

**Regulations of the  
UEFA Intertoto Cup**

**2008**



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## **Preamble**

The following regulations have been adopted on the basis of Article 49 (2b) and Article 50 (1) of the *UEFA Statutes*.

The present regulations govern the rights, duties and responsibilities of all parties participating and involved in the preparation and organisation of the UEFA Intertoto Cup (hereinafter the competition).

## **I Entries for the competition – Integrity of the competition – Duties of the clubs**

### **Article 1**

#### **Entries for the competition**

- 1.01 Fifty clubs are entitled to take part in this competition. On the basis of the entries received, the UEFA administration determines, in good time, the number of participants per member association and, therefore, the definitive field of participants for the first, second and third rounds.
- 1.02 The exact number of participants per national association in the 2008 UEFA Intertoto Cup, as well as the stage at which they enter the competition (first, second or third round), will be determined on the basis of the coefficient rankings (Annex Ia). In accordance with the competition format, a maximum of one club per association may take part. If any vacancies arise, an association may be entitled to a second place.
- 1.03 Any vacancy arising on the deadline for receipt of the national associations' declarations of interest in participating in the competition (28 January 2008) will be allocated to the first round of the competition. If any vacancies arise after the draw, UEFA will ensure that all pairings are complete in accordance with the principles set by the Club Competitions Committee, allocating vacancies in the three different competition groupings (first, second or third round) to those associations which are best-placed in the coefficient rankings of the relevant grouping and which have expressed their interest in any such vacancies.
- 1.04 Associations are entitled to enter only top-division clubs that finish their domestic championship in the four positions immediately below those that qualify for the UEFA Cup, and that have indicated their willingness to take part in the UEFA Intertoto Cup.
- 1.05 The UEFA administration is entitled to grant exceptions to the provisions of paragraphs 1.02 and 1.04.

#### **Admission criteria**

- 1.06 To be eligible to participate in the competition, a club must fulfil the following criteria:
  - a) it must have qualified for the competition on sporting merit;

- b) it must have obtained a licence issued by the national association concerned in accordance with the applicable national club licensing regulations as accredited by UEFA in accordance with the UEFA club licensing manual (version 2.0);
- c) it must agree to comply with the rules aimed at ensuring the integrity of the competition as defined in Article 2;
- d) it must not be or have been involved in any activity aimed at arranging or influencing the outcome of a match at national or international level;
- e) it must confirm in writing that the club itself, as well as its players and officials, agree to respect the statutes, regulations, directives and decisions of UEFA;
- f) it must confirm in writing that the club itself, as well as its players and officials, agree to recognise the jurisdiction of the Court of Arbitration for Sport in Lausanne as defined in the relevant provisions of the *UEFA Statutes*;
- g) it must fill in the official entry form, which must reach the UEFA administration by 2 June 2008 together with all other documents which the UEFA administration deems necessary for ascertaining compliance with the admission criteria.

#### **Admission procedure**

- 1.07 Clubs which fulfil the admission criteria are informed of their admission to the competition by the UEFA General Secretary in writing.
- 1.08 If there is any doubt as to whether a club fulfils the admission criteria, the UEFA General Secretary shall refer the case to the UEFA Organs for Administration of Justice, which shall decide without delay upon the admission in accordance with the procedure defined in the *UEFA Disciplinary Regulations* for urgent cases.
- 1.09 A club which is not admitted to the competition shall be replaced by the next best-placed club in the top domestic league championship of the same national association having indicated its willingness to take part in the competition, provided it fulfils the admission criteria. In such a case, the access list for the UEFA Intertoto Cup competitions (Annex Ia) will be adjusted accordingly.
- 1.10 UEFA may carry out spot checks and/or investigations with clubs at any time after they have been admitted to the competition to ensure that the admission criteria continue to be met for as long as they remain in the competition. If such a spot check and/or investigation reveals that admission criteria were not fulfilled at the time a club entered the competition or are no longer being met in the course of the competition, the club concerned is liable to disciplinary measures in accordance with the *UEFA Disciplinary Regulations*.

## Article 2

### Integrity of the competition

- 2.01 To ensure the integrity of the UEFA club competitions, the following criteria apply:
- a) no club participating in a UEFA club competition may, either directly or indirectly:
    - i) hold or deal in the securities or shares of any other club participating in a UEFA club competition,
    - ii) be a member of any other club participating in a UEFA club competition,
    - iii) be involved in any capacity whatsoever in the management, administration and/or sporting performance of any other club participating in a UEFA club competition, or
    - iv) have any power whatsoever in the management, administration and/or sporting performance of any other club participating in a UEFA club competition;
  - b) no one may simultaneously be involved, either directly or indirectly, in any capacity whatsoever in the management, administration and/or sporting performance of more than one club participating in a UEFA club competition;
  - c) no individual or legal entity may have control or influence over more than one club participating in a UEFA club competition, such control or influence being defined in this context as:
    - i) holding a majority of the shareholders' voting rights;
    - ii) having the right to appoint or remove a majority of the members of the administrative, management or supervisory body of the club;
    - iii) being a shareholder and alone controlling a majority of the shareholders' voting rights pursuant to an agreement entered into with other shareholders of the club; or
    - iv) being able to exercise by any means a decisive influence in the decision-making of the club.
- 2.02 If two or more clubs fail to meet the criteria aimed at ensuring the integrity of the competition, only one of them may be admitted to a UEFA club competition, in accordance with the following criteria (applicable in descending order):
- a) the club which qualifies on sporting merit for the most prestigious UEFA club competition (i.e., in descending order: UEFA Champions League, UEFA Cup and UEFA Intertoto Cup);

- b) the club which has the highest priority access by virtue of its performance in its top domestic league championship and as indicated in the 2008/09 access list (Annex Ia);
- c) the club which has the best club coefficient ranking as established in accordance with paragraph 8.02 of the *Regulations of the UEFA Champions League 2008/09*.

Clubs that are not admitted are replaced in accordance with paragraph 1.09.

### **Article 3**

#### **Duties of the clubs**

- 3.01 On entering the competition, participating clubs agree:
  - a) to pay an entry fee of EUR 200, to be debited directly by the UEFA administration from the account of the national association concerned ;
  - b) to comply with the *Laws of the Game* issued by the IFAB;
  - c) to respect the principles of fair play as defined in the *UEFA Statutes*;
  - d) to field their strongest team throughout the competition;
  - e) to stage all matches in the competition in accordance with the present regulations;
  - f) to observe the *UEFA Safety and Security Regulations* (edition 2006) for all matches in the competition;
  - g) to stage all matches in the competition in a stadium meeting the structural criteria of the stadium category required by paragraph 12.01;
  - h) if appropriate, to confirm that the artificial turf meets the applicable FIFA quality standards and to send the UEFA administration a copy of the required FIFA licensing certificate issued by a FIFA accredited laboratory within the 12 months before the entry deadline;
  - i) not to represent UEFA or the UEFA Intertoto Cup without UEFA's prior written approval.
- 3.02 The club may use its name and/or logo provided all the following requirements are satisfied:
  - a) the name is mentioned in the statutes of the club;
  - b) if required by national law, it is registered with the chamber of commerce or equivalent body;
  - c) it is registered at the national association and used in national competitions;

d) the name and logo do not refer to the name of a commercial partner. Exceptions to this rule may be granted by the UEFA administration in any case of particular hardship (e.g. long-term existing name, etc.) on reasoned request of the club concerned.

If so requested, the club must provide the UEFA administration with the necessary evidence.

## **II Trophies**

### **Article 4**

#### **Trophies**

- 4.01 The clubs which qualify for the second qualifying round of the UEFA Cup and which subsequently go furthest in this competition each receive a UEFA Intertoto Cup trophy.

## **III Responsibilities**

### **Article 5**

#### **UEFA responsibilities**

- 5.01 UEFA takes out its own insurance policies to cover its area of responsibility, in accordance with the present regulations.

#### **Responsibilities of the associations and clubs**

- 5.02 The clubs are responsible for the behaviour of their players, officials, members, supporters and any person carrying out a function at a match on their behalf.
- 5.03 The home club (or the host association) is responsible for order and security before, during and after the game. The home club (or the host association) may be called to account for incidents of any kind and may be disciplined.
- 5.04 The club considered the "home" club must stage the relevant matches at the ground in accordance with the instructions of UEFA (or of a third party acting on UEFA's behalf) and in cooperation with the national association concerned. However, the club is considered solely accountable for all of its obligations in this respect, unless the relevant body or bodies decide(s) otherwise.
- 5.05 Each club and host association shall cover any and all risks at their own costs, with reputable insurers, according to the following principles:
- a) Each club shall conclude and maintain insurance coverage to fully cover all of its risks in connection with its participation in the competition.
  - b) In addition, the home club or the host association shall conclude and maintain insurance coverage for the risks in connection with staging and

organising its home matches and which shall include, without limitation, third-party liability insurance (for all third parties participating in matches or attending the relevant venue) providing for appropriate guaranteed sums for damages to persons, objects and property, as well as for pure economic losses corresponding to the specific circumstances of the club or association concerned.

- c) If the home club or the host association is not the owner of the relevant stadium in which matches are played, then it is also responsible for providing fully comprehensive insurance policies, including, without limitation, third-party liability and property insurance, taken out by the relevant stadium owner and/or tenant. If appropriate insurance and/or release of liability of UEFA is not provided by the stadium owner and/or tenant in due time, the home club or the host association concludes the necessary additional insurance coverage at their own cost. In the case of failure, it agrees that such insurance may be concluded by UEFA at the home club's or host association's expense.
- d) In any case, the 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 matches.

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

- 5.06 The clubs undertake that their team will arrive at the match venue by the evening before the match at the latest.
- 5.07 A participating team is not allowed to play a football match against another team the day before the match, on the matchday itself, or the day after the match.

#### **IV Competition System**

##### **Article 6**

##### **Number of rounds**

- 6.01 The competition consists of three rounds. The 50 participating teams enter the competition at different stages. 28 teams participate in the first round. The 14 winners of the first round, together with 14 other teams, play the second round. The 14 winners of the second round, together with the eight other teams, take part in the third round. The 11 winners of the third round qualify for the second qualifying round of the UEFA Cup.

##### **Cup System**

- 6.02 All matches in this competition are played according to the cup (knock-out) system, with each club playing the same opponent twice, in home and away

matches. The club which scores the greater aggregate of goals in the two matches qualifies for the next stage. Otherwise, the stipulations of Article 7 apply.

#### **Draws**

- 6.03 The three rounds are drawn simultaneously.

#### **Ties**

- 6.04 The ties are determined by means of a draw. The club drawn first plays the first leg of the tie at home.
- 6.05 The UEFA administration may decide that a tie has to be played in one leg, if circumstances so require, and will set the principles for determining the winner accordingly.

#### **Article 7**

##### **Away goals, extra time**

- 7.01 If the two teams involved in a tie score the same number of goals over the two legs, the team which scores more away goals qualifies for the next stage. If this procedure does not produce a result, i.e. if the two teams score the same number of goals at home and away, extra time of two periods of 15 minutes shall be played at the end of the second leg. If, during extra time, both teams score the same number of goals, away goals count double (i.e. the visiting club qualifies). If no goals are scored during extra time, kicks from the penalty mark (Article 16) determine which club qualifies for the next stage.

#### **Article 8**

##### **Seeding of clubs**

- 8.01 The UEFA administration seeds clubs in the three rounds, in accordance with the access list for the 2008 UEFA Intertoto Cup (Annex Ia) and the principles set by the Club Competitions Committee.
- 8.02 For the three rounds of the competition, the UEFA administration may form groups based on regional criteria according to the principles set by the Club Competitions Committee.

**V Refusal to play, Cancellation of a Match, Match Abandoned and Similar Cases**

**Article 9**

**Refusal to play, match abandoned or not played through the fault of a club**

- 9.01 If, after the draw has been carried out, an association is unable to enter by name the number of teams requested and confirmed by the UEFA administration, the Control and Disciplinary Body can impose a fine of CHF 300,000 per missing entry, unless Article 30 is applicable.
- 9.02 The UEFA administration is, in principle, entitled to allocate vacant places to teams from associations that have indicated their willingness to take part, if this is still possible at the relevant stage of the competition.
- 9.03 If a club refuses to play or is responsible for a match not taking place or not being played in full, the Control and Disciplinary Body shall declare the match forfeited and/or disqualify the club concerned in combination with the following fines:
- |  |     |         |
|--|-----|---------|
| a) prior to or during the first round  | CHF | 300,000 |
| b) prior to or during the second round | CHF | 300,000 |
| c) prior to or during the third round  | CHF | 300,000 |
- 9.04 Exceptionally, the Control and Disciplinary Body can validate the result as it stood at the moment when the match was abandoned if the match result was to the detriment of the club responsible for the match being abandoned.
- 9.05 In all cases, the Control and Disciplinary Body can take further measures if the circumstances so justify.
- 9.06 A club which refuses to play or is responsible for a match not taking place or not being played in full loses all rights to payments from UEFA.
- 9.07 Upon receipt of a reasoned and well-documented request from the club or clubs concerned, the UEFA administration may set an amount of compensation due for financial loss.

**Article 10**

**Unfit fields of play, bad weather**

- 10.01 If the national association concerned deems that a field of play will not be fit for play, the home club must notify the visiting club and the referee before their departure. Otherwise, the home club is responsible for their travel, board and lodging expenses. The UEFA administration must be notified at the same time.

- 10.02 If any doubt arises as to the condition of the field of play after the visiting club's departure from home, the referee decides on the field of play itself whether or not it is fit for play.
- 10.03 If the referee declares that the match cannot commence because the field is not fit for play, or because of the weather conditions, the match must in principle be played the next day. The match can still be played on another date set by the UEFA administration within two hours of the referee's decision to postpone the match at the latest, in consultation with the two clubs and the associations concerned. In cases of dispute, the UEFA administration will fix the date and kick-off time of the match. Its decision is final.

#### **Match abandoned**

- 10.04 If the match is abandoned before the end of normal time or during any extra time because the field is not fit for play, or because of the weather conditions, a 90-minute replay must in principle be played the next day. The match can still be replayed on another date set by the UEFA administration within two hours of the referee's decision to abandon the match at the latest, in consultation with the two clubs and the associations concerned. In cases of dispute, the UEFA administration fixes the date and kick-off time of the match. Its decision is final.

#### **Reasons beyond control**

- 10.05 If the match cannot commence or is abandoned before the end of normal time or during any extra time for reasons beyond control, a 90-minute replay must in principle be played on a new date set by the UEFA administration. This decision will be final.

#### **Expenses**

- 10.06 Except when the provisions of paragraphs 10.01 and 12.07 apply, each club shall bear its own expenses. If the match cannot take place at all for reasons beyond control, the travel, board and lodging expenses of the visiting club, as well as the relevant hosting costs, are borne by the two clubs in equal parts.

## **VI Fixtures**

### **Article 11**

#### **Confirmation of venues, dates and kick-off times**

- 11.01 The venues, dates and kick-off times of all matches must be confirmed and communicated to the UEFA administration in writing by the national associations of the clubs concerned by the deadline set by the UEFA administration. The UEFA administration may alter or confirm these dates and kick-off times according to the principles set by the Club Competitions

Committee. The non-respect of this provision may entail disciplinary measures.

11.02 The matches in the three rounds are played during six weekends, on the following dates:

First round	First legs	21/22	June 2008
	Second legs	28/29	June 2008
Second round	First legs	5/6	July 2008
	Second legs	12/13	July 2008
Third round	First legs	19/20	July 2008
	Second legs	26/27	July 2008

Matches may not kick-off before 15.30 hours (CET) on Saturdays, or after 18.00 hours (CET) on Sundays.

## **VII Stadiums and Match Organisation**

### **Article 12**

#### **Stadium category**

12.01 Unless stipulated otherwise in these regulations, matches in the competition must be played in a stadium which meets the category 2 structural criteria as defined in the *UEFA Stadium Infrastructure Regulations*.

#### **Exceptions to a structural criterion**

12.02 The UEFA administration may grant an exception to a specific structural criterion for the stadium category in question in cases of particular hardship and upon reasoned request, for instance owing to the current national legislation or if the fulfilment of all the required criteria would force a club to play its home matches on the territory of another national association. An exception can be granted for one or more matches in the competition or for the whole duration of the competition. Such decisions are final.

#### **Stadium certificate and safety certificate**

12.03 Each association on whose territory matches in the competition will be played is responsible for:

- a) inspecting every stadium concerned and for issuing a stadium certificate which has to be forwarded to the UEFA administration confirming that the stadium meets the structural criteria of the required stadium category;
- b) sending the UEFA administration a copy of the certificate issued by the competent public authorities confirming that the stadium, including its facilities (emergency lighting system, first aid facilities, type of protection against intrusion by spectators into the playing area, etc.), has been

thoroughly inspected and meets all the safety requirements laid down by the applicable national law.

- 12.04 The UEFA administration then approves stadiums on the basis of these certificates. Such decisions are final.

#### **Stadium inspections**

- 12.05 The UEFA administration may carry out stadium inspections at any time before and during the competition to check whether the required structural criteria have been and are still being met. Cases of non-conformity with an applicable structural criterion may be referred to the UEFA Control and Disciplinary Body, which will decide on appropriate measures in accordance with the *UEFA Disciplinary Regulations*.

#### **Alternative venues**

- 12.06 In principle, all matches must be played in the home stadiums of the participating teams. For practical reasons, each participating team may use one additional stadium as an alternative venue.

#### **Pitch conditions**

- 12.07 The home club undertakes to make every reasonable effort to ensure that the pitch is playable. If the home club does not implement the appropriate measures and, as a consequence, the match cannot take place, the home club bears all the costs of the visiting team (travel, board and lodging expenses).

#### **Artificial turf standard**

- 12.08 Matches in the competition may be played on artificial turf in accordance with the *UEFA Stadium Infrastructure Regulations* and provided that such artificial turf meets the "FIFA Recommended 2-Star Standard", in compliance with the "FIFA Quality Concept – Handbook of Test Methods and Requirements for Artificial Turf Football Surfaces" dated January 2008.
- 12.09 The owner of the artificial turf and the home club are fully responsible for meeting the above requirements, in particular those related to:
- maintenance work and ongoing improvement measures; and
  - safety and environment measures as set out in the "FIFA Quality Concept – Handbook of Test Methods and Requirements for Artificial Turf Football Surfaces".
- 12.10 The owner of the artificial turf and the home club must obtain sufficient warranties and/or guarantees related to the material and the installation from the manufacturer and the installer of the artificial turf.
- 12.11 UEFA cannot be held responsible for any damages to third parties resulting from the use of the artificial turf.

### **Floodlights**

- 12.12 Matches may be played in daylight or under floodlights. For matches where floodlighting is required, the light average must meet the requirements set for a category 2 stadium in Article 14 of the *UEFA Stadium Infrastructure Regulations*.

### **Clocks**

- 12.13 Clocks in the stadium showing the amount of time played may run during the match, provided they are stopped at the end of normal time in each half, i.e. after 45 and 90 minutes respectively. This stipulation also applies in the event of extra time being played (i.e. after 15 and 30 minutes).

### **Giant screens**

- 12.14 Transmissions of any images and/or messages on giant viewing screens inside the stadium are in principle not allowed. However, transmissions of the above and, in particular, replays on such giant viewing screens may be authorised subject to a licence being granted by UEFA. On receipt of a justified request to this effect, the UEFA administration may grant a participating club such a licence, which may, however, be withdrawn at any time during the season for improper use. Nevertheless, the results of other matches can be shown on the scoreboard and/or giant screen during the match without need for a licence, while simultaneous transmissions and replays are authorised for press monitors and closed-circuit channels.

### **Retractable roofs**

- 12.15 Before the match, the UEFA delegate, in consultation with the referee, decides whether a stadium's retractable roof will be open or closed during the match. This decision must be announced at the matchday organisational meeting, although it may subsequently be altered at any time prior to kick-off if the weather conditions change, again in consultation with the referee.
- 12.16 If the match starts with the roof closed, it must remain closed for the entire match. If the match starts with the roof open, only the referee has the authority to order its closure during the match subject to any applicable laws issued by a competent state authority. Such decision may only be taken if the weather conditions seriously deteriorate. If the referee does order the closure of the roof during the match, it must remain closed until the final whistle.

## **Article 13**

### **Match organisation**

- 13.01 The UEFA and Respect flags must be flown at the stadium at all matches in this competition. These two flags are available on loan from the national association, and must be returned on elimination from, or at the latest, at the end of the competition. No national anthems are played.

- 13.02 At all matches in this competition, 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.
- 13.03 Only six team officials, one of whom must be a team doctor, and seven substitute players are allowed to sit on the substitutes' bench, i.e. a total of 13 persons. The names of all these persons and their functions must be listed on the match sheet.
- 13.04 If space so permits, up to five additional technical seats are allowed for club staff providing technical support to the team during the match (kit manager, assistant physiotherapist, etc.). Such seats shall be outside the technical area and positioned at least five metres behind or to the side of the benches but with access to the dressing rooms. The names of all these persons and their functions must be listed on the match sheet.
- 13.05 Smoking is not allowed in the technical area during matches.
- 13.06 All clubs in the UEFA club competitions must make at least 5% of the total capacity of their stadium available exclusively to visiting supporters, in a segregated, safe area. In addition, visiting clubs will be entitled to purchase up to 200 top-category tickets (unless otherwise agreed between the two clubs in question) for their VIP supporters, sponsors, etc. (see Articles 17 and 27 of the *UEFA Stadium Infrastructure Regulations* and Article 19 of the *UEFA Safety and Security Regulations*).
- 13.07 Visiting clubs which have requested an allocation of tickets for the whole or part of the segregated area may return any unused tickets to the home club without payment up to seven days prior to the match, unless otherwise agreed by the two clubs in writing. After this deadline the visiting club must pay for the whole allocation, irrespective of whether all the tickets have been sold.
- 13.08 The home club may reallocate tickets returned or not requested by the visiting club provided that all safety and security measures (as mentioned in these regulations and in the *UEFA Safety and Security Regulations*) are respected and that such tickets are not reallocated to supporters of the visiting club.
- 13.09 The official UEFA representatives and at least 20 representatives of the visiting club and its national association must be provided with top-category seats (and associated hospitality) in the VIP sector.
- 13.10 Weather permitting, the visiting club will be allowed to train on the field where the match is to take place the day before the match. The visiting club will agree with the home club on the length of the training session, which shall not exceed one hour, unless agreed otherwise with the home club. In addition, the visiting club may hold private training sessions at a location to be agreed on with the home club, but not at the stadium where the match will be played.

- 13.11 The requirements and recommendations in terms of media arrangements are set out in Annex III (Media Matters).

## **VIII Laws of the Game**

### **Article 14**

- 14.01 Matches are played in conformity with the *Laws of the Game* promulgated by the International Football Association Board (IFAB).

#### **Substitution of players**

- 14.02 The substitution of three players per team is permitted in the course of the match. The use of numbered panels to indicate the substitution of players is compulsory. For ease of information, the panels must be numbered on both sides.
- 14.03 During the game, substitutes are allowed to leave the technical area to warm up. At the pre-match organisational meeting, the referee determines exactly where they may warm up (behind the first assistant referee or behind the advertising boards behind the goal) and how many substitutes are allowed to warm up simultaneously. In principle, three substitutes per team shall be allowed to warm up at the same time; exceptionally, if space so permits, the referee can allow the seven substitutes of each team to warm up simultaneously in the determined area.

#### **Match sheet**

- 14.04 Before the match, each team will receive a match sheet on which the numbers, full names, dates of birth and, if applicable, the nicknames of the 18 players in the squad must be entered, together with the full names of the officials seated on the substitutes' bench and on the additional technical seats. The match sheet must be properly completed in block capitals, and signed by the captain and competent club official.
- 14.05 The 11 first-named players must commence the match. The other seven are designated as substitutes. The numbers on the players' shirts must correspond with the numbers indicated on the match sheet. The goalkeepers and team captain must be identified.
- 14.06 Both clubs must hand their match sheets to the referee at least 75 minutes before kick-off.
- 14.07 The referee may ask to see the personal identity cards/passports of the players whose names are listed on the match sheet. Each player participating in a UEFA competition match must be in possession of a player's registration licence issued by their national association or an official personal identity card/passport, containing his photograph and date of birth.
- 14.08 If the match sheet is not completed and returned in time, the matter will be submitted to the Control and Disciplinary Body.

- 14.09 Only three of the substitutes listed on the match sheet may take part in the match. A player who has been substituted may take no further part in the match.
- 14.10 If there are fewer than seven players on either of the teams, the match will be abandoned. In this case, the Control and Disciplinary Body decides on the consequences.

#### **Replacement of players on the match sheet**

- 14.11 After the match sheets have been completed and signed by both teams and returned to the referee, and if the match has not yet kicked off, the following instructions apply.
- a) If any of the first 11 players listed on the match sheet are not able to start the match due to unexpected physical incapacity, they may only be replaced by any of the seven substitutes listed on the initial match sheet. The substitute(s) in question may then be replaced by player(s) not listed on the initial match sheet, so that the quota of substitutes is not reduced. During the match, three players may still be substituted.
  - b) If any of the seven substitutes listed on the match sheet are not able to be fielded due to unexpected physical incapacity, they may be replaced by any player not listed on the initial match sheet.
  - c) If none of the goalkeepers listed on the match sheet are able to be fielded due to unexpected physical incapacity, they may be replaced by goalkeepers not listed on the initial match sheet.

The club concerned must, upon request, provide the UEFA administration with the necessary medical certificates.

#### **Article 15**

##### **Half-time interval, break before extra time**

- 15.01 The half-time interval lasts 15 minutes. If extra time is required, there will be a five-minute break between the end of normal time and the start of extra time. As a rule, the players remain on the field of play during this five-minute break, at the discretion of the referee.

#### **Article 16**

##### **Kicks from the penalty mark**

- 16.01 For matches played under the cup (knock-out) system (see 7.01), kicks from the penalty mark are taken in accordance with the procedure laid down in the *Laws of the Game* promulgated by the IFAB.
- 16.02 The referee decides which goal will be used for the kicks:
- a) For reasons of safety/security, state of the field of play, lighting, or other similar reasons, the referee may choose which goal will be used without

tossing a coin. In this case, he is not required to justify his decision, which is final.

- b) If he considers that either goal can be used for the kicks, then, in the presence of the two captains, he decides that the head side of the coin corresponds to one goal and the tail side to the other. He then tosses the coin to determine which goal will be used.
- 16.03 To ensure that the procedure is strictly observed, the referee is assisted by the assistant referees and the fourth official, who also note down the numbers of the players on each team who take kicks from the penalty mark. The assistant referees position themselves according to the diagram in the *Laws of the Game*.
- 16.04 If the taking of kicks from the penalty mark cannot be completed because of weather conditions or for other reasons beyond control, the results will be decided by the drawing of lots by the referee in the presence of the UEFA delegate and the two team captains.
- 16.05 If through the fault of a club, the taking of kicks from the penalty mark cannot be completed, paragraphs 9.03 to 9.06 of the present regulations shall apply.

## **IX Player Eligibility**

### **Article 17**

#### **General provisions**

- 17.01 In order to be eligible to participate in the UEFA club competitions, players must be registered with UEFA within the requested deadlines to play for a club and must fulfil all the conditions set out in the following provisions. Only eligible players can serve pending suspensions.
- 17.02 Each club is responsible for submitting an A list of players ("List A") and a B list of players ("List B"), duly signed, to its national association for verification, validation, signature and forwarding to UEFA. These lists must include the name, date of birth, shirt number and name, nationality and national registration date of all players to be fielded in the UEFA club competition in question.
- 17.03 The club bears the legal consequences for fielding a player who is not named on list A or B, or who is otherwise not eligible to play.
- 17.04 The UEFA administration decides on questions of player eligibility. Challenged decisions are dealt with by the Control and Disciplinary Body.
- 17.05 Players must be duly registered with the national association concerned in accordance with the national association's own rules and those of FIFA, notably the *FIFA Regulations for the Status and Transfer of Players*.

- 17.06 A player registered with one national association may only be registered with another national association once the latter has received the International Transfer Certificate from the national association that the player is leaving.
- 17.07 A player is eligible to play only for one single club in the course of a UEFA Intertoto Cup competition.
- 17.08 A player who participates in the UEFA Intertoto Cup may play in other UEFA club competitions subject to the conditions set forth in the *UEFA Champions League and UEFA Cup regulations*.

**Conditions for Registration: List A**

- 17.09 No club may have more than 25 players on List A during the season. As a minimum, places 18 to 25 on List A (eight places) are reserved exclusively for “locally trained players” and no club may have more than four “association-trained players” listed in places 18 to 25 on List A. List A must specify the eight players who qualify as being “locally trained”, as well as whether they are “club-trained” or “association-trained”. The possible combinations that enable clubs to comply with the List A requirements are set out in Annex VI.
- 17.10 A “locally trained player” is either a “club-trained player” or an “association-trained player”.
- 17.11 A “club-trained player” is a player who, between the age of 15 (or the start of the season during which he turns 15) and 21 (or the end of the season during which he turns 21), and irrespective of his nationality and age, has been registered with his current club for a period, continuous or not, of three entire seasons (i.e. a period starting with the first official match of the relevant national championship and ending with the last official match of that relevant national championship) or of 36 months.
- 17.12 An “association-trained player” is a player who, between the age of 15 (or the start of the season during which the player turns 15) and 21 (or the end of the season during which the player turns 21), and irrespective of his nationality and age, has been registered with a club or with other clubs affiliated to the same national association as that of his current club for a period, continuous or not, of three entire seasons or of 36 months.
- 17.13 If a club has fewer than eight locally trained players in its squad (i.e. in places 18 to 25 on List A), then the maximum number of players on List A is reduced accordingly. Furthermore, if a club lists a player in places 18 to 25 on List A who does not fulfil the conditions set out in this article, that player is not eligible to participate for the club in the UEFA club competition(s) in question and the club is unable to replace him on List A.
- 17.14 List A has to be submitted by 10 June 2008 (24.00 hours CET).
- 17.15 For the three rounds of the competition, List A may be amended at any time until 24.00 CET on the day before the relevant first-leg match, provided that

the club's national association confirms in writing that the new players are eligible to play at domestic level at this time.

**Conditions for Registration: List B**

- 17.16 Each club is entitled to register an unlimited number of players on List B during the season. The list must be submitted by no later than 24.00 CET on the day before the match in question.
- 17.17 A player may be registered on List B if he is born on or after 1 January 1987 and has been eligible to play for the club concerned for any uninterrupted period of two years since his 15th birthday by the time he is registered with UEFA. Players aged 16 may be registered on List B if they have been registered with the participating club for the previous two years without interruption.

**X Kit**

**Article 18**

**UEFA Kit Regulations**

- 18.01 The *UEFA Kit Regulations* (edition 2008) apply to any kit (sports equipment) used in the stadium during the entire competition.

**Kit approval procedure**

- 18.02 The clubs must submit the corresponding application form to the UEFA administration, duly completed and signed by 2 June 2008. Samples of the first- and second-choice playing kit (shirt, shorts and socks) do not, however, have to be submitted to the UEFA administration for approval.

**Colour**

- 18.03 The home team should always wear the official first-choice kit announced to the UEFA administration on the entry form, unless the teams concerned agree otherwise in due time, in which case details should be submitted to the UEFA administration in writing. If the referee decides on the spot that the colours of the two teams could lead to confusion, the home team must wear other colours for reasons of practicality.

**Choice of sponsor**

- 18.04 The club may only use a sponsor approved beforehand by the national association and used also in one of the domestic competitions as shirt sponsor.

**Change of shirt sponsor**

- 18.05 According to Article 33 of the *UEFA Kit Regulations*, clubs may change their shirt sponsor only once during the competition.

- 18.06 A change of sponsor may be allowed if the club submits a written request to the UEFA administration at least ten working days before the respective matchday together with the following items:
- a) copy of the approval of the national association;
  - b) confirmation from the old and new sponsors; and
  - c) sample of the new shirt.

#### **Clash of shirt sponsor**

- 18.07 If two clubs meeting in the competition have the same shirt sponsor, the 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.

#### **Balls**

- 18.08 The home club must provide the visiting club with balls of excellent quality for its training session on the day before the match (MD-1) as well as for warming up before the match. These balls must be the same as those used for the match.
- 18.09 Match balls must comply with the *Laws of the Game* as well as with FIFA and UEFA kit regulations: a match ball can have one manufacturer identification not exceeding 50cm<sup>2</sup> or two manufacturer identifications, neither exceeding 25cm<sup>2</sup>.

#### **Disclaimer**

- 18.10 UEFA declines all responsibility 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* and/or any other UEFA regulations regarding the sponsor advertising and/or the manufacturer identification.

### **XI Referees**

#### **Article 19**

- 19.01 The *General Terms and Conditions for Referees* apply to the referee teams appointed for this competition.

#### **Appointments**

- 19.02 The Referees Committee, in cooperation with the UEFA administration, appoints the referees for all matches. Only referees whose names appear on the official FIFA list of referees are eligible. The assistant referees, who must be specialists, are proposed by the national association of the referee, in accordance with the criteria established by the Referees Committee. The fourth official (reserve assistant referee), whose name must appear on the

official FIFA list of assistant referees, or who must at least be a top-division assistant referee, is proposed by the national association of the home club.

#### **Arrival**

- 19.03 The team of referees must arrange to arrive at the venue the day before the match.
- 19.04 The fourth official, if from the national association of the home club, must make contact with the team of referees prior to the match.

#### **Late arrival of referees**

- 19.05 If the referee and/or assistant referees do not arrive at the match venue by the evening before the game, the UEFA administration and both clubs must be informed immediately. The Referees Committee, in cooperation with the UEFA administration, takes the appropriate decisions. If the Referees Committee decides to replace the referee and/or assistant referees and/or fourth official, such a decision is final, and no protests against the person or nationality of the referee and/or assistant referees and/or fourth official are allowed.

#### **Unfit referee**

- 19.06 If a referee becomes unfit before or during a match in any of the three rounds through illness, injury, etc., and is unable to continue to officiate, he is replaced by the first assistant referee (see paragraph 19.02), and the fourth official takes the place of the assistant referee.
- 19.07 If an assistant referee becomes unfit before or during a match through illness, injury, etc., and is unable to continue to officiate, he is replaced by the fourth official (see paragraph 19.02).

#### **Referee's report**

- 19.08 Directly after the match, the referee completes the official report, signs it and faxes it to the UEFA administration (+41 848 03 27 27), together with both match sheets. In addition, the originals must be sent by post within 24 hours of the end of the match. The referee must always keep a copy of his report and both match sheets.
- 19.09 On his report, the referee reports in as much detail as possible on any incidents before, during, or after the match, such as:
- a) misconduct of players, leading to caution or expulsion;
  - b) unsporting behaviour by officials, members, supporters, or anyone carrying out a function at a match on behalf of an association or club;
  - c) any other incidents.

#### **Referee liaison officer**

- 19.10 During their stay at the match venue, the referees are taken care of by a referee liaison officer, who is an official representative of the national

association of the home club, in accordance with the guidelines issued by UEFA.

## **XII Disciplinary Law and Procedures – Doping**

### **Article 20**

#### **UEFA Disciplinary Regulations**

- 20.01 The provisions of the *UEFA Disciplinary Regulations* apply for all disciplinary offences committed by clubs, officials, members or other individuals exercising a function at a match on behalf of an association or club, unless the present regulations stipulate otherwise.
- 20.02 Participating players agree to comply with the *Laws of the Game*, *UEFA Statutes*, *UEFA Disciplinary Regulations*, *UEFA Anti-Doping Regulations*, *UEFA Kit Regulations* as well as the present regulations. They must notably:
- a) respect the spirit of fair play and non-violence, and behave accordingly;
  - b) refrain from any activities that endanger the integrity of the UEFA competitions or bring the sport of football into disrepute;
  - c) refrain from anti-doping rule violations as defined by the *UEFA Anti-Doping Regulations*.

### **Article 21**

#### **Yellow and red cards**

- 21.01 As a rule, a player who is sent off the field of play is suspended for the next match in a UEFA club competition. The Control and Disciplinary Body is entitled to augment this punishment. For serious offences the punishment can be extended to all UEFA competition categories.
- 21.02 In case of repeated cautions, a player is suspended for one match in the same category of competition after two cautions in two different matches, as well as after the fourth caution.
- 21.03 Single yellow cards and pending suspensions are always carried forward either to the next stage of the competition or to another club competition in the current season.
- 21.04 Cautions and pending yellow-card suspensions from club competition matches expire at the end of the season.

### **Article 22**

#### **Declaration of protests**

- 22.01 Member associations and their clubs are entitled to protest. The party protested against and the disciplinary inspector have party status.
- 22.02 Protests must reach the Control and Disciplinary Body in writing, stating the reasons, within 24 hours of a match.

- 22.03 This 24-hour time limit cannot be extended.
- 22.04 The protest fee is EUR 1,000. It must be paid at the same time as the protest is filed.

### **Article 23**

#### **Reasons for protest**

- 23.01 A protest is directed against the validity of a match result. It is based on a player's eligibility to play, a decisive breach of the regulations by the referee, or other incidents influencing the match.
- 23.02 Protests concerning the state of the field of play must be submitted to the referee in writing by the relevant officials before the match. If the state of the field of play becomes questionable in the course of the match, the team captain must inform the referee, in the presence of the captain of the opposing team, orally without delay.
- 23.03 Protests cannot be lodged against factual decisions taken by the referee.
- 23.04 A protest against a caution or expulsion from the field of play after two cautions is admissible only if the referee's error was to mistake the identity of the player.

### **Article 24**

#### **Appeals**

- 24.01 The Appeals Body deals with appeals lodged against decisions of the Control and Disciplinary Body. The *UEFA Disciplinary Regulations* apply.

### **Article 25**

#### **Doping**

- 25.01 Doping is defined as the occurrence of one or more of the anti-doping rule violations set out in the *UEFA Anti-Doping Regulations*.
- 25.02 Doping is forbidden and is a punishable offence. In case of anti-doping rule violations, UEFA will instigate disciplinary proceedings against the perpetrators in accordance with the *UEFA Disciplinary Regulations*. This may include the imposition of provisional measures.
- 25.03 UEFA may test any player at any time.
- 25.04 Testing and any other anti-doping related matters that are not governed by the *UEFA Disciplinary Regulations* will be conducted in conformity with the *UEFA Anti-Doping Regulations*.

### **XIII Financial Provisions**

#### **Article 26**

##### **Referees' costs**

- 26.01 For all matches in this competition, the national association of the home club, on behalf of UEFA, assumes the costs of the board and lodging of the referee, assistant referees and fourth official, as well as their transport costs within the territory of the national association concerned. The international travel expenses and daily allowances of these officials are borne by UEFA.
- 26.02 The travel costs and daily allowances of the local fourth official are borne by the national association of the home club.

##### **Receipts**

- 26.03 Each club retains its receipts and bears all its organisational expenses. The visiting club assumes its expenses for travel, board and lodging, unless the two clubs concerned agree otherwise. If necessary, the provisions of paragraph 10.06 must be observed. In the event of a match being moved for any reason whatsoever, the UEFA administration decides who assumes any additional expenses incurred by the visiting club as a result.

##### **UEFA payments to clubs**

- 26.04 All payments to the clubs will always be transferred to the respective national association's bank account. It is the responsibility of the club to coordinate the transfer from the association's bank account to the club's bank account.
- 26.05 The club shall not, without the written consent of UEFA, assign the benefits of its participation in the UEFA Intertoto Cup to any third party.
- 26.06 The amounts paid by UEFA correspond to gross amounts. As such they cover any and all taxes, levies, charges, etc. (including, but not limited to, Value Added Tax).

### **XIV Exploitation of the Commercial Rights**

#### **Article 27**

- 27.01 Member associations and their affiliated organisations or clubs are authorised to exploit the audio-visual, sound-broadcasting and advertising rights to the matches which take place under their respective auspices. In doing so, they must observe the stipulations of Article 48 of the *UEFA Statutes*, as well as the regulations governing the implementation of the said article.
- 27.02 The commercial rights to matches may not be sold unless an appropriate fee is paid.

- 27.03 Contracts concluded for matches in this competition, or which include such matches, must be presented to the UEFA administration on request. The withholding of such documents will be referred to the Control and Disciplinary Body and may entail measures which could ultimately lead to disqualification from the competition and/or the non-payment by UEFA of any bonuses which may otherwise be due.
- 27.04 All contracts regarding commercial rights must include Article 48 of the *UEFA Statutes* and the regulations governing its implementation as an integral part thereof. Furthermore, such contracts must contain a stipulation guaranteeing that if any amendments are made to these regulations, the said contracts can be adapted to the amended regulations within 30 days of their coming into force.
- 27.05 For each match, the clubs must provide the UEFA administration with details of gross receipts from ticket sales, stadium attendance, television receipts, television coverage and audience figures.
- 27.06 Member associations and their affiliated organisations or clubs undertake to provide UEFA with a recording of the entire match – free of charge and in Digibeta (or if not available, in Betacam) format – to be sent to the destination of UEFA's choice within seven days of the match. For the purpose of directly or indirectly promoting the UEFA Intertoto Cup in any form of media, UEFA is entitled to use and authorise others to use up to 15 minutes of this material, free of charge and without requiring any clearance.
- 27.07 In addition, UEFA is entitled to use photographic, audio-visual and visual material of players and officials, as well as the club name, emblem and team shirt, for non-commercial purposes within the framework of the competition. On request, the clubs must supply UEFA – free of charge – with the appropriate material, as well as the necessary documentation. UEFA is entitled to make photographic, audio-visual and visual material available to the media for editorial purposes.

## **XV Intellectual Property Rights**

### **Article 28**

- 28.01 UEFA is the exclusive owner of all intellectual property rights to the competition, including any current or future rights to UEFA's names, logos, brands and trophies. Any use of the aforementioned rights requires the prior written approval of UEFA, and must comply with any conditions imposed by UEFA.
- 28.02 All rights to the fixture list, as well as the matches in the competition, are the sole and exclusive property of UEFA.

## **XVI Court of Arbitration for Sport (CAS)**

### **Article 29**

- 29.01 In case of litigation resulting from or in relation to these regulations, the provisions regarding the Court of Arbitration for Sport (CAS) laid down in the *UEFA Statutes* apply.

## **XVII Unforeseen Circumstances**

### **Article 30**

- 30.01 Any matters not provided for in these regulations, such as cases of force majeure, will be decided by the Emergency Panel or, if not possible due to time constraints, by the President or, in his absence, by the General Secretary. Such decisions are final.

## **XVIII Closing Provisions**

### **Article 31**

- 31.01 The UEFA administration is entrusted with the operational management of the competition and adopts, in the form of directives, the detailed provisions necessary for implementing these regulations.
- 31.02 All annexes form an integral part of these regulations.
- 31.03 Any breach of these regulations may be penalised by UEFA in accordance with the *UEFA Disciplinary Regulations*.
- 31.04 If there is any discrepancy in the interpretation of the English, French or German versions of these regulations, the English version prevails.
- 31.05 These regulations were adopted by the UEFA Executive Committee at its meeting on 28 March 2008 and come into force on 1 May 2008.

For the UEFA Executive Committee:

Michel Platini  
President

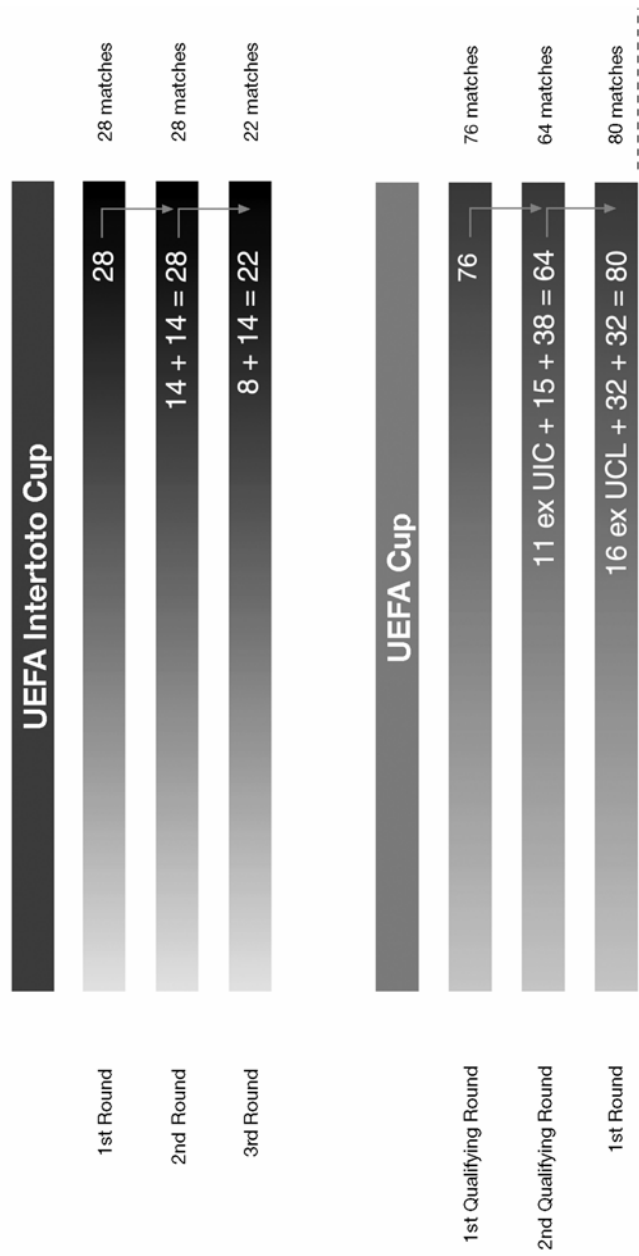
David Taylor  
General Secretary

Nyon, 28 March 2008

**ANNEX Ia: Access list for the 2008 UEFA Intertoto Cup**

Ranking Rang Rang	Association Association Verband	Entry 3rd Accès 3ème Eintritt 3.	Entry 2nd Accès 2ème Eintritt 2.	Entry 1st Accès 1er Eintritt 1.
1	Spain	X		
2	England	X		
3	Italy	X		
4	France	X		
5	Germany	X		
6	Portugal	X		
7	Romania	X		
8	Netherlands	X		
9	Russia		X	
10	Scotland		X	
11	Ukraine		X	
12	Belgium		X	
13	Czech Republic		X	
14	Turkey		X	
15	Greece		X	
16	Bulgaria		X	
17	Switzerland		X	
18	Norway		X	
19	Israel		X	
20	Serbia		X	
21	Denmark		X	
22	Austria		X	
23	Poland			X
24	Hungary			X
25	Slovakia			X
26	Croatia			X
27	Cyprus			X
28	Sweden			X
29	Slovenia			X
30	Bosnia-Herzegovina			X
31	Latvia			X
32	Lithuania			X
33	Finland			X
34	Moldova			X
35	Republic of Ireland			X
36	Georgia			X
37	Liechtenstein			NO
38	F.Y.R. Macedonia			X
39	Iceland			X
40	Belarus			X
41	Albania			X
42	Estonia			X
43	Armenia			X
44	Azerbaijan			X
45	Kazakhstan			X
46	Northern Ireland			X
47	Wales			X
48	Faroe Islands			X
49	Luxembourg			X
50	Malta			X
51	Montenegro			X
52	Andorra			NO
53	San Marino			NO

**ANNEX Ib: UEFA Intertoto Cup competition system**





## **ANNEX II: Access Criteria and Coefficient Ranking System**

### **Access criteria**

1. The allocation of places per association for the UEFA Intertoto Cup will be made in accordance with a table of performances covering five UEFA club competition seasons (i.e. UEFA Champions League and UEFA Cup). This table (UEFA association coefficient rankings) is compiled annually, with the oldest season dropped each time for the purpose of the calculation.

### **Coefficient rankings**

2. The table is compiled as follows:
  - a win to be worth 2 points (1 point for qualifying-round matches)
  - a draw 1 point ( $\frac{1}{2}$  point for qualifying-round matches)
  - a defeat 0 points

Qualifying-round results are taken into account only for the calculation of the association's coefficient.

Until the 2003/04 season, clubs which reached the quarter-finals, semi-finals or final of the UEFA Champions League or the quarter-finals, semi-finals or final of the UEFA Cup were awarded an extra point for each such round. In addition, one point was awarded for participation in the UEFA Champions League.

As of the 2004/05 season, clubs which reach the first knock-out round, quarter-finals, semi-finals or final of the UEFA Champions League or the quarter-finals, semi-finals or final of the UEFA Cup are awarded an extra point for each such round. In addition, three points are awarded for participation in the UEFA Champions League.

Results obtained in the UEFA Intertoto Cup do not count for the coefficient rankings determining the number of places in the UEFA club competitions.

3. The points obtained each season by the clubs representing a national association are added, then divided by the combined number of clubs from the said association having taken part in the two UEFA club competitions in question, to produce the coefficient value of the national association concerned. Points obtained in the UEFA Intertoto Cup are exempt from this stipulation, in accordance with point 2 above.
4. Coefficients are calculated to the thousandth, and not rounded up.
5. In the case of equal coefficients, the UEFA administration will take a final decision, taking into consideration the individual coefficient of the most recent season.
6. Points are awarded only for matches which have actually been played, in accordance with the results ratified by UEFA. Kicks from the penalty mark to determine which club qualifies, or the winner, do not affect the result used to calculate the coefficient.

7. Member associations are informed of the general classification after each UEFA club competition season, and this classification determines the number of participants from each association for the following season's UEFA club competitions.
8. The UEFA administration will take final decisions on any matters not provided for by these provisions.

## **ANNEX III: Media Matters**

### **REQUIREMENTS**

An adequate number of seats – under cover – must be made available to local and foreign media representatives (see *UEFA Guidelines for Media Facilities in Stadiums*, 1 January 2008). At least half of the press seating should be with desks and should be equipped with power, telephone and modem connections.

Interviews are not permitted during the match on the field of play itself or in its immediate vicinity. Before and after the match, as well as at half-time, interviews may take place in a designated pitch-side area outside the technical zone. The press officer of the home club may designate an area between the substitutes' benches and dressing rooms in which such "flash" interviews can take place at half-time and at the end of the match. A flash interview during the half-time interval may only be conducted in the designated area with the coaches or assistant coaches of the two teams involved in the match or non-playing players and club officials, subject to their prior consent. Interviews are also allowed with coaches and players upon their arrival at the stadium, on their way from the team bus to the dressing-room area.

No media representatives (including broadcasters, radio, ENG crews, photographers or reporters) are allowed to go onto the field of play before, during or after the match, with the exception of the hand-held camera crew covering the team line-ups at the start of the match. The same applies to the tunnel and dressing-room area, with the exception of UEFA-approved "flash" interviews and the pre-match presentation. In terms of the mass media, only a limited number of photographers, TV cameramen and television production staff of the rights-holding broadcasters – all equipped with event accreditations – are allowed to work in the area between the boundaries of the field and the spectators (see Annex IV a and Annex IVb).

### **RECOMMENDATIONS**

The following principles constitute UEFA's general guidelines on media matters but they will not be enforced for this competition.

#### **1. General**

Each club must appoint a press officer to coordinate cooperation between the club and the media in accordance with UEFA's regulations and guidelines. Where possible, the press officer will aim to assist UEFA in compiling editorial features in text or electronic format before and during the season, to help promote the competition. The press officer must travel with the team for away fixtures in order to coordinate all media arrangements including pre-match and post-match press conferences and interviews.

The visiting team's press officer must send, by fax or by e-mail, a full list of accreditation requests to the home club's press officer by, at the latest, five

days before the match. The press officer will also ensure that all accreditation requests come from bona fide football reporters.

Both clubs must hold a pre-match press conference the day before the match at the stadium, if possible. The two press conferences must be arranged so that a media reporter can attend both and take place early enough to allow written press deadlines to be met. Each press conference must be attended by at least the head coach of the team plus one or, preferably, two players. Unless a prior arrangement has been made with the visiting club, the home club is responsible for providing a qualified interpreter (see *UEFA Guidelines for Media Facilities in Stadiums*, 1 January 2008).

Interviews with players involved in the game (starters and substitutes) are not permitted during the course of the match. This includes players who have been substituted or dismissed from the field of play.

The post-match press conference at the venue must start no later than 15 minutes after the final whistle. The home club is responsible for the necessary infrastructure (interpreting and technical equipment). Both clubs are obliged to make their team manager/ head coach available for this press conference.

After the match, a mixed zone through which the players must exit must be set up for the media on the way from the dressing-rooms to the team transport area. This area – accessible only to coaches, players and representatives of the media, to offer reporters additional opportunities to conduct interviews – must be divided into three areas: one for broadcaster crews, one for radio reporters and one for journalists from the written press. The home club must ensure that the area is safe for players and coaches to walk through. The team dressing-rooms are off limits to representatives of the media before, during and after the match.

## **2. Audio-visual and radio (including internet audio) requirements**

Non-rights-holding broadcasters and radio reporters may, if space permits, be allocated 'observer seats' (without desk) in the press box. Therefore, applications for such seats should be directed to the home club. Cameras and other technical equipment as appropriate must be deposited in the location indicated by the press officer of the home club on entering the stadium. Clubs competing against each other may also consider reciprocal agreements with regard to fees charged to radio stations.

Broadcasters and radio reporters are not allowed to enter the field of play nor will they have access to the pitch, the tunnel, the dressing-rooms or the flash interview area. They may attend the post-match press conferences and will be granted access to the mixed zone.

Requests for radio accreditation and technical installations must be sent to the home club at least ten days before a match.

**3. Internet**

Clubs should accept accreditation applications from websites, on condition that they do not cover the game (for the sake of clarity, this includes press 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 press 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 extra time period, if applicable. There must be an interval of at least one minute between the posting of each photograph on the website.

**4. Photographers**

A limited number of photographers may work in the areas behind the advertising boards behind the goals unless, in exceptional circumstances, special dispensation to work in other areas is given by the press officer of the home club. Photographers may only change ends at half-time or, when appropriate, during the interval before the start of extra-time.

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

The host club is responsible for the production of photographers' bibs (as well as bibs for broadcaster personnel and ENG crews).

The visiting team's press officer must provide the home club with a full list of photographers' accreditation requests by, at the latest, five days before the match.

**5. Principles for the media**

a) Respect of the field of play:

Any media equipment and personnel must be positioned in such a way that they do not present any danger for players or referees. Generally, cameras should be four metres from touchlines, and behind advertising boards on goal-lines. The field of play itself must always be kept free of cameras, cables and media personnel.

b) Respect of officials:

Media equipment and personnel may not obstruct the view or movement of, or cause confusion for referees or players/coaches.

c) Respect of spectators:

TV and photo camera equipment and personnel should not obstruct the spectators' view of the field of play. TV and photo cameras should not record the crowd in a manner which could cause any dangerous activity.

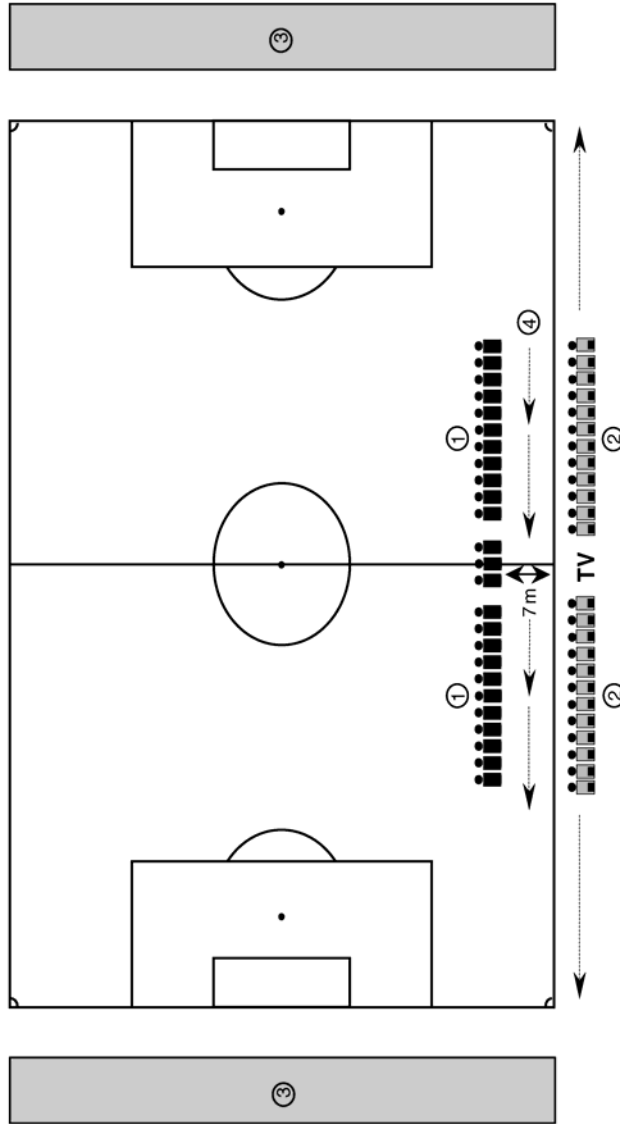
d) Respect of players/coaches:

Media must respect the needs of the players and coaches. Interviews may be arranged only outside the technical zone, in areas defined and approved by UEFA. Reporters must not approach players or coaches for interviews or comments during play.

e) Respect of other media:

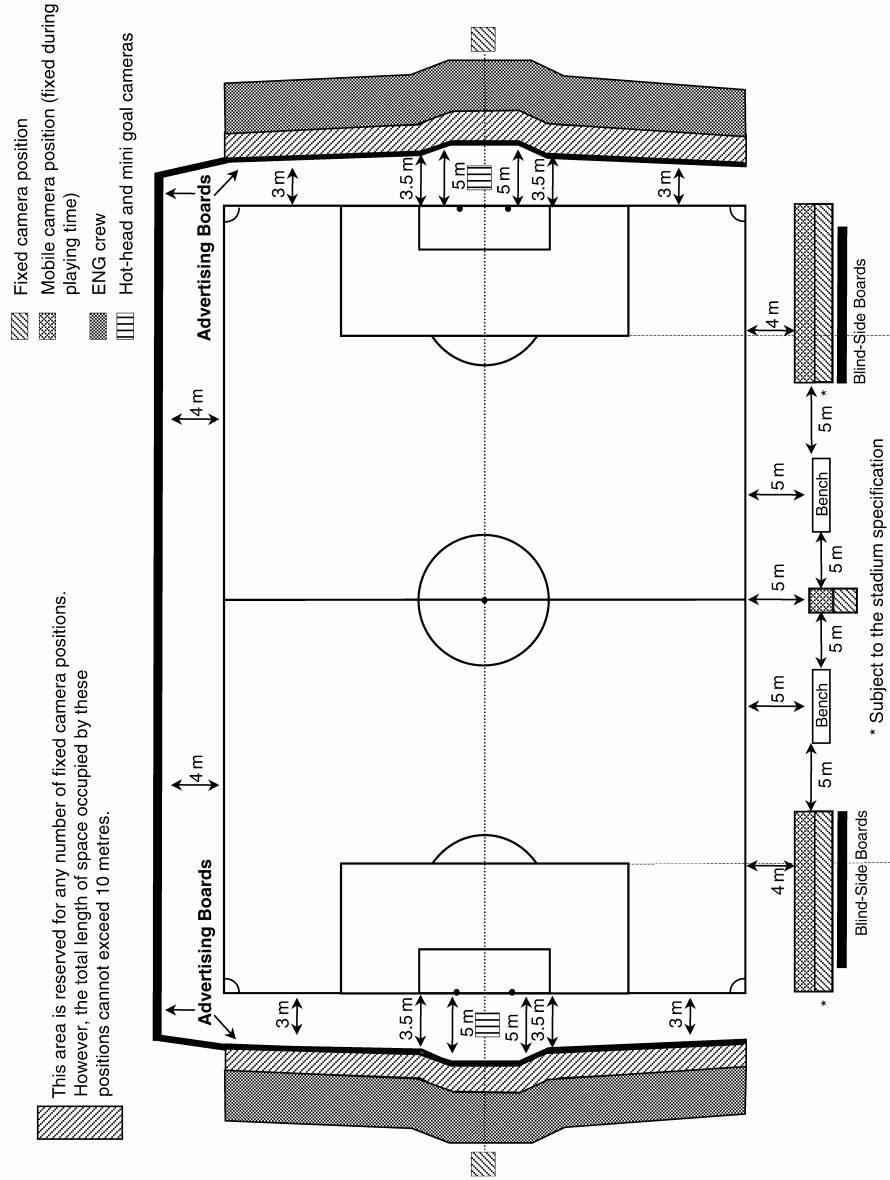
All media representatives must respect the needs of other media colleagues. For example, adequate positions for photographers must be available alongside TV cameras behind the advertising boards, in principle behind each goal, and press working areas must not be disturbed during the match by broadcaster technical personnel or photographers.

### ANNEX IVa: Media positioning at UEFA matches



- ① Teams before the game
  - ② Photographers and TV crews before the game
  - ③ Photographers and TV crews during the game
- Important:** Photographers and TV representatives must keep off the field of play at all times
- ④ Hand-held TV camera of host broadcaster (for individual close-ups during line-up)

### ANNEX IVb: TV Camera positions



## **ANNEX V: Respect: Fair Play Assessment**

### **Introduction**

1. The fair play assessment forms part of the respect campaign. Conduct according to the spirit of fair play is essential for the successful promotion and development of and involvement in sport. The objective of activities in favour of fair play is to foster a sporting spirit, as well as the sporting behaviour of players, team officials and spectators, thereby increasing the enjoyment of all those involved in the game.

### **UEFA fair play rankings**

2. In its efforts to promote fair play, UEFA establishes association fair play rankings for each season, based on all matches played in all UEFA competitions (national representative and club teams) between 1 May 2008 and 30 April 2009. In establishing these rankings, only those associations whose teams have played at least the required number of matches (i.e. total number of matches assessed divided by the number of associations) are taken into account. For this purpose, fair play conduct is assessed by the appointed UEFA match delegate.

### **Criteria for an additional place in the UEFA Cup**

3. In reward for the fair play example they set, a maximum of three associations which attain an average of 8.0 points or more in the rankings each receive one additional place in the next season's UEFA Cup. If some associations are equal on points in the rankings, lots will be drawn by the UEFA administration to define the associations that receive an additional place. These additional places are reserved for the winners of the respective domestic top-division fair play competitions, provided that this national assessment is based at least on the following criteria: red and yellow cards, positive play, respect for the opponents as well as for the referee, and the behaviour of the team officials and of the crowd. If the winner of the domestic top-division fair play competition in question has already qualified for a UEFA club competition, the UEFA Cup fair play place goes to the next-ranked team in the domestic top-division fair play rankings which has not already qualified for a UEFA competition.

### **Methods of assessment**

4. After the match, the match delegate is expected to complete a fair play assessment form in consultation with the referee and, where applicable, the referee observer. The referee confirms that fair play aspects have been duly discussed by signing the fair play assessment form.
5. The assessment form identifies six criteria (items) for the evaluation of the fair play performance of the teams. Assessment should be based on positive rather than negative aspects. As a general rule, maximum assessment marks

should not be awarded unless the respective teams have displayed positive attitudes.

#### **The individual items on the assessment form**

6. Red and yellow cards

Deduction from a maximum of 10 points:

- yellow card      1 point
- red card            3 points

If a player who has been cautioned with a yellow card commits another offence which would normally be punishable with a yellow card, but who must be sent off for this second offence (combined yellow and red card), only the red card counts, i.e. total of 3 points to be deducted.

If, however, a player who has been cautioned with a yellow card commits another offence for which the punishment is dismissal, a total of 4 points (1+3) must be deducted.

Red and yellow cards is the only item which may take a negative value.

7. Positive play

- maximum 10 points
- minimum 1 point

The aim of this item is to reward positive play which is attractive for the spectators. In assessing positive play, the following aspects should be taken into consideration:

*Positive aspects:*

- attacking rather than defensive tactics
- acceleration of the game
- efforts to gain time, e.g. bringing the ball quickly back into play, even when in a winning position
- continued pursuit of goals, even if the desired result (e.g. qualification or an away draw) has already been achieved

*Negative aspects:*

- deceleration of the game
- time-wasting
- tactics based on foul play
- play-acting, etc.

In general terms, positive play correlates with the number of goal-scoring chances created and the number of goals scored.

8. Respect for the opponents

- maximum 5 points
- minimum 1 point

Players are expected to respect the *Laws of the Game*, the competition regulations, opponents, etc. They are also expected to ensure that fellow team members and everyone else involved in the team abide by the spirit of fair play as well.

In assessing the players' behaviour vis-à-vis the opposition, double counting against the item 'red and yellow cards' should be avoided. However, the UEFA match delegate may take into account the seriousness of the offences punished by cards, as well as offences overlooked by the referee.

Assessment should be based on positive attitudes (e.g. helping an injured opponent) rather than infringements. Blameless behaviour, but without any particularly positive attitude or gestures towards opponents, should be assessed with a mark of 4 rather than 5.

9. Respect for the referees

- maximum 5 points
- minimum 1 point

Players are expected to respect the referees (including assistant referees and fourth officials) as people, as well as for the decisions they take. Double counting against the item 'red and yellow cards' should be avoided. However, the UEFA match delegate may take into account the seriousness of the offences punished by cards.

A positive attitude towards the referees should be rewarded by high marks, including the acceptance of doubtful decisions without protest. Normal behaviour, but without any particularly positive attitude or gestures with respect to the referee team, should be assessed with a mark of 4 rather than 5.

10. Behaviour of the team officials

- maximum 5 points
- minimum 1 point

Team officials, including coaches, are expected to make every effort to develop the sporting, technical, tactical and moral level of their team through all permitted means. They are also expected to instruct their players to behave in a manner which is in accordance with the fair play principles.

Positive and negative aspects of the behaviour of team officials should be assessed; e.g. whether they calm or provoke angry players or fans, how they accept the referee's decisions, etc. Cooperation with the media should also be considered as a factor in the assessment. Blameless behaviour, but

without any particularly positive attitude or gestures, should be assessed with a mark of 4 rather than 5.

11. Behaviour of the crowd

- maximum 5 points
- minimum 1 point

The crowd is considered to be a natural component of a football game. The support of the fans may contribute to the success of their team. The crowd is not expected to watch the game in silence. Encouragement of teams by shouting, singing, etc. may have a positive influence on the atmosphere, in accordance with the spirit of fair play.

The spectators are, however, expected to respect the opposing team and the referee. They should appreciate the performance of the opposition, even if they emerge as the winners. They must in no way intimidate or frighten the opposing team, the referee or opposing supporters.

A maximum number of points (5) should not be awarded unless all these requirements are satisfied, especially with respect to the creation of a positive atmosphere.

This item is applicable only if a substantial number of fans of the team concerned are present. If the number of fans is negligible, 'N/A' (not applicable) should be recorded under this entry.

**Overall assessment**

12. The overall assessment of a team is obtained by adding up the points given for the individual items, dividing this total by the maximum number of points and multiplying the result by 10.
13. The maximum number of points per game generally equals 40. If, however, a given team is being supported by a negligible amount of fans, and the item "Behaviour of the crowd" is not being assessed as a result ('N/A' – see paragraph 10 above), the maximum number of points obtainable will be 35.

Example:

The various items for team 1 are assessed as 8+7+3+4+5+4, giving a total of 31. The general assessment will therefore be:

$$(31/40) \times 10 = \mathbf{7.75}$$

If team 2 had only a small number of fans, and the assessment for the other items was 7+8+2+5+2, with 24 as the total, the general assessment would be:

$$(24/35) \times 10 = \mathbf{6.857}$$

The general assessment should be calculated to three decimal points and not rounded up.

14. In addition to this assessment, the UEFA match delegate should also give brief written comments on the fair play performance of the teams, to explain the positive and negative aspects which formed the basis for his assessment. This written explanation may also include outstanding individual gestures of fair play by players, officials, referees or any other persons.

**ANNEX VI: Locally trained players**

Possible combinations to comply with the List A requirements (as defined in Article 17):

	<b>TOTAL LIST A (potential)</b>	<b>"FREE" PLAYERS</b>	<b>CLUB TRAINED</b>	<b>ASSOCIATION TRAINED</b>	<b>TOTAL LIST A (effective)</b>
1	25	17	8	0	25
2	25	17	7	1	25
3	25	17	7	0	24
4	25	17	6	2	25
5	25	17	6	1	24
6	25	17	6	0	23
7	25	17	5	3	25
8	25	17	5	2	24
9	25	17	5	1	23
10	25	17	5	0	22
11	25	17	4	4	25
12	25	17	4	3	24
13	25	17	4	2	23
14	25	17	4	1	22
15	25	17	4	0	21
16	25	17	3	4	24
17	25	17	3	3	23

	<b>TOTAL LIST A (potential)</b>	<b>"FREE" PLAYERS</b>	<b>CLUB TRAINED</b>	<b>ASSOCIATION TRAINED</b>	<b>TOTAL LIST A (effective)</b>
18	25	17	3	2	22
19	25	17	3	1	21
20	25	17	3	0	20
21	25	17	2	4	23
22	25	17	2	3	22
23	25	17	2	2	21
24	25	17	2	1	20
25	25	17	2	0	19
26	25	17	1	4	22
27	25	17	1	3	21
28	25	17	1	2	20
29	25	17	1	1	19
30	25	17	1	0	18
31	25	17	0	4	21
32	25	17	0	3	20
33	25	17	0	2	19
34	25	17	0	1	18
35	25	17	0	0	17

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