach					Assistant Coach		
		Team Administrator					Team Administrator		
		Team Doctor					Team Doctor		
		Physiotherapist					Physiotherapist		
		?????					?????		
Club Signature:					Club Signature:				
REFEREE 1:		Name, first name (country)			REFEREE 2:		Name, first name (country)		
THIRD OFFICIAL:		Name, first name (country)			TIMEKEEPER:		Name, first name (country)		
UEFA MATCH DELEGATE:		Name, first name (country)			UEFA REFEREE OBSERVER:		Name, first name (country)		

P = Playing / S = Substitute / N = Not Playing / C=Captain / GK=Goalkeeper





10.9 Announcements in the Hall

10.9.1 Before the Match

- 6 minutes before kick-off
- in the local language and, if appropriate and possible, in the language of the visiting team

Good afternoon/evening Ladies and Gentlemen.

Welcome to the (hall name) here in (name of town/city) for the UEFA Futsal Cup (preliminary, main or elite round) match between (name of home team) and (name of away team).

We would like to take this opportunity to thank you for coming to watch the match today and wish to share with you our objective of a Europe free of racism and xenophobia in football. Racism will not be accepted in any form at any European match.

The line-ups today will be the following:

(name of home team, followed by the number, first name and surname of 12 players)

(name of away team, followed by the number, first name and surname of 12 players)

Today's referees (1 and 2) are (full name) from (country)

They will be assisted by (3rd official, full name), also from (country)

The timekeeper for this match is (full name) from (host country)

and the UEFA Match Delegate is (full name) from (country)

(Information on the current ranking of the mini-tournament and the qualification to the next competition phase)

We hope that you will enjoy the game, and wish both teams the best of luck in a match played in the spirit of sportsmanship and fair play.

10.9.2 During the Match

The announcer may communicate the following information as appropriate immediately after these actions have taken place:

Goals scored:

- Score
- Minute
- Shirt number
- Name of the player

Text could be: (N° & name) of (team) scored (score) in the (minute)

Time-outs:

- 1 Minute
- Club requesting time-out

Text could be: 1 minute time-out requested by (club name)

Note: the announcer must not announce yellow or red cards, and must announce goals in a fair and similar way for both home and visiting teams.

10.9.3 At Half-Time

In order to provide the spectators with some information on the tournament the following information should be announced:

- Number of spectators at the match
- Information of the next matches in the mini-tournament (date, kick-off, venue and match)
- Information on any future domestic league matches of the home club
- Security announcement = it is strictly forbidden to enter the playing field at any time. This message should be repeated shortly before the end of the match.

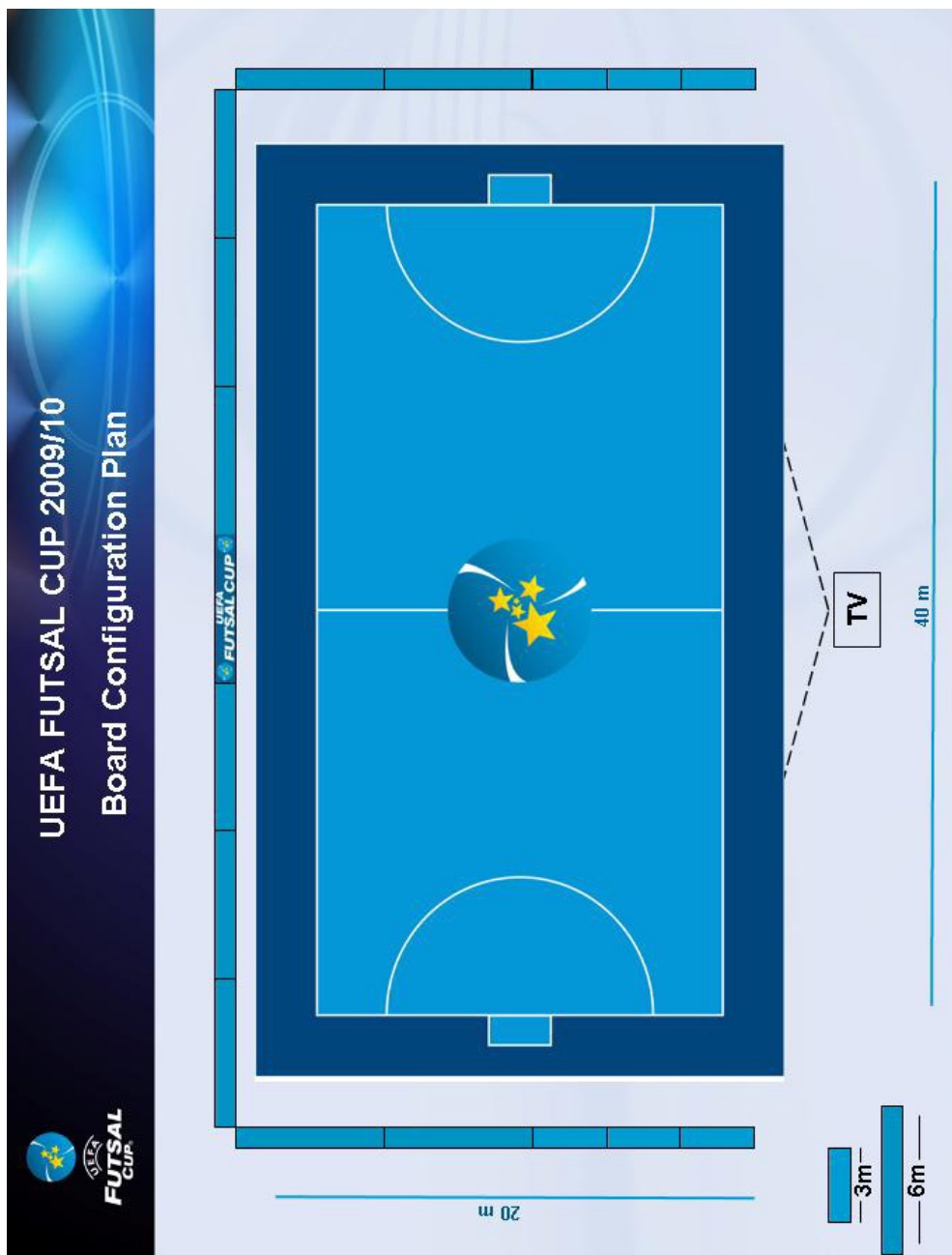
10.9.4 After the Match

The following details should be announced to the spectators:

- Final result
- Information of the next matches in the mini-tournament (date, kick-off, venue and match)
- Farewell message

Thank you once again for having attended this UEFA Futsal Cup match. We hope to see you again soon and wish you a good and safe journey home.

10.10 Hall Board Configuration Plan



10.11 Mini-Tournament Ranking

GROUP RANKINGS

X Qualifying Round

Group X - Mini-Tournament played in XXX

RANKING after Match day 1

Pos.	Team	Matches played	Points	Goals	
				for	against
1					
2					
3					
4					

RANKING after Match day 2

Pos.	Team	Matches played	Points	Goals	
				for	against
1					
2					
3					
4					

RANKING after Match day 3

Pos.	Team	Matches played	Points	Goals	
				for	against
1					
2					
3					
4					

10.12 Mini-Tournament Statistics

FIRST MATCHDAY STATISTICS

<i>LOGO</i>	TEAM	-	TEAM	<i>LOGO</i>	x'	x - x	N°	x
					x'	x - x	N°	x
	x		x					Attendance: x
<i>LOGO</i>	TEAM	-	TEAM	<i>LOGO</i>	x'	x - x	N°	x
					x'	x - x	N°	x
	x		x					Attendance: x

	Club	Played	Won	Draw	Lost	For	Against	Points
1								
2								
3								
4								

Min	No.	Club	Cards Yellow Card	Red Card	Suspended for next match
x'			X		
x'			X		X
x'			X		
x'				X	X



10.13 Mini-Tournament Top Scorer

TOP SCORER LIST

X Qualifying Round
Group X Mini-Tournament played in XXX

GOALS	SURNAME	NAME	TEAM	MATCHES



11. BRAND SUPPORT

11.1 What is it?

Brand support is a brand strategy providing artwork, together with broadcast and digital support, to clubs and broadcasters to help them promote the UEFA Futsal Cup.

Its objectives are:

- firstly, to provide the means of reinforcing the UEFA Futsal Cup Logo and visual identity, together with the Clubs' visibility, in a memorable way;
- secondly, to build brand equity in the UEFA Futsal Cup, promoting and encouraging commercial interest from both broadcasters and sponsors.
- thirdly, to ensure the strategic emphasis is placed on what you can do, rather than what you cannot.

11.2 Music

A UEFA Futsal Cup music theme has been produced in several edits to accompany broadcast and event usage.

On-Air

From opening sequences to break bumpers, an accompanying music edit is available to support broadcasters in their live and delayed coverage of the UEFA Futsal Cup.

In-Hall

For player walk-on, full time and goal moments, the edits produced will cover all usual live match usage.

General Events

Music edits are available to support general event usage.

12. GENERAL GUIDELINES

12.1 Intellectual Property Rights

The UEFA name, the UEFA Futsal Cup Logo and the UEFA Futsal Cup Materials are the intellectual property of UEFA and are protected by national and international laws on copyright and/or trademark.

Any and all copyright and other intellectual property rights for all purposes throughout the world, which are created, developed and/or used in relation to the UEFA Futsal Cup Materials and/or the Logo shall remain vested in UEFA or, as the case may be, become the sole and exclusive property of UEFA. The Clubs shall not claim any right, title or interest in relation thereto. All uses of the above will accrue for the sole benefit of UEFA. Should any right, title or interest in any of the above become vested in the Clubs (by operation of law or otherwise), the Clubs shall hold the same in trust for UEFA and shall, at the request of UEFA, forthwith unconditionally assign free of charge all such right, title or interest to UEFA and execute any documents necessary in connection therewith.

12.2 Use of UEFA Futsal Cup Logo and UEFA Futsal Cup Materials by the Clubs

The Clubs shall not use the UEFA Futsal Cup name, the Logo or the UEFA Futsal Cup Materials in any way which: (i) may damage the distinctiveness or value of the UEFA Futsal Cup name or the Logo; or (ii) may be deceptive or misleading. The Clubs undertake that they will not use any name or Logo which is an imitation of or which is confusingly similar to the UEFA Futsal Cup name, the Logo and/or any UEFA Futsal Cup Materials.

All uses of the Logo and the UEFA Futsal Cup Materials by the Clubs must be in full accordance with the guidelines contained in this Manual and other instructions issued by UEFA from time to time. All uses of the Logo and the UEFA Futsal Cup Materials by the Clubs shall faithfully and accurately reproduce the colour, language, design and appearance of the Logo/UEFA Futsal Cup Material as transmitted to the Clubs by UEFA (including, without limitation, any copyright or trade mark notices).

If requested to do so by UEFA, the Clubs will immediately remove the UEFA Futsal Cup name, the UEFA Futsal Cup Logo and/or the UEFA Futsal Cup Materials from any material if the use thereof is in the reasonable opinion of UEFA in breach of the guidelines provided in the Manual.



12.3 Approvals

All proposed uses of the UEFA Futsal Cup Logo and UEFA Futsal Cup Materials that the Clubs wish to make, must be submitted to UEFA for written approval. Unless approval is received in writing, Clubs may not proceed with their proposed use.

Approval requests shall be made to UEFA Brand Management by sending a PDF of the artwork or by sending representative samples or accurate photographic representations of the intended use. UEFA should have ten working days to send its comments/final approval back to the club.

UEFA Brand Management

Contact details:

E-mail: brand@uefa.ch

Tel: +41 848 00 27 27



13. PRINT

13.1 Artwork

The artwork provided can be adapted to fit with common print dimensions, but the overall ‘look’ should always stay the same. The different elements cannot be changed proportionally to one another.

13.2 Text

The texts within the templates can be replaced with the correct information, or deleted if inappropriate. The recommended typeface is Handel Gothic. If this is not available, use Helvetica. To complement the identity, Gill Sans can be used.

The text can be written in local language and does not have to be in English.

13.3 Logos

The Club Logos and Club names should be used in place of the dedicated boxes, but they must not exceed the size of these boxes. If you do not have all the required Club logos, use the Club names.

13.4 Approval

If the artwork size has been adapted, please make sure that the artwork maintains the exact proportions and is not deformed or distorted in any way.

Please send the revised versions of your layouts to UEFA Brand Management for approval at:

brand@uefa.ch prior to production and implementation.

13.5 Sponsor Integration

In order for the Clubs to integrate their Sponsor Logos within the print backdrop items (e.g. flash backdrops, press conference backdrops, telescopic, etc.), a special Sponsor template grid has been developed.

The recommended size of one Sponsor box is: 134mm wide x 55mm high.

Clubs are advised to request that their Sponsors submit a version of their Logo that will fit the landscape space of 134mm x 55mm.

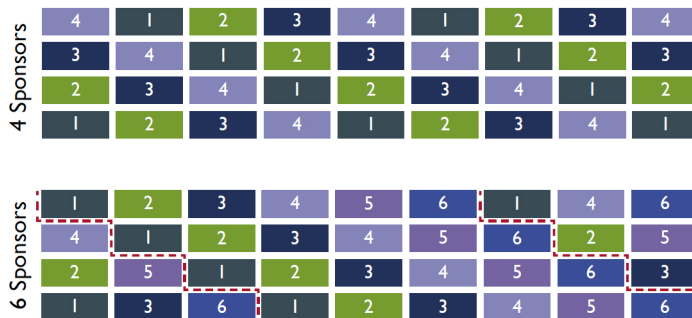
The spacing between each box should be 15mm (horizontally and vertically) for all media, flash backdrops and telescopic.

The Sponsor Logos can either be printed with the item itself, or stickers may be produced and placed on top of the predefined spaces.

Any given Sponsor should be limited to a maximum of 50% overall visibility, i.e. there should be a minimum of two Sponsors in the sticker configuration.

For all other print items which require the inclusion of Sponsor Logos, e.g. programme cover, please use the Sponsor spaces provided in the artwork templates.

Sticker spacing example:



13.6 Artwork Templates

13.6.1 Competition Board

Size of artwork provided: 2 sizes are provided 3m x 1m and 6m x 0.8m

- Size can be modified to fit with your board requirements
- UEFA Futsal Cup Logo cannot be modified

Material Recommendation: Wood 6mm Exterior Plywood

Colours: CMYK or Pantone® Process Blue



3m x 1m



6m x 0.8m

13.6.2 Poster

Size of artwork provided: A3

- layout can be modified to fit with your poster requirements
- text can be put in your language
- sponsor logos can be added on the bottom
- Image may be changed to illustrate your club players

Material Recommendation: Coated, SK 3, 175gm2

Colours: CMYK


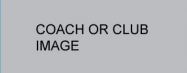



13.6.3 Flyer

Size of artwork provided: A4 folded in 3


- layout can be modified to fit with your flyer requirements
- text can be put in your language
- sponsor logos can be added on the back
- Image may be changed to illustrate your club players



Material Recommendation: Coated, SK 3, 150gm2 Colours: CMYK

			
Goalkeepers			
1	Last Name	First Name	Date of birth
20	Last Name	First Name	Date of birth
25	Last Name	First Name	Date of birth
Defenders			
1	Last Name	First Name	Date of birth
2	Last Name	First Name	Date of birth
3	Last Name	First Name	Date of birth
4	Last Name	First Name	Date of birth
5	Last Name	First Name	Date of birth
6	Last Name	First Name	Date of birth
Midfielder			
7	Last Name	First Name	Date of birth
8	Last Name	First Name	Date of birth
9	Last Name	First Name	Date of birth
10	Last Name	First Name	Date of birth
11	Last Name	First Name	Date of birth
12	Last Name	First Name	Date of birth
13	Last Name	First Name	Date of birth
14	Last Name	First Name	Date of birth
15	Last Name	First Name	Date of birth
Forward			
16	Last Name	First Name	Date of birth
17	Last Name	First Name	Date of birth
18	Last Name	First Name	Date of birth
19	Last Name	First Name	Date of birth
20	Last Name	First Name	Date of birth
21	Last Name	First Name	Date of birth
22	Last Name	First Name	Date of birth
23	Last Name	First Name	Date of birth
24	Last Name	First Name	Date of birth



**UEFA
FUTSAL
CUP™**




VS


Stadium Name, City Name
26.09.2008

SPONSOR
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SPONSOR
SPONSOR

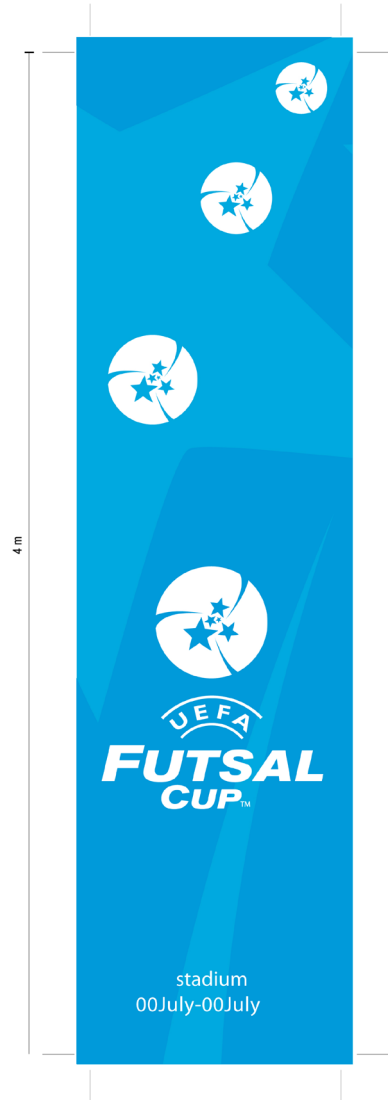
13.6.4 City Banner

Size of artwork provided: portrait 1m x 4m

- layout can be modified to fit with your banner requirements

Material Recommendation: Fabric or PVC

Colours: CMYK or Pantone® Process blue



Futsal Cup
Citybanner 1m x 4m

■ background colour (C:100/M:9/Y:0/K:6)
■ panel colour (C:80/M:7/Y:0/K:5)

13.6.5 Entrance Banner

Size of artwork provided: landscape 7m x 1m

- size can be modified to fit with your banner requirements
- text can be put in your language

Material Recommendation: PVC

Colours: CMYK



13.6.6 Player Tunnel

Colours: CMYK

Size of artwork provided: 3.2m x 2.9m

Cutter guide illustrates optimum player tunnel shape. Artwork is supplied with a large bleed area to accommodate variations in Player Tunnel shape. Never crop close to the UEFA Futsal Cup Logo.

Material Recommendation: 4mm Correx or 5mm Foamex

Fixing: with double-sided tape to existing tunnel structure



13.6.7 Pennant

Size of artwork provided: portrait 15cm x 20.5cm

- shape can be adapted to your requirements
- text can be put in your language

Material Recommendation: Textile or PVC

Colours: CMYK or Pantone® Process blue c + black



13.6.8 Match/Mini-Tournament Programme

The club may produce a matchday / mini-tournament programme if they so wish. Guidelines for the production of a programme follow:

Programme Specifications

There are no restrictions on the publication size or the paper weight of the programme.

Programme Language

Programmes may be printed in the local language of the club; however, the UEFA Futsal Cup Logo shall always be used in its entirety and be written in English.

Programme Design

The use of the UEFA Futsal Cup name and/or Logo requires that the club follows the proper usage outlined in section 12.2. There are no other design restrictions for the programme.

On any page where the UEFA Futsal Cup name and/or Logo are included, third party association (advertisement or sponsorship) is not permitted.

Programme Content

There are no restrictions on the programme contents. Information about the UEFA Futsal Cup, such as results tables, are available on uefa.com or from UEFA upon request.

The contents may include:

- welcome messages from the hosting club/city
- all relevant information on the participating teams including squad lists and squad numbers (if available)
- match schedule
- information on the hosting city
- results of previous rounds of the competition
- player or coach interviews
- feature articles
- historic data

Pages in the souvenir programme may be sold to sponsors or suppliers of the Hosts:

- sponsor logos on back cover
- one page, half-page or quarter-page advertisements in the programme (depending on the level of sponsorship/supply)

Material Recommendation:

Cover 250gm², laminated

Inside pages: 100gm², coated

Size of artwork provided:

programme A3 folded in 2 => A4

Colours: CMYK



13.6.9 Tickets

A standard UEFA Futsal Cup ticket design follows. The design may need to be amended in order to fit the exact size of the ticket to be used.

Guidelines for ticket design

Front of ticket should include in the main section:

- UEFA Futsal Cup Logo
- Home Club Logo or Name
- Away Club Logo or Name
- Match date and time
- Venue details (name of stadium)
- Seating information
- Ticket price
- Security feature, i.e. hologram (optional)

Back of ticket should include:

- UEFA Futsal Cup Logo
- Official partners
- Stadium information - drawing (optional)
- Legal information (optional)




Size of artwork provided: landscape 16cm x 8cm

- layout can be modified to fit with your ticket requirements
- the idea is to have on UEFA Futsal Cup Logo per part of the ticket, i.e. If you have only 2 parts, 2 Logos are enough.
- on the back, if there isn't any legal text, please keep a grey line for clear delineation between the UEFA Futsal Cup Logo and the Club's Sponsors.
- Image may be changed to illustrate your club players




Material Recommendation: Will depend on the printers production set-up

Colours: CMYK

Ticket Front

								
TEAM I vs TEAM 2								
Sector V		Stadium XYZ		25.03.2009		25.03.2009		
Row II				Sector V		Sector V		
Seat 023		25.03.0 20:45		Row II		Row II		
				Seat 023		Seat 023		

Ticket Back

						
please insert here the terms and conditions and insurance disclaimers						
sponsor	sponsor	sponsor	sponsor	sponsor	sponsor	sponsor
sponsor	sponsor	sponsor	sponsor	sponsor	sponsor	sponsor
sponsor	sponsor	sponsor	sponsor	sponsor	sponsor	sponsor

13.6.10 Hospitality Passes

Size of artwork provided: 8.5cm x 9.5cm

- layout can be modified to fit with your pass requirements

Material Recommendation: Paper SK 3, 250gm2, Coated, laminated

Colours: CMYK



13.6.11 Accreditation Pass

Size of artwork provided: 10.5 x 14.85

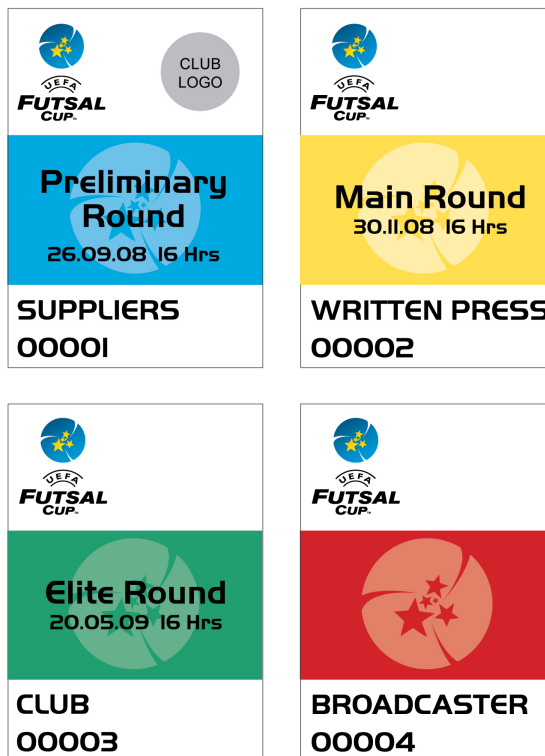
(4 accreditations per A4 page)

- layout can be modified to fit with your accreditation requirements
- Club Logos can be added if necessary
- more colours can be used if needed

Material Recommendation: different options are possible:

Paper coated and laminated, plastic or rigid PVC

Colours: CMYK



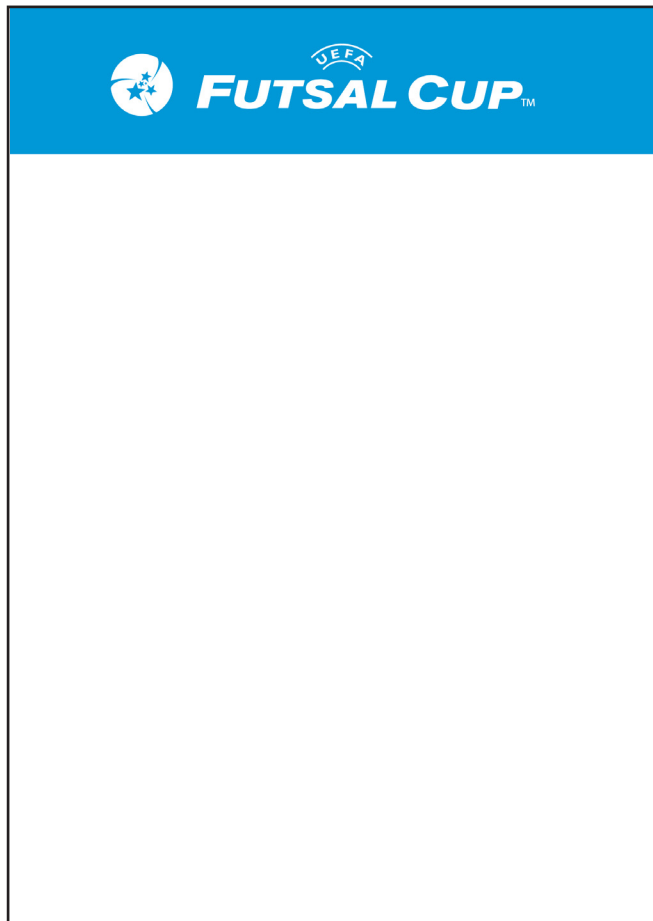
13.6.12 Accreditation Poster

Size of artwork provided: A3

- Artwork can be adapted to fit your stadium access points and usual accreditation symbols

Material Recommendation: Coated SK 3, 175gm2

Colours: CMYK



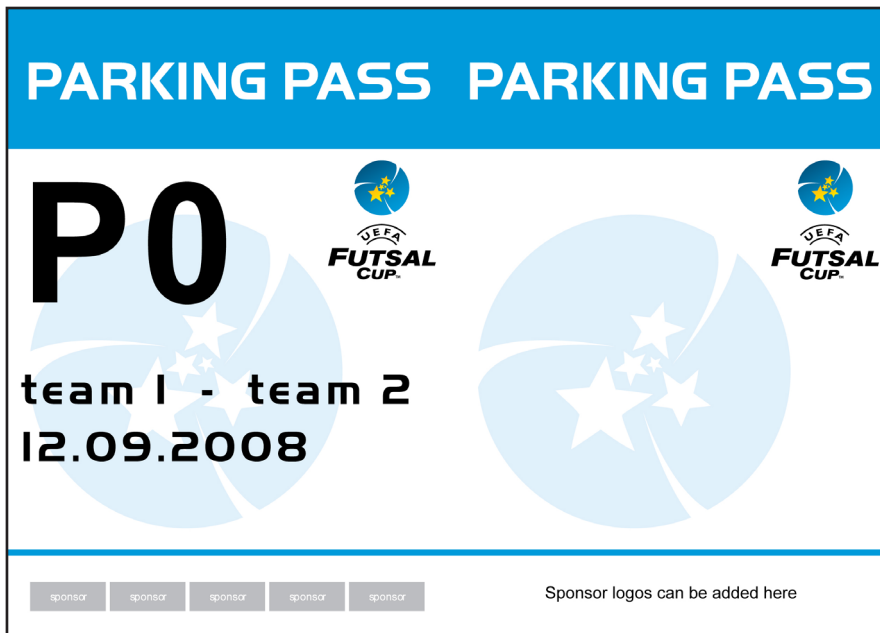
13.6.13 Parking Pass

Size of artwork provided: A5

- layout can be modified to fit with your requirements
- text can be put in your language

Material Recommendation: Paper SK 3, 250gm2, coated, laminated

Colours: CMYK



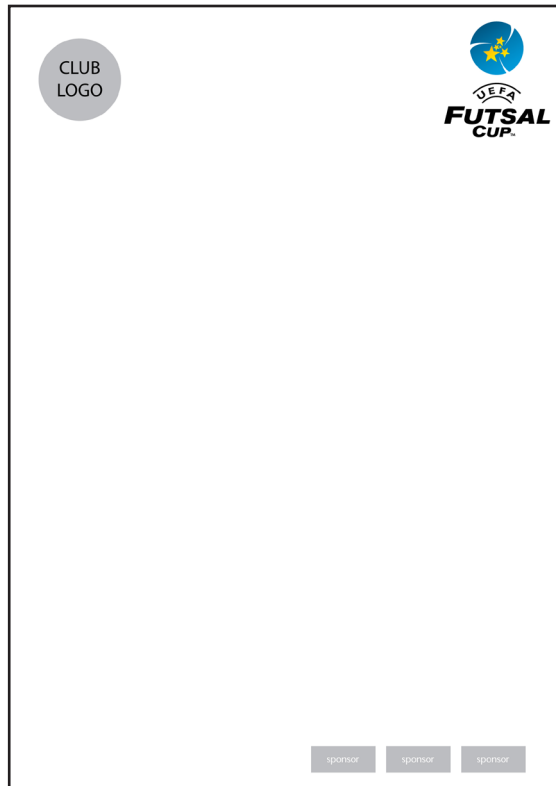
13.6.14 Press Paper

Size of artwork provided: A4

- layout can be modified to fit with your requirements
- Club Logo can be added
- if you have more Sponsors, boxes can be added on the left in line with the others

Material Recommendation: Paper 80-100gm2, uncoated

Colours: CMYK



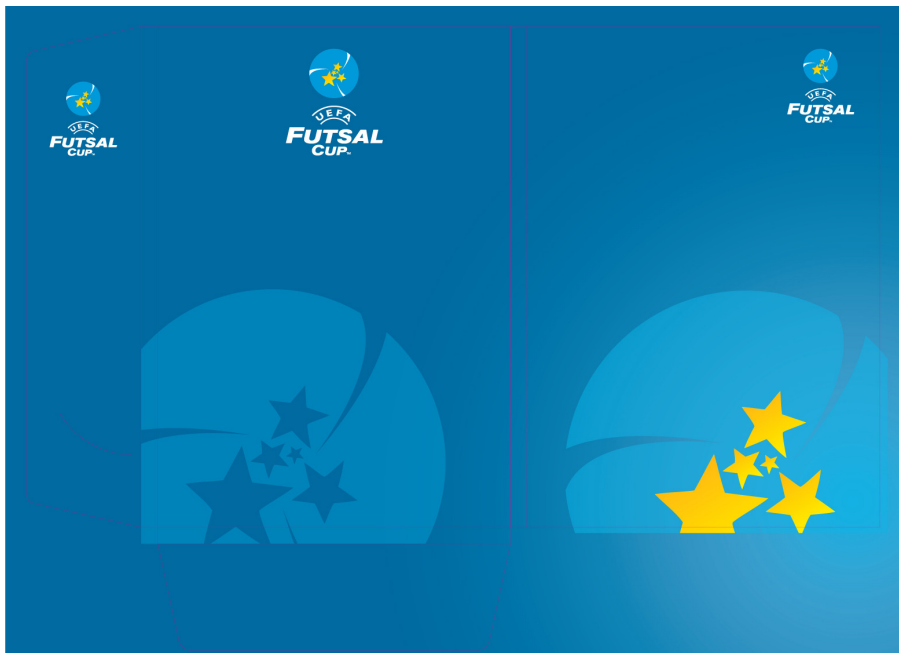
13.6.15 Press Kit Folder

Size of artwork provided: 215 x 305mm (folded)

- layout can be modified to fit with your requirements ie different closing mechanism
- Club Logo and address can be added on the back

Material Recommendation: Gloss laminated, 350gm2

Colours: CMYK



13.6.16 General Signage

Size of artwork provided: 60x90cm, 90x60cm, 150x120cm

- layout can be modified to fit with your requirements
- text can be adapted to your language

Material Recommendation: 4mm Correx, fixed with double-sided tape

Colours: CMYK



60x90 cm



150x120cm



90x060cm

13.6.17 Clipboard

Size of artwork provided: landscape 23.5cm x 34cm

- size can be adapted to fit with your requirements

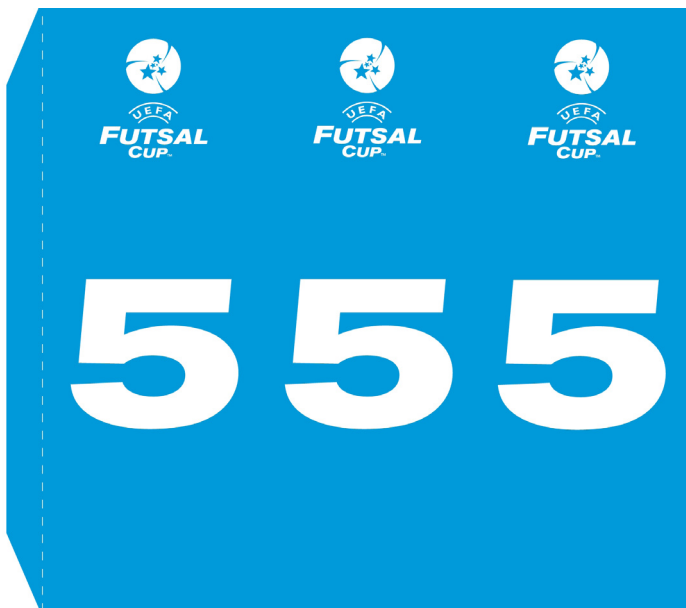
Colour: Pantone® Process Blue



13.6.18 5th Foul

Size of artwork: A3 landscape

- To be folded and stuck so it is shaped like a triangle



13.6.19 Press Conference Backdrop

Size of artwork provided: 3m x 2.3m

- layout can be modified to fit with your requirements
- Club Logos can be added
- grey sponsor boxes are for positional use only and should be replaced with Sponsors Logos. The line of Sponsors can be moved to make sure that they are behind the speakers during the press conference

Material Recommendation: Correx 4/6mm or Foamex 5mm with supporting structure

Colours: CMYK



Futsal Cup
Media backdrop 3m x 2.3m

- background colour (C:100/M:9/Y:0/K:6)
- panel colour (C:80/M:7/Y:0/K:5)

13.6.20 Flash Interview Backdrop

Size of artwork provided: 1.2m x 1.2m

- blue sponsor panels are for positional use only and should be replaced with sponsor logos
- Sponsors can either be printed at the same time as the backdrop or colour stickers can be added after the backdrop is produced
- Club logos can be inserted instead of the grey boxes

Material Recommendation: Correx 4/6mm or Foamex 5mm with supporting structure

Colours: CMYK



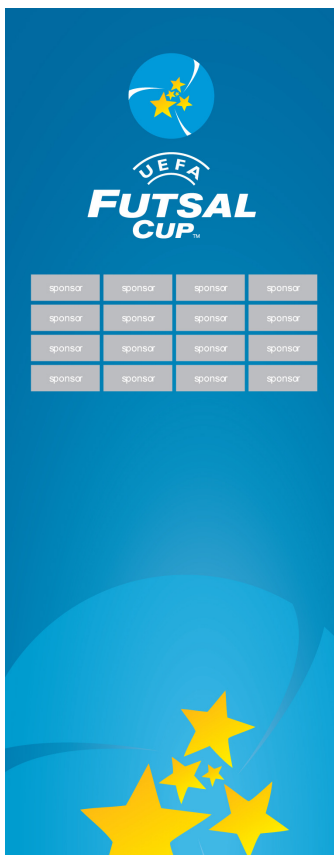
13.6.21 Telescopes

Size of artwork provided: 0.9m x 2.3m

- Telescopes can be used with or without sponsors.
- grey sponsor boxes are for positional use only and should be
- replaced with Sponsors Logos

Material Recommendation: pop-up display or free standing structure. 4mm Correx or 3mm Foamex if attached to existing structure.

Colours: CMYK



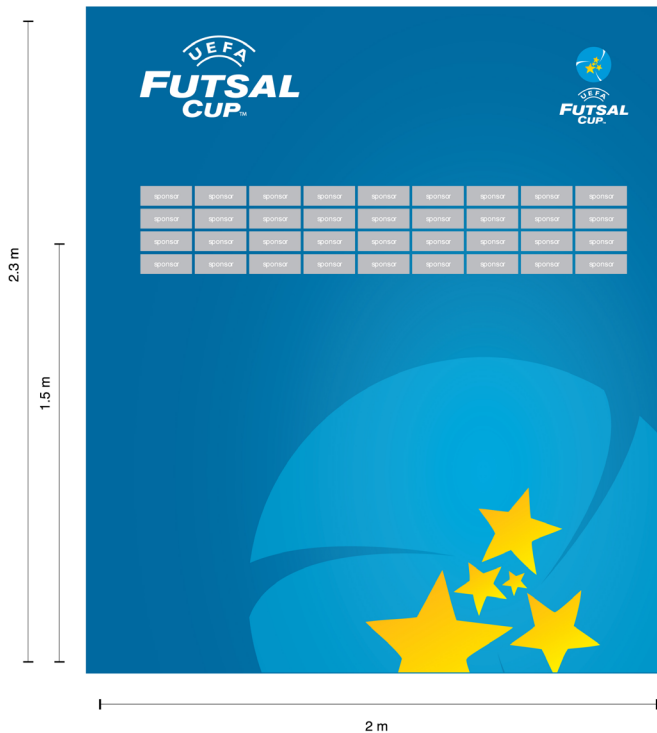
13.6.22 Welcome Backdrop

Size of artwork provided: 2m x 2.3m

- layout can be modified to fit with your requirements
- Club Logos can be added
- grey sponsor boxes are for positional use only and should be replaced with Sponsors Logos

Material Recommendation: Correx 4/6mm or Foamex 5mm with supporting structure

Colours: CMYK



Futsal Cup
Welcome backdrop 2m x 2.3m

- background colour (C:100/M:9/Y:0/K:6)
- panel colour (C:80/M:7/Y:0/K:5)

14. BROADCAST

14.1 Introduction

The Broadcast On-Air Toolkit - a Digital Betacam Format Tape or an HD Format Tape - can be provided upon request please contact:

brand@uefa.ch

14.2 General Principles

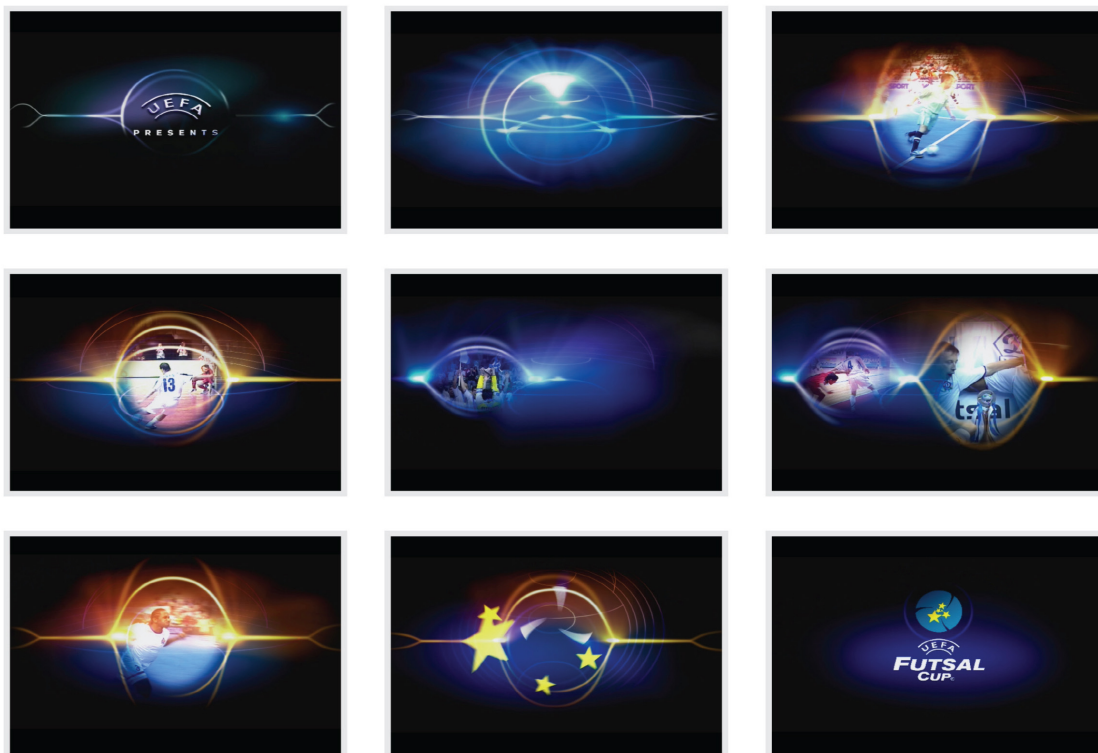
The use/broadcast by the Club and/or by any third party on its behalf of any elements of the On-Air Toolkit shall respect the following rules:

- The Club shall not use the UEFA Futsal Cup name, the Logo or any elements of the On-air Toolkit or exercise any other rights licensed hereunder in any way which expressly or by implication may create an association between any third party and the UEFA Futsal Cup or UEFA;
- No Sponsor ident versions are provided by UEFA in the On-air Toolkit and the Club is not allowed to develop such idents;
- Any of the On-air Toolkit elements shall be used/broadcast in their entirety;
- Editing of any elements of the On-air Toolkit is not allowed;
- When UEFA provides the Club with a range of edit times for the same element, UEFA recommends the Clubs to use the longest;
- The 15" hold added to the sequences is provided to give more flexibility to the broadcasters
- In most cases, edits are available in 4:3 and 16:9 format picture;
- For File names and running order please refer to the log sheet accompanying the tape.

14.2.1 Opening Sequences (with or without hold)

The opening sequence is provided in 2 durations: 20'' and 30''. It should be broadcast immediately before the start of any UEFA Futsal Cup related programme.

The 30'' is the preferred option.



14.2.2 Closing Sequences (with or without hold)

The closing sequence is provided in 2 durations: 10'' and 15''. It should be broadcast immediately after the end of any UEFA Futsal Cup related programme.

The 15'' is the preferred option.



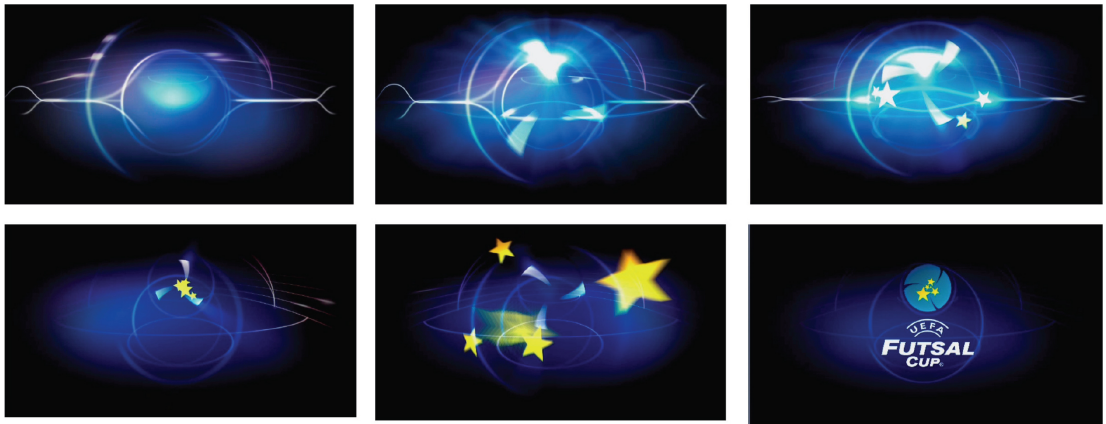
14.2.3 Break Bumpers and Animated Logos (with or without hold)

The break bumpers are provided in 3 durations: 3", 5", 10".

The broadcaster should broadcast the break bumpers when entering and leaving commercial breaks in the UEFA Futsal Cup programme.

The animated logos are provided in 3 durations: 3", 5" 10"

Animated logos can be used for any transition during the UEFA Futsal Cup programme.



14.2.4 Studio Loops

Studio Loops are provided in 3 options: generic (logo in the centre), logo on the left, logo on the right

Each are 20” and can be repeated as many times as necessary. Studio loops can be used behind presenters, during interviews with guests in the studio, or to decorate screens in the studio.



Generic



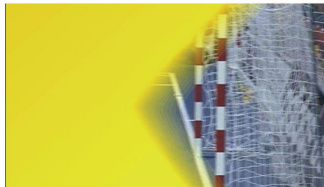
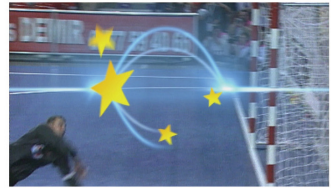
Left



right

14.2.5 Replay Wipes

Only the replay wipe supplied should be used by the broadcasters.



14.2.6 TV On-Screen Graphics

All graphics used in a UEFA Futsal Cup programme (including without limitation team line-ups, results and clock and score captions) must be in the standard UEFA Futsal Cup graphic style. The Club may authorise a third party to add its normal captions for the commentator and/or director provided the captions are in the standard UEFA Futsal Cup graphics style.

The Club may authorise a third party to add minor timing and/or score graphics provided that they are in the standard UEFA Futsal Cup graphics style.

Extranet Address : <http://uefafutsalcup.tv.deltatre.com/tvgraphics/index.html>



Presentation



Result



Referees



Penalties



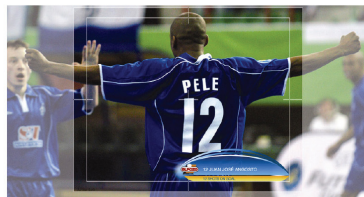
StatsSmall



Lineups



Permanent Clock

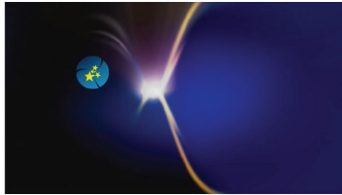


Player

14.2.7 Additional Promotional Kit Applications

The broadcasters or clubs can use the promo to promote the coverage of UEFA Women's cup.

Club footage from previous matches can be added by the broadcasters.



15. UEFA FUTSAL CUP LOGO

15.1 Use of Logo

The UEFA Futsal Cup Logo is protected by UEFA and all reproduction and any use of these materials without prior written permission from UEFA will be strictly monitored.

This section sets out the conditions under which the Clubs may use the UEFA Futsal Cup Logo. The Clubs must not use any other marks, devices, symbols, and Logos to identify the event.

The Clubs may only use the UEFA Futsal Cup Logo as provided in the pre-defined templates for the purpose of promoting their participation in the UEFA Futsal Cup competition to the exclusion of any commercial or advertising use or association, in accordance with the conditions set out below. These conditions apply to all Clubs.

UEFA recommends that the following materials, if produced by the Clubs, contain the UEFA Futsal Cup Logo:

- Advertisements in the newspaper
- Official posters, flyers and banners to promote the UEFA Futsal Cup matches
- Matchday/Mini-tournament programmes
- Match tickets and VIP passes
- Press kit folders
- Press paper
- Accreditation pass
- Parking pass
- Car and bus signage
- Media backdrops for press conferences and flash interviews
- Welcome backdrop
- Event giveaways (e.g. pennants)
- On-screen graphics (if TV broadcast)

UEFA would appreciate receiving, for its files, hard copies of any promotional materials produced (posters, programmes, etc). These should be addressed for the attention of the UEFA Futsal Competition Manager.

15.2 Conditions

1. No composite or combined Logo is permitted to be created using the UEFA Futsal Cup Logo and the Logo or any other device of the Club.
2. The relevant copyright and trademark notice must always be used on the Logo: TM or ®
3. All elements of the design of the UEFA Futsal Cup Logo must appear together in the exact configuration provided and may not be used in part, or adapted or modified in any way.
4. The Logo must always be used in the exact forms shown in this section and may not be adapted or modified in any way.
5. The Club may not authorise or attempt to authorise anyone else to use or associate themselves with the UEFA Futsal Cup Logo.
6. If at any time it appears to UEFA that the UEFA Futsal Cup Logo is not being used by the Club in the manner approved by UEFA, the Club will be notified accordingly and shall immediately stop such usage.
7. The Clubs can use the UEFA Futsal Cup Logo only as presented in the templates or for pure editorial use, to illustrate an article about the UEFA Futsal Cup competition.

15.3 Logo Versions

Full colour Portrait



Full colour CMYK

Full colour Pantone®

Blue background

Blue: Process blue

Gradient from

Yellow: Pantone® 122 c

C=100 C=100

M=9 to M=23

Y=0 Y=0

K=6 K=50

Pantone® Black

Yellow stars

Gradient from

C=0 C=0

M=0 to M=30

Y=100 Y=100

K=0 K=0

Black: K=100



UEFA
FUTSAL CUP™

Full colour landscape



UEFA

FUTSAL CUP™



UEFA

**FUTSAL
CUP™**

1 colour Pantone® Process Blue



UEFA

**FUTSAL
CUP™**

1 Colour Black



1 colour White on Pantone® Process Blue



1 colour White on Black

15.4 What to avoid



Do not use the full colour logo over a blue background



Do not use non-approved colours



Avoid having patterned or complex backgrounds.



Do not distort the logo



Do not crop the logo



Do not separate the symbol from the word mark



Do not flip or rotate the symbol or any elements within the logo



Do not use the logo without legal notice



Do not put the word mark over the symbol



Do not use the symbol as a repetitive graphic element or pattern device



15.5 Merchandising

The UEFA Futsal Cup Logo may be used on a non-exclusive basis by participating Clubs on a limited number of items of merchandise, namely T-shirts, scarves and caps for sale to the public. The distribution of such items should be limited to Club Shop, Club Official outlet or Official Club Mail order/Internet site.

Such opportunity is subject to:

- a) the prior written approval of UEFA for each use of the UEFA Futsal Cup Logo; pre-production sample requested for final approval.
- b) there being no third party branding appearing on such items;
- c) the manufacture of such products should cease when the Club is eliminated from the competition.

Should a Club want to use the Logo of its opponent Club, it should liaise directly with the relevant Club.



15.6 Promotional Items

If the Club wishes to use the UEFA Futsal Cup Logo on promotional items bearing their own Logo, it may do so subject to:

- the prior written permission of UEFA;
- there being no third party branding appearing on such items; and
- such items may only be used as gifts and may not be sold, nor used in any other commercial manner - including, but not limited to, promotions run by Sponsors of Club.



16. CD

16.1 Contents

Artwork Templates

Media

Flash backdrop.eps

Futsal press kit folder.eps

Media Press Conf Backdrop.eps

Press Paper.eps

Programme Cover A4 bis.eps

Welcome backdrop.eps

Promotional Material

Accreditation poster.eps

Accreditations passes.eps

City Banner.eps

Clipboard.eps

Flyer A4.eps

Parking Pass.eps

Pennant square.eps

Pennant triangles.eps

Poster A3.eps

Ticket_Back.eps

Ticket_Front.eps

VIP pass.eps

Hall

Competition board 3mx1m.eps

Competition board 6mx09.eps



Entrance Banner 7mx1m.eps

Signage 150x120cm.eps

Signage 60x90cm.eps

Signage 90x60cm.eps

5th Foul.eps

Telescopic.eps

Tunnel round.eps

Logos

FutCupLogo-Blk.eps

FutCupLogo-Blk.png

FutCupLogo-CMYK.eps

FutCupLogo-CMYK.png

FutCupLogo-flat col.eps

FutCupLogo-flat-col.png

FutCupLogo-LandsCMYK neg.eps

FutCupLogo-LandsCMYK.png

FutCupLogo-LandsCMYK.eps

FutCupLogo-LandsCMYK-neg.png

FutCupLogo-ProcessBlu.eps

FutCupLogo-ProcessBlu.png

FutCupLogo-white.eps

FutCupLogo-white.png

FutCupLogo-wht-on-blu.eps

FutCupLogo-wht-on-blu.png


Organisational Templates

Telephone Contact Sheet

Invitation to Organisational Meeting

Organisational Meeting Agenda (Mini-Tournament)

Organisational Meeting Agenda (Match)



Team Colours Summary
Local Venue Manager Checklist
Countdown
Match Sheet
Announcements in the Hall
Hall Board Configuration Plan
Mini-Tournament Ranking
Mini-Tournament Statistics
Mini-Tournament Top Scorer

Music

In Hall

20 SEC WALK ON.WAV
30 SEC WALK ON.WAV
60 SEC WALK OFF.WAV
FASTER LINE UP.WAV
GOAL 10 SECS.WAV
GOAL 5 SECS.WAV
SLOW LINE UP.WAV

General Event

60 SEC GENERAL STADIUM MUSIC.WAV
90 SEC GENERAL STADIUM MUSIC.WAV

On-Screen Graphics

<http://uefufutsalcup.tv.deltatre.com/tvgraphics/index.html>